

# A Parental Guide to School Admissions in the Vale 2027/28

Educating Children in the Vale of Glamorgan

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This booklet is published by the Vale of Glamorgan Council and contains the information the Council is required to publish under the School Information (Wales) Regulations 2011. Although the information is correct at the time of publication, the Authority reserves the right to make any adjustments where this is necessary to enable it to comply with changes in policy and/or legislation.

## **Contact Details**

For further information on School Admissions please view our website [www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk) You may also contact the team by emailing:

Nursery School Admissions  
[admissionsnursery@valeofglamorgan.gov.uk](mailto:admissionsnursery@valeofglamorgan.gov.uk)

Primary School Admissions  
[admissionsprimary@valeofglamorgan.gov.uk](mailto:admissionsprimary@valeofglamorgan.gov.uk)

**Secondary School Admissions**  
[admissionssecondary@valeofglamorgan.gov.uk](mailto:admissionssecondary@valeofglamorgan.gov.uk)

or by telephoning 01446 700111.

Our address is Vale of Glamorgan Council, Directorate of Learning and Skills,  
Civic Offices, Holton Road, Barry CF63 4RU

## **1. Letter from Cabinet Member for Learning & Culture and the Director of Learning & Skills**

Dear Parent/ Guardian

In the Vale of Glamorgan we are very proud of our thriving nursery, primary, secondary and special schools and we are delighted to welcome you and your child to our education community. We are committed to high standards of education and our partnership with parents, governors and schools.

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 booklet gives you all the information you need about our admission arrangements, some facts about our schools and other information that may be of interest to you. You might find it helpful to visit local schools. Individual school websites are also an excellent source of information as well as the Council's website ([www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk)) which has a link to the Welsh Government site "my local school". You may also wish to read recent Estyn inspection reports.

There are a variety of schools to choose from including English and Welsh Medium schools, Community Schools and those with their own admission arrangements such as Voluntary Aided Faith Schools (please see appendix 6 for more information on this). Please be aware that although you have the right to express a preference for a school, there is no guarantee that your first choice will be offered. Sometimes there are more applications for a school than there are places available. When this happens, places will be offered by using the oversubscription criteria - the rules applied when allocating places - in this guide. Please consider these rules as it will help you understand the likelihood of your child being offered a place. Although applications sometimes must be refused, the Vale of Glamorgan Council is very proud of the fact that over 90% of parents are successful in gaining a place at their first-choice school.

Having considered all the information available to you and decided about which schools you would like to apply for, please ensure you make your application by the closing dates contained in this booklet. By applying on time, you will know that your application will be considered along with the other applications for your preferred school. If your application is late, there is a risk that your preferred school will already be full.

I hope that you find everything you need contained within this guide; however, our experienced School Access Team are available to provide any advice and guidance you may need.

Yours faithfully

**CIllr Rhiannon Birch**

**Cabinet Member for**

**Education, Arts and the Welsh Language**

**Elizabeth Jones**

**Director of Learning & Skills**

## 2. Applying for a school place

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.

In the case of Voluntary Aided Faith Schools, the admission authority is the Governing Body of the school. Please view the school's website for further information in this case.

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 the catchment area as detailed in the oversubscription criteria. For further information and details concerning your catchment school, please refer to the "In your neighbourhood" postcode checker on the home page of the Vale of Glamorgan website.

All parents are required to express a preference for a school they wish their child to attend, which must be done by completing an application form, either by using one of our paper application forms or by applying online. 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 given in our **Some Important Dates** section to give your child the best chance of gaining a place in your chosen school. No place can be allocated to pupils to attend their catchment school, or any other school, unless a formal application is made. 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 apply by the closing date, you may find that your chosen school is already full and your child could be denied a place at their local school.

Please note that only the Council's School 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.

### Parental Disputes

In advance of submitting an application for their child, parents should discuss which school they wish their child to attend, and attempt to reach agreement, especially where more than one person has parental responsibility. If parents are unable to agree on suitable schooling for their child, we will be unable to process applications for school admissions until in receipt of a legal document which instructs to do so.

Parents are advised to complete the application carefully and provide as much information (including supporting documentary evidence where necessary) as

possible as this will be used for assessing where the child will be on the list for each school applied for. The council use an 'Equal Preference Scheme' to decide which school can be offered. This means that when we are making decisions, we don't consider the order that parents have put the schools in your application. Each preference will be assessed against the Council's admissions criteria, so it is important that applicants read and understand these fully. The council can only offer one place within a Community school so when we are allocating places if we can offer more than one place, we will always offer the school that you have listed as the highest preference. Therefore, the order parents put the schools in is so important. In order to ensure that wherever possible pupils access a place at their local school, parents are strongly recommended to list 3 different Primary Schools, at least one being their catchment area school.

### 3. Welsh Language Centre

Is your child aged 5-11? Have you been considering Welsh-medium education? An exciting opportunity is now available through a new 12-week programme at our Welsh Language Centre.

If your child is new to the Welsh language, our Centre will allow primary-age learners to be immersed in the Welsh language and gain a level of fluency that will enable them to succeed in their Welsh-medium education journey at a Welsh-medium school in the Vale of Glamorgan.

We help:

- Develop literacy skills across the curriculum, with a particular focus on developing listening and speaking skills
- Provide a rich learning environment and bespoke learning resources to support learners along their journey
- Promote all learners' awareness of Welsh culture and enrich families' experiences of the language and culture

#### **Attending the Welsh Language Centre**

Your child will spend a period of 12 weeks (not including school holidays) at the Language Centre, Monday to Thursday. Your child will attend the school where they are registered, every Friday during this period. This is to look after your child's welfare and to make sure that they have the opportunity to get to know the learners and teachers in their school.

#### **Getting to the Language Centre**

The Language Centre is based at Ysgol Gymraeg Gwaun y Nant, Barry.

**Vale of Glamorgan Schools Language Centre,  
Ysgol Gymraeg Gwaun y Nant,  
Amroth Court, Caldys Close, Barry, CF62 9DU.**

You can transport your own child to the Centre, or take advantage of our taxi service. Please let us know how your child will get to the Centre so that taxi arrangements can be made, or we can arrange a system to reimburse your petrol mileage costs if applicable.

### **Contact us**

Feel free to contact us to arrange a visit or for a telephone chat.

- 01446 421723
- [owene533@hwbcymru.net](mailto:owene533@hwbcymru.net)

## **4. School Admissions Code July 2013**

The Council will adhere to the requirements of the new School Admissions Code July 2013 and all relevant legislation. A summary of the main changes is provided below:

- a requirement that admission authority's oversubscription criteria includes alongside looked after children, 'previously looked after children' as the first criterion in all instances;
- the setting of Common Offer dates on which decision letters must be issued. Please refer to the "Some Important Dates" section.
- a requirement that waiting lists are maintained until 30 September, as a minimum, where schools are oversubscribed
- guidance on additional exceptions to the class size legislation. These additional exceptions assist with the admission of all children of multiple births when the 30<sup>th</sup> child is from a multiple birth. Previously parents would have to decide if they wanted to take the place for one child when there was no space for the other(s). The changes also allow admission authorities to admit armed forces pupils to their local school should they move into the area outside of the admission round.
- more opportunities to vary existing admission arrangements without seeking approval from Welsh Ministers (Admission Code 2.21).

## **5. Some important dates**

You will find below some important dates relating to the application process, including the closing date and when we will inform you of the outcome of your application. All admission authorities, including schools managing their own admissions are required to adhere to these dates.

| TIMETABLE                                                                                                                              | APPLICATION FOR                                               | APPLICATION FOR                            | APPLICATION FOR                                |
|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|--------------------------------------------|------------------------------------------------|
|                                                                                                                                        | TRANSFER TO<br>SECONDARY SCHOOL<br>ACADEMIC YEAR<br>2027/2028 | RECEPTION<br>ACADEMIC<br>YEAR<br>2027/2028 | NURSERY<br>PLACE<br>ACADEMIC<br>YEAR 2027/2028 |
| Admissions Information sent to parents/ schools & Online application Service opens                                                     | 18 September 2026                                             | 27 November 2026                           | 22 January 2027                                |
| Closing date for receipt of preference forms                                                                                           | 29 October 2026                                               | 14 January 2027                            | 19 March 2027                                  |
| Voluntary Aided Schools notify Council of results of applications                                                                      | 1 February 2027                                               | 8 March 2027                               | 26 April 2027                                  |
| Notification of results posted to parents of applications to Community, Voluntary Aided Schools.                                       | 1 March 2027                                                  | 16 April 2027                              | 28 May 2027                                    |
| <b>1st ROUND APPEALS TO BE HEARD IN LINE WITH THE REQUIREMENTS OF THE SCHOOL APPEAL CODE AND BEFORE THE START OF THE ACADEMIC YEAR</b> |                                                               |                                            |                                                |

\* Nursery Decision letters for pupils who will be three before the 31 August 2027 will be sent May 2027, letters will be sent to parents of pupils who will be three between 1 September and 31 December 2027 in October 2027 and pupils who will be three between 1<sup>st</sup> January 2028 and 31<sup>st</sup> March 2028 will receive their notification in January 2028.

## 6. Late Applications

Only applications received by the closing date for reception and transfer to secondary school can be considered in the first round of admissions so please note these dates in order to ensure that your application is received in time to be considered alongside all other parents applying on time. Late applications will be dealt with only after the first round of applications has been completed. This may affect your child's chances of gaining a place in the school of your choice if for example, sufficient applications are received prior to the closing date for the council to admit up to the admission number. This would mean, for example, that applicants who live outside of the catchment area who apply on time are offered places instead of pupils who live within the catchment area whose parents did not apply by the closing date.

The arrangements for late applications are slightly different for nursery due to the termly allocation process. Once the closing date has passed and the initial round of allocations made for those pupils eligible for a September start date, any late applications are added to the allocation waiting lists for younger pupils due to start

in January or April in order of the over subscription criteria.

In all cases, once the first round of allocations has been made and/or all available places have been offered, any late applications join the waiting list or termly nursery allocation lists as prioritised by the oversubscription criteria. If any places are subsequently offered at the school then they will be offered as ranked by this criteria. In this case, late catchment applications for example would have priority over “on time” applications categorised in lower criteria who were refused a place in the first round.

## 7. Online School Admissions

The Vale of Glamorgan Council operate an online admissions process for admissions to Nursery, Reception and Secondary School. This 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;
- it is secure and has a series of security features that will prevent others from seeing your information.

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 of eligible Vale of Glamorgan pupils who are known to the school access team in the autumn term on the launch of the admission round for this academic year. For more details please view our web pages or email

[admissionsnursery@valeofglamorgan.gov.uk](mailto:admissionsnursery@valeofglamorgan.gov.uk)

[admissionsprimary@valeofglamorgan.gov.uk](mailto:admissionsprimary@valeofglamorgan.gov.uk)

[admissionssecondary@valeofglamorgan.gov.uk](mailto:admissionssecondary@valeofglamorgan.gov.uk)

## 8. Applying by post

The traditional paper-based process is still available and requires parents to fill in a paper application form and send it to the council. An acknowledgement will be sent by post.

## 9. Admission Number/Infant Class Size Limits

Each school has an admission number which indicates the number of pupils a school is able to admit to a ‘relevant age group’. An admission cannot be refused

to any school in a normal year of entry 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. The admission number for each Vale of Glamorgan school is provided in Appendix 1.

In addition to Admission numbers, Government legislation determines that 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 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.

## 10. Admission to Early Years Education/ Nursery

Details of nursery units and schools within the Vale of Glamorgan are listed in appendix 1. Children are entitled to a part-time place of five half day educational sessions from the start of the term following their third birthday and **must** attend for five half days. **The Council is unable to consider nursery attendance requests for less than 5 days.** It is the Headteacher's decision whether a morning or afternoon place will be offered. This provision may be either at a nursery school, nursery unit of a school or an education provider registered with the Vale of Glamorgan. Please refer to the list of registered education providers within the Vale of Glamorgan which can be found in appendix 3.

**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

If you would like information on play schemes, childcare and breakfast clubs etc., please refer to the section Family Information Service (FIS) or contact individual schools.

## 11. Nursery Admission Arrangements

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 at the start of term (1 September, 1 January or 1 April) 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.

Parents should also note that children attending a nursery school will not have an 'automatic' right to continued education at the same school when moving up to a reception class, whether residing within the catchment area or outside it. Parents will be required to apply for their chosen school (see Primary Education Admission Arrangements section). As nursery education is not a statutory provision there is no right of appeal against a decision to refuse a place for a child at a particular school.

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.

### Nursery Admission oversubscription criteria

The Council is the Admissions authority for all maintained community nursery schools and nursery classes in community and voluntary controlled schools. Admissions are allocated termly in consideration of applications for pupils who were three on or before the last day of the previous term (**31 August, 31 December or 31 March**).

Children with a Local Authority Maintained Individual Development Plan, when the school is named as the most appropriate setting, will be admitted before applying the oversubscription criteria. From 1 September 2021, section 48 of the 2018 Act requires the governing body of a maintained school in Wales to admit a child to the school if the school is named in the child's individual development plan for the purpose of that section, which is to secure the child's admission to the school. This duty applies despite the limits on infant class sizes and even if admitting the child would result in the school exceeding its admission number. The duty to admit applies at all times, including where a school is named in a plan outside the normal admission round.

All applications are ranked by the published oversubscription criteria date

regardless of their start date within the nursery. Pupils residing in catchment or with a sibling connection who are eligible for a nursery place later in the academic year will therefore be provisionally allocated places prior to the allocation of non-catchment applications even when the non-catchment applications are for older children.

Once the initial September allocations have been made, any late applications are added to the waiting list/ termly allocation list and places offered on that basis. In these cases, late catchment applications, for example, will be ranked higher up the allocation list than “on time” applications qualifying under a lower criterion.

**Autumn term admissions** (allocated in May for a September start date)

1. Children who will be three on or before 31 August where evidence has been supplied to confirm that they are looked after or have been previously looked after by a local authority in accordance with section 22 of the Children Act 1989.

2. Children who had their third birthday before the last day of the previous term and are resident within the defined catchment area of the school on or before the published closing date for receipt of application forms. Evidence of permanent residence will be required. In the event of over-subscription by applicants from this category alone, the criteria set out below, in order of priority, will be applied to produce an order of preference;

(a) Children who have a brother or sister in attendance at the school during the academic year in which the child is to be admitted. (Where preferences exceed places available, the council determines priority by reference to the age of the pupils' youngest sibling in the school, the youngest commanding the highest degree of priority).

(b) Children in chronological date of birth order, the oldest being admitted first. If two or more children have the same date of birth priority will be given to children living nearest 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.

3. Children who had their third birthday before the last day of the previous term and whom the Council judges that there are compelling medical or social grounds for their admission to a specified nursery school/class i.e. those children recommended for placement with regard to medical, psychological or special education reasons. (Written recommendations from appropriate external agencies or professional advisers will be required in such cases)

4. Children who had their third birthday before the last day of the previous term and have a brother or sister in attendance at the school during the academic year in which the child is to be admitted (Where preferences exceed places available, the council determines priority by reference to the age of the pupils' youngest sibling in the school, the youngest commanding the highest degree of priority).

### **Spring term admissions** (Allocated in October for a January start date)

5. Children who will be three on or before 31 December where evidence has been supplied to confirm that they are looked after or have been previously looked after by a local authority in accordance with section 22 of the Children Act 1989.

6. Children who will be three on or before 31 December, resident within the defined catchment area of the school on or before the published closing date for receipt of preference forms. Evidence of permanent residence will be required. In the event of over-subscription by applicants from this category alone, the criteria set out at point 2 (a) and (b) above, in order of priority, will be applied to produce an order of preference.

All remaining applications will be prioritised using points 3 and 4 above.

### **Summer term admissions** (allocated in January for an April Start date)

7. Children who will be three on or before 31 March where evidence has been supplied to confirm that they are looked after or have been previously looked after by a local authority in accordance with section 22 of the Children Act 1989.

8. Children who will be three on or before 31 March, resident within the defined catchment area of the school on or before the published closing date for receipt of preference forms. Evidence of permanent residence will be required. In the event of over-subscription by applicants from this category alone, the criteria set out at point 2 (a) and (b) above, in order of priority, will be applied to produce an order of preference.

All remaining catchment applications will be prioritised using points 3 and 4 above.

#### **Remaining applications**

9. Where there are still spaces available after applying the criteria above, these will be allocated to children who had their third birthday before the last day of the previous term (31<sup>st</sup> August, 31<sup>st</sup> December or 31<sup>st</sup> March) with priority given to those living nearest the nursery school/class as measured by the shortest available walking route, those living nearest having priority. The council uses a Geographical Information System (GIS) to calculate home to school distances.

### **Proof of Residency**

In all cases evidence of permanent residence of a pupil at the time of application is required. Any place approved on the basis of residence will be withdrawn if the pupil is not 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 a school week, then the home address will be determined as the address where the child lives for the majority of the week (i.e. 4 out of 7 days). Parents will be required to

provide documentary evidence confirming the child is resident at the address they wish to be considered for allocation purposes. This will be legal documentation, Child Benefit confirmation, evidence from Social Services, Health Professionals or other professionals.

### **Withdrawal of Places**

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 will withdraw the offer of a place.

### **Admission to Nursery Classes Some Questions Answered**

**I have had my child's name down at the school of my choice since he/she was born. Does that guarantee I will get a place or give me an advantage over other applicants?**

No. Although schools sometimes find it helpful to keep lists, those lists are not relevant to the admission process. Parents must still apply through the admitting authority for a place at the school. The application will be processed using applications received and by applying the published admission criteria. There is no advantage to having your child's name on a list at a school.

**I have another child attending the school of my choice, but we live out of catchment. Does having a sibling at the school put my child in a higher criterion?**

Having a sibling at the school is part of the criteria used, but does not guarantee you a place at the school of your choice. Catchment children will still always take priority.

**My childcare arrangements make it important for me to get a place at the school of my choice, which is outside my catchment area. Will this be taken into consideration?**

Unfortunately childcare arrangements cannot be taken into account. Catchment children will always be placed as the highest priority to children from outside the catchment area.

**When will my child be eligible to start?**

If your child is 3 between:

1 April – 31 August (inclusive). Your child may be accepted for the following Autumn Term (September)

1 September – 31 December (inclusive) your child may be accepted for the following Spring Term (January)

1 January – 31 March (inclusive) your child may be accepted for the following Summer Term (April)

Your child can start full time education in the September following their fourth birthday, so, depending on their date of birth they may attend nursery for up to 5 terms.

If you have any further enquiries regarding Nursery Admissions, please contact the team: [admissionsnursery@valeofglamorgan.gov.uk](mailto:admissionsnursery@valeofglamorgan.gov.uk)

## 12. Statutory School Age

The Council's policy allows all children who have attained their fourth birthday on or before the 31<sup>st</sup> 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 however when considering this, please ensure that you are aware of the significant implications of this decision. The School Access Team would be able to provide you with advice as will individual schools if you are considering this course of action.

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 would be of compulsory school age for the September term; a child who became five on 1 September would not be of compulsory school age until the start of the January term.

### **Out of Chronological Age Applications**

The Vale of Glamorgan Council operates a separate policy on Out of Chronological Age applications. If a parent requests to place their child in a year group that is outside of their chronological age group and the request is at the point of admissions, the Local Authority will consider each request based on their individual circumstances.

## 13. Voluntary Aided Faith Schools

The appropriate admission authority for this category of schools is the governing body to which all applications should be made. The Council and other admission authorities within its geographical area must however agree common offer dates in order to assist parents. Voluntary Aided Faith Schools have their own published oversubscription criteria. These can be found in appendix 6. Contact details for each school are given in the school list in appendix 1. The school website is also a useful source of information.

The Council is coordinating admissions for voluntary aided faith schools who are their own admissions authority, these include;

- All Saints CIW Primary;
- Llansannor CIW Primary;
- Pendoylan CIW Primary;
- St Andrews CIW Primary;

- St Brides CIW Primary;
- St David's CIW Primary;
- St Helen's RC Primary;
- St Joseph's R.C Primary;
- Wick & Marcross CIW Primary;
- St Richard Gwyn Catholic Secondary School

In addition to Vale of Glamorgan Community Schools you can now also apply for places in these schools by applying to the Council direct or using the Councils online application service. Please ensure that you have read and clearly understood the admission criteria for each school above that you are applying for.

In order to ensure that wherever possible pupils access a place at their local school, an equal preference system is in place for applications to primary school where parents are invited to identify up to 3 preferences. Parents are strongly recommended to list 3 different Primary Schools, at least one being their catchment area school.

## 14. Primary School Admissions

The Council is the admission authority for all maintained Community and Voluntary Controlled Infant and Primary Schools in the Vale of Glamorgan. In the case of a voluntary aided faith school the appropriate admissions authority is the governing body to which all applications for admission should be made. Applications for reception places for the eight partner voluntary aided faith schools mentioned in section 13 are to be made to Council direct using the Councils online application service. The Council will ensure, as far as possible, that every pupil is guaranteed a place in a primary school within reasonable distance of home.

All parents are required to express a preference by applying for the school they wish their child to attend/transfer to, even if it is a catchment area school. In the autumn term parents of eligible Vale of Glamorgan pupils known to the admissions authority will be invited to apply for their preferred primary school for the following September. Parents will be notified of decisions in line with the timetable provided in this guide. Attendance at a nursery class does not entitle a child to a reception class place in the same school. A separate application must be made. No guarantee can be given that a parent's preference can be met in every case as requests for places in certain schools may exceed the number of places available.

All Primary schools are listed in appendix 1 of this document. Primary schools are categorised as "Community Schools", "Church in Wales Voluntary Controlled Schools" and "Voluntary Aided faith Schools" (which can either be Church in Wales or Catholic). The Council will meet parental preference wherever possible provided there are spaces available and a school's admission number will not have been exceeded. However, where the number of applications for admission to a school exceeds the number of places available, places will be allocated applying the admission criteria, in the order of priority, set out below.

## 15. Primary Education Oversubscription Criteria

Children with a Local Authority Maintained Individual Development Plan, when the school is named as the most appropriate setting, will be admitted before applying the following oversubscription criteria.

1. Children where evidence has been supplied to confirm that they are looked after or have been previously looked after in accordance with Section 22 of the Children Act 1989.
2. 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. Evidence of permanent residence of a child must be supplied if requested. In the event of over-subscription by applicants from this category alone criteria (4), (5) and (6), in order of priority, would be applied to produce an order of preference.
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 over-subscription by applicants from this category alone criteria (4), (5) and (6), in order of priority, would be applied to produce an order of preference.
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 at a named school with regard to medical, psychological or special education reasons. (Written recommendations from the appropriate external agencies or professional advisers will be required in such cases). In the event of over-subscription by applicants from this category alone criteria (5) and (6), in order of priority, would be applied.
5. Children who have a brother or sister in attendance at the school in Reception to Year 6 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 the Council gives regard to the proximity of the pupil's home to the primary 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 and is updated regularly to ensure the most accurate information is used to calculate the distances used to consider applications.

In order to ensure that wherever possible pupils access a place at their local school, an equal preference system is in place for applications to primary school where parents are invited to identify up to 3 preferences. Parents are strongly recommended to list 3 different Community Primary Schools, at least one being their catchment area school.

Expressing a preference does not guarantee admission to a chosen school. It will give the children of applicant's priority over children whose parents have not expressed a preference for that school. If parents do not apply for 3 different Community Primary Schools or submit their application late, it will be less likely the child will be able to attend their preferred or catchment school as late applications will be assessed after the applications considered in the initial round and their preferred or catchment school may already be fully subscribed.

Parents are advised to complete the application carefully and provide as much information (including supporting documentary evidence where necessary) as possible as this will be used for assessing where the child will be on the list for each school applied for. The council use an 'Equal Preference Scheme' to decide which school can be offered. This means that when we are making decisions, we don't take into account the order that parents have put the schools in your application. Each preference will be assessed against the Council's admissions criteria, so it is important that applicants read and understand these fully. The council can only offer one place within a Community school so when we are allocating places if we can offer more than one place, we will always offer the school that you have listed as the highest preference. This is why the order parents put the schools in is so important.

### **Proof of Residency**

In all cases evidence of permanent residence of a pupil at the time of application is required. Any place approved based on residence will be withdrawn if the pupil is not permanently resident at the address at the beginning of the school term to which the application relates.

Where a child's parents do not live at the same address but have shared parental responsibility for a child, and the child lives at more than one address for part of the school week, then the home address will be determined as the address where the child resides for the majority of the week (i.e. 4 out of 7 days). Shared parental responsibility does not apply to private arrangements made between parents and other family members such as a child living with grandparents during the week. In these cases, the address of the person with parental responsibility making the application will be used. 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 confirmation, evidence from Social Services, Health Professionals or other professionals.

### **Withdrawal of Places**

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 will withdraw the offer of a place.

## 16. Admission to Reception Classes - Some Questions Answered

These are the answers to some of the questions parents ask most often about admission to reception classes.

### **At what age can my child enter reception class?**

Children are admitted to reception classes in the September following their fourth birthday. This is not compulsory, but all children by law must start school no later than the first day of the term after their fifth birthday. Current policy allows for a single intake in September, which enables reception age pupils to be admitted to school full time in the September of the academic year in which they are five years old. Any child reaching the age of five between 1 September and 31 August may be admitted into school at the start the autumn term before their fifth birthday. (Please see **Statutory School Age** section).

### **Is my child automatically guaranteed a place in the reception class of a school where he/she attends nursery?**

No. The attendance at a nursery class attached to a school, will not automatically entitle a child to a reception class place at the same school. An application must be made. Priority will always be given to those children who live within the catchment area of the school following application of the published criteria. Attendance in the nursery class is not a factor given consideration in the oversubscription criteria.

### **How are admissions decided if a school is oversubscribed?**

In the event of oversubscription i.e. where there are more applications than places available, applications will be admitted applying the oversubscription criteria published in this document. In the case of Voluntary Aided Faith Schools please refer to the admission criteria detailed at appendix 6.

### **What arrangements are there for me to appeal?**

All parents have a statutory right of appeal against decisions made to refuse an admission to a school once their child reaches statutory school age. Parents who have applied unsuccessfully will be informed in writing of the decision made, offering the right to appeal with a closing date for submission. The appeal will be heard by an Appeal Panel which is independent of the Council and whose decision is binding. Please refer to the section on **Appeals** for further information.

If you have any further enquiries regarding Primary Admissions, please contact the team: [admissionsprimary@valeofglamorgan.gov.uk](mailto:admissionsprimary@valeofglamorgan.gov.uk)

## 17. Moving from Primary to Secondary School

The Secondary schools in the Vale of Glamorgan are listed in appendix 1 of this

booklet. Secondary schools are classified as Community or Aided Schools. The Council is responsible for the admission arrangements for Community Schools, whilst individual school governing bodies are responsible for the Aided sector. Applications for St Richard Gwyn Catholic High School are to be made to Council direct using the Council's online application service

Children normally transfer to secondary school in the September following their eleventh birthday. In the autumn term Parents of Year 6 pupils are invited to apply for their preferred secondary school for the following September. In deciding upon admissions, the Council will consider each individual application received by the published closing date. No guarantee can be given that parents' preference can be met in every case as requests for places in certain schools may exceed the number of places available. The Council will meet parental preference wherever possible provided there are spaces available and a school's admission number will not have been exceeded. However, where the number of applications for admission to a school exceeds the number of places available, places will be allocated applying the admission criteria, in the order of priority, set out below.

#### 18. Secondary School oversubscription criteria

Children with a Local Authority Maintained Individual Development Plan, when the school is named as the most appropriate setting, will be admitted before applying the following oversubscription criteria.

1. Children where evidence has been supplied to confirm that they are looked after or have been previously looked after by a local authority in accordance with section 22 of the Children Act 1989.
2. Pupils 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. Evidence of permanent residence of a child must be supplied if requested. In the event of over-subscription by applicants from this category alone criteria (4), (5), (6) and (7), in order of priority, would be applied to produce an order of preference.
3. Pupils 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 over-subscription by applicants from this category alone criteria (4), (5), (6) and (7), in order of priority, would be applied to produce an order of preference.
4. Pupils who are on roll at a feeder primary school. In the event of over-subscription by applicants from this category alone criteria (5), (6), and (7), in order of priority, would be applied to produce an order of preference.  
**(Temporary criteria in place that will cease for the 2028/2029 academic year)** In the event of over-subscription by applicants from this

category alone criteria (5), (6), and (7), in order of priority, would be applied to produce an order of preference.

5. Pupils in respect of whom the Council judges that there are compelling medical or social grounds for their admission to a specified secondary school i.e. those children recommended for placement at a named school due to medical, psychological or special education reasons. (Written recommendations from the appropriate external agencies or professional advisers will normally be required in such cases). In the event of oversubscription by applicants from this category alone criteria (6) and (7) would be applied to produce an order of preference.
6. Pupils who have an elder brother or sister at the school in years 7 to 11 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.
7. In determining applications for admission in respect of other pupils the Council gives particular regard to the proximity of the pupil's home to the secondary 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.

## **STANWELL SCHOOL CHANGE OF CATEGORY TO COMMUNITY STATUS SCHOOL**

### **Transitional admission arrangements**

As a consequence of Stanwell School's change of category from a Foundation School to a Community Status School from September 2024, the Council has committed to establishing transition arrangements for those children in attendance in reception to year 6 to 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. Transition arrangements would form part of the Council's admissions policy.

The Council will therefore retain the feeder primary school link for Stanwell School for those children in attendance at a designated feeder primary school during the academic year 2023/2024 on transition to secondary education. 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 link for Stanwell School on transition to secondary education.

The transitional arrangements would 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.

## **STANWELL SCHOOL TRANSITIONAL ADMISSION POLICY**

The following transitional admission arrangements are in place for children who were in attendance at a designated feeder school for Stanwell School during the academic year 2023/2024. 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 Council's oversubscription criteria would apply.

Where applications for admission into year 7 at Stanwell School exceed the number of places available, the following oversubscription criteria will be applied to children in the order set out below, to determine which children to admit.

### **Oversubscription Criteria**

1. Looked After Children as defined by Section 22 of the Children Act 1989. Priority is given to Looked After Children and previously Looked After Children in accordance with the Education (Admissions of Looked After Children, Wales) Regulations 2009 and the School Admissions Code of 2013.
2. Pupils who were on register in one of the designated feeder primary schools (Albert, Evenlode, Sully and Victoria) in reception to year 6 during the academic year 2023/2024. In the event of oversubscription by applicants from the designated feeder primary schools alone, criteria (3), (4) (5) and (6) would be applied to produce an order of preference.
3. Pupils 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. Evidence of permanent residence of a child must be supplied if requested. In the event of over-subscription by applicants from this category alone criteria (5), (6) and (7), in order of priority, would be applied to produce an order of preference.
4. Pupils 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 over-subscription by applicants from this category alone criteria (5), (6), and (7), in order of priority, would be applied to produce an order of preference.
5. Pupils in respect of whom the Council judges that there are compelling medical or social grounds for their admission to a specified secondary school i.e. those children recommended for placement at a named school due to medical, psychological or special education reasons. (Written recommendations from the appropriate external agencies or professional advisers will normally be required in such cases). In the event of

oversubscription by applicants from this category alone criteria (6) and (7) would be applied.

6. Pupils who have a brother or sister in attendance at the school in years 7 to 11 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.
7. In determining applications for admission in respect of other pupils the Council gives particular regard to the proximity of the pupil's home to the secondary 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.

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

In all cases evidence of permanent residence of a pupil at the time of application is required. Any place approved based on residence will be withdrawn if the pupil is not permanently resident at the address at the beginning of the school term to which the application relates.

Where a child's parents do not live at the same address but have shared parental responsibility for a child, and the child lives at more than one address for part of the school week, then the home address will be determined as the address where the child resides for the majority of the week (i.e. 4 out of 7 days). Shared parental responsibility does not apply to private arrangements made between parents and other family members such as a child living with grandparents during the week. In these cases, the address of the person with parental responsibility making the application will be used. 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 confirmation, evidence from Social Services, Health Professionals 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 will withdraw the offer of a place.

In order to ensure that wherever possible pupils access a place at their local school, an equal preference system is being introduced for applications to secondary school. This system is already in place for reception and nursery applications where parents are invited to identify up to 3 preferences. Parents are strongly recommended to list 3 different Community Secondary Schools, at least one being their catchment area school. In the case of applicants for Ysgol Gymraeg Bro Morgannwg, it is acknowledged that parents may choose to only nominate the Welsh Medium Secondary School however applicants can nominate an alternative if they wish.

Expressing a preference does not guarantee admission to a chosen school. It will give the children of applicant's priority over children whose parents have not expressed a preference for that school. If parents do not apply for 3 different Community secondary Schools or submit their application late, it will be less likely the child will be able to attend their preferred or catchment school as late applications will be assessed after the applications considered in the initial round and their preferred or catchment school may already be fully subscribed.

Parents are advised to complete the application carefully and provide as much information (including supporting documentary evidence where necessary) as possible as this will be used for assessing where the child will be on the list for each school applied for. The council use an 'Equal Preference Scheme' to decide which school can be offered. This means that when we are making decisions, we don't consider the order that parents have put the schools in your application. Each preference will be assessed against the Council's admissions criteria, so it is important that applicants read and understand these fully. The council can only offer one place within a Community school so when we are allocating places if we can offer more than one place, we will always offer the school that you have listed as the highest preference. Therefore, the order parents put the schools in is so important.

### **Feeder Primary Schools**

#### **Cowbridge School**

**Llanfair Primary**

**Llangan Primary**

**Llansannor CIW Primary**

**Pendoylan CIW Primary**

**Peterston Super Ely CIW Primary**

**South Point Primary**

**St Brides Major CIW Primary**

**St Davids CIW Primary**

**St Nicholas CIW Primary**

**Y Bont Faen Primary**

#### **Llantwit Major School**

**Rhws Primary**

**St Athan Primary**

**St Illtyds Primary**

**Wick & Marcross CIW Primary**

**Y Ddraig Primary**

#### **Pencoedtre High**

**Cadoxton Primary**

**Colcot Primary**

**Gwenfo CIW Primary**

**Holton Primary**

**Jenner Park Primary**

**Oakfield Primary**

**Palmerston Primary**

**Stanwell School**

**Albert Primary  
Evenlode Primary  
Sully Primary  
Victoria Primary**

**St Cyres Comprehensive**

**Cogan Primary  
Dinas Powys Primary  
Fairfield Primary  
Llandough Primary  
St Andrews Major CIW Primary**

**St Richard Gwyn RC High**

**St Helens RC Primary  
St Josephs RC Primary**

**Whitmore High**

**All Saints CIW Primary  
Barry Island Primary  
Colcot Primary  
Gladstone Primary  
High Street Primary  
Rhws Primary  
Romilly Primary**

**Secondary oversubscription criteria (in year transfers)**

1. Children where evidence has been supplied to confirm that they are looked after or have been previously looked after by a local authority in accordance with section 22 of the Children Act.
2. Pupils 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. Evidence of permanent residence of a child must be supplied if requested. In the event of over-subscription by applicants from this category alone criteria (4), (5), (6) and (7), in order of priority, would be applied to produce an order of preference.
3. Pupils 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 over-subscription by applicants from this category alone criteria (4), (5), (6) and (7), in order of priority, would be applied to produce an order of preference.

4. Pupils who were on roll at a previous feeder primary school prior to the withdrawal of the feeder school arrangement in September 2020. In the event of over-subscription by applicants from this category alone criteria (5), (6), and (7), in order of priority, would be applied to produce an order of preference.
5. Pupils in respect of whom the Council judges that there are compelling medical or social grounds for their admission to a specified secondary school i.e. those children recommended for placement at a named school due to medical, psychological or special education reasons. (Written recommendations from the appropriate external agencies or professional advisers will normally be required in such cases). In the event of oversubscription by applicants from this category alone criteria (6) and (7) would be applied to produce an order of preference.
6. Pupils who have a brother or sister in attendance at the school in years 7 to 11 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.
7. In determining applications for admission in respect of other pupils the Council gives regard to the proximity of the pupil's home to the secondary 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 and is updated regularly to ensure the most accurate information is used to calculate the distances used to consider applications.

## 19. Transfer from Primary to Secondary Education

### Some Questions Answered

These are the answers to some of the question's parents ask most often about transfer to secondary education.

#### **At what age will my child enter secondary school?**

The Council's policy is that children transfer to secondary school in September of any year if they have reached the age of eleven on or by 31 August in that year.

#### **What are the arrangements for transfer from primary to secondary school?**

If your child is attending a Community or a Church in Wales primary school and is due to transfer to a secondary school next September, you will receive correspondence from the Council in the autumn term of year 6. All parents must apply for the school they wish their child to attend/transfer to. Failure to apply could lead, if demand exceeds the number of places available, to some children being denied a place at their local school. You are strongly advised to apply by the closing date. The Council will consider applications received prior to the closing date

before any late applications. Applications for St Richard Gwyn Catholic High School are to be made to Council direct using the Councils online application service. Details of the admission arrangements for the Bishop of Llandaff Church in Wales Secondary School are available from the school itself.

### **How are admissions decided if a school is oversubscribed?**

In deciding admissions, the council applies the published oversubscription criteria which is found in this booklet

### **What should I do if I want my child to attend a denominational secondary school, (i.e. a Church in Wales or Catholic secondary school)**

Admissions to these schools are dealt with by the Governors of each school. Details of how to apply for Church in Wales secondary schools are distributed to pupils in their final year at County primary schools and the Church in Wales primary schools. Details about the admission arrangements for the Catholic secondary school will be distributed to pupils in their final year at Catholic primary schools. Applications for St Richard Gwyn Catholic High School are to be made to the Council direct using the Councils online application service. In addition, any parent can obtain information about the admission arrangements for a particular denominational from the school itself. Admission policies and feeder schools for our Voluntary Aided Faith Schools are provided in Appendix 2 and 6.

### **What arrangements are there for me to appeal?**

Please refer to our appeals section. An Appeal Panel is independent of the Council and comprises of lay persons, persons who have experience in education, are acquainted with the educational conditions in the area, or are parents of a registered pupil at another school. Parents who have applied unsuccessfully for an alternative Community secondary school and who wish to appeal must submit their appeal form by the deadline provided. Appeals submitted after the deadline will not be considered except in exceptional circumstances, e.g. where a family changes address at a time which makes compliance with the deadline impossible. Separate and distinct Appeal Panels hear appeals against decisions of aided schools. Guidance on such an appeal should therefore be sought from the schools concerned.

### **At what age can my child legally leave school?**

A child can legally leave school on the last Friday in June following their 16th birthday.

If you have any further enquiries regarding Secondary Admissions, please contact the team: [admissionssecondary@valeofglamorgan.gov.uk](mailto:admissionssecondary@valeofglamorgan.gov.uk)

## **20. Transferring to a different School/ moving into the area**

Parents can ask to change schools at any stage of a child's education. They may of course be forced to do this because they are moving to a new house, but in other cases it is generally considered to not normally be in the best interests of the pupil. A change of school mid-year or after year 7 can seriously disrupt the continuity of

a child's education and cause difficulties over curriculum compatibility, examination arrangements etc. If your child is in years 9, 10 or 11, the range of subject options chosen may also be a factor. If parents feel that a problem at school is so serious as to necessitate a change, you are urged to take all reasonable steps to resolve the issue with the school first, and then to seek advice from the Council if necessary, before applying formally for a transfer.

Applications to transfer to a different school are normally completed ten school days from their receipt by the School Access Team. Where more applications are received than there are places available, the relevant oversubscription criteria will apply. In all cases the request and the reasons for the request may be shared with Headteacher of both the current and prospective schools. Parents should not remove children from a school until an Admission to an alternative school has been agreed. Where a need has been identified, advice may be sought from other specialist teams within the Directorate.

As applications to transfer schools are normally completed in ten school days, the Council would not normally process an application to transfer (outside the annual admission round for Reception and transfer to Secondary Education) more than six weeks before the places are required. For September places this process would begin around mid-June in order to finalise prior to start of the summer break in July. Applications received in school holidays would not normally be able to be finalised until schools reopen in the new term.

## **21. Admissions to Sixth Forms**

The Governing Bodies of Community Schools are responsible for the determination of admission arrangements to sixth forms. Application should therefore be made directly to the school.

## **22. Admissions to Denominational Education**

### **A) Denominational Education**

#### **(i) Catholic Schools**

The appropriate admission authority is the governing body to which all applications are normally made. St Richard Gwyn is the only Catholic Secondary School in the Vale of Glamorgan which has two linked feeder schools, St Helens and St Joseph's Catholic Primary Schools. Parents of pupils attending these linked schools will be advised of admission procedures and arrangements during the autumn term by the school itself. Applications for St Richard Gwyn Catholic High School for transfer from primary to secondary education are to be made to Council direct using the Councils online application service. Those pupils who do not attend a linked school but who attend another Vale of Glamorgan school will be invited to apply for a school place by the council. If they apply for a school that manage their own

admissions, the school access team will notify the relevant school. Parents of pupils not attending a Vale of Glamorgan primary school will need to contact the school itself for further details and an application form. Relevant admission policies for the school are shown in Appendix 6.

## **(ii) Church in Wales Schools**

There is no Church in Wales Secondary Schools in the Vale. Parents wishing a Church in Wales Secondary education will need to contact neighboring authorities. The Council has established links with the Bishop of Llandaff CIW secondary school in Cardiff. As the appropriate admission authority for the school is the governing body, parents will need to contact the school for further details and an application form. School transport would be considered to this school for Vale pupils, subject to statutory qualifying limits. Please refer to the section on **school transport** in this booklet.

## **23. Statutory Appeals**

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 council, 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. Separate and distinct Appeal Panels hear appeals against decisions of the Governors of Church Schools. Guidance on such an appeal should therefore be sought from the school concerned. 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 they wish. 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.

### **School admission appeals held during the academic year September 2025 to July 2026**

**There were 64 appeals held during the academic year 2025/26. The outcomes were as follows:**

| <b>School</b>                  | <b>Number of Appeals</b> | <b>Outcome</b>      |
|--------------------------------|--------------------------|---------------------|
| <b>Cogan Primary</b>           | <b>1</b>                 | <b>0 Successful</b> |
| <b>Cowbridge Comprehensive</b> | <b>7</b>                 | <b>4 Successful</b> |

|                               |           |                      |
|-------------------------------|-----------|----------------------|
| <b>Dinas Powys Primary</b>    | <b>1</b>  | <b>0 Successful</b>  |
| <b>St Cyres Comprehensive</b> | <b>8</b>  | <b>1 Successful</b>  |
| <b>Stanwell School</b>        | <b>3</b>  | <b>1 Successful</b>  |
| <b>St Nicholas Primary</b>    | <b>3</b>  | <b>0 Successful</b>  |
| <b>Whitmore High School</b>   | <b>34</b> | <b>11 Successful</b> |
| <b>Y Bont Faen Primary</b>    | <b>7</b>  | <b>6 Successful</b>  |

## 24. Waiting Lists

Where an application is refused, the pupil will be placed on a waiting list until the end of the current academic term following their application Autumn Term (Sept-Dec), Spring Term (Jan-Apr), Summer Term (Apr-Jul). This waiting list is ranked in the order of the relevant oversubscription criteria and therefore their position on the list is subject to change if, for example additional applications qualifying under higher criteria are received. No account is taken of the length of time the pupil has been on a waiting list, the particular infant or primary school the child is attending in the meantime or to the length of time the school has been aware of the parental intention to apply for a place at the school. If a parent wishes their child to remain on the waiting list for the following academic term (Sept-Dec, Jan-Apr, Apr-Jul) they will need to contact the School Access Team to arrange this.

## 25. Multiple Births

When only one place is available and a parent of multiple Birth Children (i.e. twins, triplets etc.) apply, the admission authority can normally only offer the number of places available at the school. It will be for the parents to determine if they wish to take the place available for one of their children. In these exceptional cases, advice should be sought from the School Access team as in some cases in Key Stage one, permitted exceptions apply.

## 26. Definition of Siblings

This includes all children living within the same household with one or more parent who has full parental responsibility. This includes a brother/sister; or stepbrother/step sister; or half-brother/ half-sister adopted or fostered permanently resident at the same address Evidence of parental responsibility may be required. In these circumstances, advice should be sought from the School Access team.

## 27. Fraudulent/ Misleading applications

Where a parent provides fraudulent, false 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 will withdraw the offer of a place. An example of this would be a false claim to live at an address within a catchment area which would effectively deny a place being offered to another child.

In these cases, the council can withdraw the place, even if the child has started at the school. Where a place is withdrawn based on misleading information, the application must be considered afresh, and a right of appeal offered if a place is refused.

## **28. Applications for children of UK Service personnel and other Crown Servants**

The Vale of Glamorgan Council has a long history of welcoming children of UK service personnel to our schools. The council is aware that Service families often must relocate quickly, and proof of residency is not always available, and this is taken into consideration when dealing with applications from UK Service families. Due regard to Welsh government advice and statutory guidance in the case of exceptions to Infant class size limits on this matter is given. The council will:

- ensure that the needs of the children of UK Service families are considered;
- allocate a school place in advance of a move if the application would meet the criteria when they move to their destination;
- invite a service representative to join the admissions forum;
- accept a unit postal address for applications from service personnel in the absence of a new home postal address.

The council will not:

- reserve places for blocks of these children, or
- refuse a place to a child of a UK service family because the family does not currently live in the area.

## **29. Provision for Children who have Additional Learning Needs**

The Welsh Government has passed new legislation, called the Additional Learning Needs (Wales) Act, and Additional Learning Needs (ALN) Code, which will replace all of the legislation and guidance about special educational needs. As part of the Additional Learning Needs Educational Tribunal (ALNET) (Wales) Act 2018 the Welsh Government has replaced the term 'special educational needs' (SEN) with 'additional learning needs' (ALN). However, the definition of

ALN is different and you may find that your child currently has SEN but will not have ALN. This should not affect the support and help they receive in school to access learning.

ALN will cover those who:

- have a significantly greater difficulty in learning than the majority of others of the same age
- have a disability which prevents or hinders them from making use of the educational facilities generally provided for others of the same age in mainstream maintained school or Further Education Institution.

Under the new ALN system:

- For any learner identified as having an ALN that requires additional learning provision (ALP), the school has to create and maintain an Individual Development Plan (IDP) and take all reasonable steps to ensure that the necessary ALP to meet the assessed need, is secured.
- The IDP is the document that contains a description of the ALN that acts as a barrier to the learner in achieving their educational potential and the ALP that is necessary to overcome or mitigate this barrier. It is created through collaboration with the learner and the learners' parents/carers in conjunction with any other professionals that might be involved. It is meant to be a working document which is used to inform teaching and learning, and not simply be part of an administrative process.
- In most cases an IDP will be maintained by a school. However, for a small number, where the complexity of the additional provision required to meet the needs of learners is unreasonable to expect a mainstream setting to provide, the School can refer to the Local Authority for consideration of the LA maintaining the IDP. It would be expected that parents / carers / young people liaise with schools to discuss any concerns they may have.
- To ensure that the IDP continues to accurately reflect the learner's needs and details the provision required to meet those needs, there is a minimum requirement for IDPs to be reviewed at least annually and revised accordingly.

## 30. Transport

Councils have a statutory duty to provide pupils with free transport to the nearest suitable school if they reside beyond 'walking distance' to that school. The law relating to 'walking distance' is defined as two miles for Primary age and three miles for secondary age, measured by the nearest available walking route.

The Vale of Glamorgan Council provides transport as follows:

- for primary age pupils residing 2 miles or more from their nearest suitable school and;

- for secondary age pupils residing 3 miles or more from their nearest suitable or ;
- The council uses a Geographical Information System (GIS) software package to measure the “walking distance”.

The definition of nearest suitable school for pupils attending a mainstream school is the local education authority prescribed catchment area school.

The above distance criteria will apply to both denominational, English and Welsh medium education provision. However, where pupils attend, as a result of parental preference, a school other than the nearest suitable school, it must be understood that parents accept full responsibility for transport costs and arrangements. If a child qualifies for free transport, a place will normally be provided on a special contract vehicle if there is one serving the particular area.

Pupils who do not qualify for free transport are sometimes permitted to travel on special contract vehicles on payment of a fare but only where spare space exists. It must be understood that the provision of this facility does not represent an obligation on the Council, and dependent on the capacity of the vehicle used, may result in the withdrawal of the facility at relatively short notice.

In cases where a pupil qualifies for free school transport, but no contract buses are provided parents may apply for travelling expenses.

Further information regarding school transport can be found on the webpage:

[https://www.valeofglamorgan.gov.uk/en/living/transportation/school\\_transport/School-Transport.aspx](https://www.valeofglamorgan.gov.uk/en/living/transportation/school_transport/School-Transport.aspx)

### 31. Free School Meals

Eligibility for free school meal entitlement is provided for parents who are in receipt of certain support payments. The relevant support payments are:

- Income Support (IS)
- Employment Support Allowance (Income Related) (ESA (IR)).
- Income Based Job Seekers Allowance (IBJSA)
- Support under Part VI of the immigration and Asylum Act 1999
- Child Tax Credit (but not Working Tax Credit) with an annual income not exceeding £16,190, but who are NOT entitled to Working Tax Credit
- Guaranteed element of State Pension Credit
- Children who receive IS or IBJSA in their own right are also eligible to receive free school meals

If you think your child or children might qualify for free school meals, then you will need to complete an application form available from the Benefits Department, Civic Offices, Holton Road, Barry, CF63 4RU. Tel: 01446 709244 or email:

## 32. Schools Essential Grant

A School Essentials Grant (ESG) is available to assist families on a low income to buy school uniform, sports kit, uniform for enrichment activities, school bags, stationery etc. This grant can be used to help with the following:

- The purchase of school uniforms including coats and shoes
- Uniform for enrichment activities including but not limited to; scouts, guides, cadets, martial arts, sports, performing arts or dance.
- Equipment e.g. school bags and stationery
- Specialist equipment where new curriculum activities begin such as design and technology
- Equipment for out of school hours trips such as outdoor learning e.g. waterproofs
- And laptops or tablets

### Who is Eligible?

The grant is available to pupils who are eligible for free school meals or are looked after children who are entering:

- Reception class, Year 1, Year 3 or Year 5 of a maintained primary school at the beginning of a new school year
- Year 7, Year 8, Year 9, Year 10 or Year 11 of a maintained secondary school at the beginning of a new school year
- In Reception, Year 1, Year 3, Year 5, Year 7, Year 8, Year 9, Year 10, Year 11 or equivalent in a special school, special needs resource base or a pupil referral unit

Please note this is **not** available to pupils attending private schools. The funding is also available to all looked after children of compulsory school age.

The parent/guardian making the application must be receiving one of the following:

- Income Support
- Income based Job Seekers Allowance (JSAIB)
- Income related Employment Support Allowance (ESAIR)
- Child Tax Credit, with a household income of £16,190 or less
- Pension Credit (guarantee element)
- Universal Credit with net household earnings of less than £7400 p/a

Working Tax Credit is **not** a qualifying benefit and if you are in receipt of Working Tax Credit you **will not** be eligible for a Pupil Development Grant even if you get this together with one of the income above.

### How to Apply

If you meet these criteria and think your child or children might be eligible, complete and return a School Essentials Grant Application Form, available from [benefits@valeofglamorgan.gov.uk](mailto:benefits@valeofglamorgan.gov.uk).

### 33. Education Maintenance Allowance (EMA)

The Education Maintenance Allowance provides financial support for 16-18-year olds who are continuing with their education at schools or further education institutions. It is means tested and to be eligible you will need to be:

- Aged 16 to 18
- Living in the UK
- In Full Time Study
- Studying eligible course

If you think you may be eligible please contact your school directly. Further information is available at [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)

### 34. Public Examinations

The Vale of Glamorgan Council adheres to the advice, guidance and legislation provided by Welsh Government regarding entrance for public examinations. Further information on school policy can be gained from the school direct, along with details of public examination results. All pupils are entitled to be entered for public examinations at the appropriate level for the subjects they study. Examination fees are normally paid by the school, subject to terms and conditions.

### 35. Charging arrangements for School Trips/Visits

A charge is normally required for accommodation and food for children taking part in activities involving an overnight stay and schools often request voluntary contributions for activities and day trips. Support is available for some family's dependent on circumstances. For more information on what can be provided free and what you will need to pay for, please contact your school.

### 36. Proof of Address/ more than one address

In all cases, evidence of permanent residence of a pupil at the time of application is required. Any place approved based on 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 the family states that they are already resident at the address used on the application form, this will be checked by the School Access Team with council Tax records and other sources. Any place approved on the basis of the address provided will be withdrawn if this address is found to be incorrect or if the pupil is not permanently resident at the address at the beginning of the school term to which the application relates..

Where a child's parents do not live at the same address but have shared parental responsibility for a child, and the child lives at more than one address for part of the school week, then the home address will be determined as the address where the child resides for the majority of the week (i.e. 4 out of 7 days). Shared parental responsibility does not apply to private arrangements made between parents and other family members such as a child living with grandparents during the week. In these cases, the address of the person with parental responsibility making the application will be used. 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 confirmation, evidence from Social Services, Health Professionals or other professionals.

If a parent advises when applying that they will be moving to a new address after the closing date but before they are due to take up the school place, this new address will only be taken into consideration if documentary evidence is provided with the application form prior to the closing date. This evidence will be exchange of contract, proof of purchase or a rental agreement. If this information is not provided, the address used for considering the application will be the current address. **Due to the high number of applications being processed, the School Access Team will not contact the parents to request this information if it is missing. It is the responsibility of the parent to provide it.**

### 37. Compelling Medical and Social Needs

In certain rare cases, the particular circumstances of a child will allow for their application to be considered under this criterion. For this to take place, disclosure of the facts of the case should be provided confidentially by no later than the closing date. This evidence should be from a medical professional or social services and will need to specify that the pupil can only attend the school in question and the specific reasons for this. In these rare cases, advice should be sought as soon as possible from the School Access Team in advance of the closing date. Without this evidence the application will not be able to be considered under this criterion. **Due to the high number of applications being processed, the School Access Team will not contact the parents to request this information if it is missing. It is the responsibility of the parent to provide it.**

## Schools maintained by The Vale of Glamorgan Council

The Admission Number indicates the normal intake number for each year group. All schools are co-educational, unless otherwise stated.

### Primary Schools

The following schools are Vale day schools that cater for pupils of both sexes between the ages of 4 and 11 years. Those schools marked \* incorporate a Nursery Unit for younger children.  
English Medium

#### Albert Primary School\*

Albert Road, Penarth, CF64 BX  
Telephone: 029 20707682  
Headteacher: Dan Bennett  
Capacity - 385  
Admission Number – 55  
[www.albertprimary.co.uk](http://www.albertprimary.co.uk)

#### Barry Island Primary School\*

Clive Road, Barry, CF62 5UZ  
Telephone: 01446 733807  
Headteacher – Matt Gilbert  
Capacity - 210  
Admission Number – 30  
[www.barryislandprimary.com](http://www.barryislandprimary.com)

#### Cadoxton Primary School\*

Victoria Park Road, Cadoxton, Barry, CF63 2JS  
Telephone: 01446 741518  
Executive Headteacher: Mrs. J Hayward  
Capacity - 420  
Admission Number – 60  
<https://www.cadoxtonprimaryschool.com>

#### Cogan Primary School\*

Pill Street, Cogan, Penarth, CF64 2JS  
Telephone: 029 20708497  
Headteacher: Susan Sibert  
Capacity - 210  
Admission Number – 30  
**Nursery provision is provided at the former Cogan Nursery site**  
<https://www.coganprimaryschool.co.uk>

#### Colcot Primary School\*

Florence Avenue, Barry, CF62 9XH  
Telephone: 01446 735719  
Headteacher: Nia Cule  
Capacity - 315  
Admission Number – 45  
<https://www.colcotprimaryschool.org/>

#### Cowbridge School (Primary Phase)\*

Aberthin Road,  
Cowbridge CF71 7EN  
Telephone: 01446 772311/773948  
Headteacher: Debra Thomas  
Admission Number – 30  
<https://www.cowbridgecomprehensiveschool.co.uk/admissions-primary>

#### Dinas Powys Primary School\*

Cardiff Road, Dinas Powys, CF64 4JU  
Telephone: 029 20512151  
Headteacher: Jon-Paul Guy.  
Capacity - 420  
Admission Number – 60  
<https://www.dinaspowysps.co.uk/>

#### Evenlode Primary School\*

Evenlode Avenue, Penarth, CF64 3PD  
Telephone: 029 20702168  
Headteacher: Ruth Foster  
Capacity - 420  
Admission Number – 60  
**Nursery provision is provided at the former Bute Cottage Nursery site**  
<https://www.evenlodeschoolpenarth.co.uk/>

#### Fairfield Primary School\*

Dryden Road, Penarth, CF64 2RT  
Telephone: 029 20709035  
Headteacher: Sian Lewis  
Capacity - 315  
Admission Number – 45  
[www.fairfieldpenarth.co.uk](http://www.fairfieldpenarth.co.uk)

**Gladstone Primary School\***

Gladstone Road, Barry, CF62 8NA  
Telephone: 01446 735321  
Acting Headteacher: Ceri-Ann Clark  
Capacity - 420  
Admission Number – 60  
[www.gladstoneprimaryschool.co.uk](http://www.gladstoneprimaryschool.co.uk)

**High Street Primary School\***

St Paul's Avenue, Barry, CF62 8HT  
Telephone: 01446 734553  
Acting Headteacher: Sarah McKee  
Capacity - 210  
Admission Number – 30  
[www.highstreetprimary.co.uk](http://www.highstreetprimary.co.uk)

**Holton Primary School\***

Holton Road, Barry, CF63 4TF  
Telephone: 01446 734844  
Headteacher: Ty Golding  
Capacity – 420  
Admission Number – 60  
[www.holtonprimary.com](http://www.holtonprimary.com)

**Jenner Park Primary School\***

Hannah Street, Barry, CF63 1DG  
Telephone: 01446 735587  
Headteacher: David Morris  
Capacity - 216  
Admission Number – 30  
[www.jennerparkprimary.co.uk](http://www.jennerparkprimary.co.uk)

**Llandough Primary School\***

Dochdwy Road, Llandough, Penarth, CF64 2QD  
Telephone: 029 20702835  
Headteacher: Mark Ellis  
Capacity – 210  
Admission Number – 30  
<https://www.llandoughprimary.com>

**Llanfair Primary School\***

The Herberts, St Mary Church, Cowbridge, CF71 7LT  
Telephone: 01446 772245  
Headteacher: Jen Shewell  
Capacity - 140  
Admission Number – 20  
[www.llanfairps.com](http://www.llanfairps.com)

**Llangan Primary School\***

Llangan, Bridgend, CF35 5DR  
Telephone: 01446 772403  
Headteacher: Cathy Jenkins  
Capacity - 106  
Admission Number – 15  
<https://www.llanganschool.co.uk/>

**Oakfield Primary School\***

Amroth Court, Caldys Close, Barry, CF62 9DU  
Telephone: 01446 744606  
Executive Headteacher: Janet Hayward  
Capacity - 210  
Admission Number – 30  
<https://www.oakfieldprimarybarry.co.uk/>

**Palmerston Primary School\***

Pen-y-Bryn, Cadoxton, Barry, CF63 2XL  
Telephone: 01446 747393  
Headteacher: Sarah Casson  
Capacity- 210  
Admission Number – 30  
<https://www.palmerstonprimary.com/>

**Rhws Primary School\***

Fontygary Road, Rhoose, Barry, CF62 3DS  
Telephone: 01446 710258  
Headteacher: Matthew Worth  
Capacity - 375  
Admission Number – 53  
[www.rhwsprimary.co.uk](http://www.rhwsprimary.co.uk)

**Romilly Primary School\***

Romilly Road, Barry, CF62 6LF  
Telephone: 01446 736934  
Headteacher: Katy Williams  
Capacity - 630  
Admission Number – 90  
[www.romillyprimaryschool.co.uk](http://www.romillyprimaryschool.co.uk)

**South Point Primary School\***

Rhoose Way, Rhoose, CF62 3FD  
Telephone: 01446 781375  
Headteacher: Colin Smith  
Capacity – 210  
Admission Number – 30  
<https://www.southpointprimaryschool.co.uk/>

**St Athan Primary School\***

Rock Road, St Athan, Nr Barry, CF62 4PG

Telephone: 01446 751480

Headteacher: Louise Davies

Capacity - 210

Admission Number – 30

[www.stathanprimaryschool.co.uk](http://www.stathanprimaryschool.co.uk)

**St Illtyd Primary School\***

Station Road, Llantwit Major, CF61 1ST

Telephone: 01446 796335

Headteacher: Roger Hardy

Capacity - 315

Admission Number – 45

[www.stilltydprimaryschool.co.uk](http://www.stilltydprimaryschool.co.uk)

**Sully Primary School\***

Burnham Avenue, Sully, Penarth, CF64

5SU

Telephone: 029 20530377

Headteacher: Andrea Waddington

Capacity - 350

Admission Number – 50

[www.sullyschool.co.uk](http://www.sullyschool.co.uk)

**Victoria Primary School\***

Cornerswell Road, Penarth, CF64 2UZ

Telephone: 029 20709225

Headteacher: Samantha Daniels

Capacity - 420

Admission Number – 60

<https://www.victoriaprimarieschool.com>

**Y Bont Faen Primary School\***

Borough Close, Cowbridge, CF71 7BN

Telephone: 01446 772374

Headteacher: Julia Adams

Capacity - 210

Admission Number – 30

<https://ybontfaen.school/>

**Y Ddraig Primary school\***

Ham Lane East, Llantwit Major, CF61 1TQ

Telephone: 01446 792368

Headteacher: Rebecca Cadman

Capacity - 420

Admission number – 60

<http://www.ysgolyddraig.co.uk/>

**Welsh Medium****Ysgol Gymraeg Dewi Sant\***

Ham Lane East, Llantwit Major, CF61 1TQ

Telephone: 01446 709595

Headteacher: Helen Scully

Capacity - 210

Admission Number – 30

[www.ysgolgymraegdewisant.co.uk](http://www.ysgolgymraegdewisant.co.uk)

**Ysgol Gwaun y Nant\***

Amroth Court, Caldy Close, Barry, CF62 9DU

Telephone: 01446 421723

Headteacher: Rhydian Lloyd

Capacity – 420

Admission Number – 60

[www.ysgolgwaunynant.co.uk](http://www.ysgolgwaunynant.co.uk)

**Ysgol Iolo Morganwg\***

Broadway, Cowbridge, CF71 7ER

Telephone: 01446 772358

Headteacher: Sara Rees

Capacity - 210

Admission Number – 30

[www.ysgoliolomorganwg.co.uk](http://www.ysgoliolomorganwg.co.uk)

**Ysgol Gymraeg Pen y Garth\***

Redlands Road, Penarth, CF64 2QN

Telephone: 029 20700262

Headteacher: Rebecca Pugh

Capacity – 420

Admission Number – 60

<https://www.ysgolpenygarth.cymru/en/>

**Ysgol Sant Baruc\***

Ffordd Y Mileniwm, Barry, CF63 5AT

Telephone: 01446 749009

Headteacher: Rhian Andrew

Capacity - 420

Admission Number – 60

[www.ysgolsantbaruc.co.uk](http://www.ysgolsantbaruc.co.uk)

**Ysgol Sant Curig\***

College Road, Barry, CF62 8HQ

Telephone: 01446 744222

Headteacher: Rhodri Jones

Capacity - 420

Admission Number – 60

[www.ysgolgymraegsantcurig.com](http://www.ysgolgymraegsantcurig.com)

## List of Denominational (Church) Primary Schools Aided - Catholic Voluntary Aided Primary Schools

### **St Helen's Primary School (4-11 years) \***

Maes-y-Cwm Street, Barry, CF63 4EH

Telephone: 01446 732834

Headteacher: Michelle Clawson

Capacity - 308

Admission Number – 44

<http://www.sthelenscps.co.uk>

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### **St Joseph's Primary School (4-11 years) \***

Sully Road, Penarth, CF64 2TQ

Telephone: 029 20702864

Headteacher: Laura Taylor

Capacity - 210

Admission Number – 30

[www.stjosephsrc.com](http://www.stjosephsrc.com)

## Church in Wales Voluntary Controlled Schools (4-11 Years)

### **Gwenfo C/W Primary School\***

Old Port Road, Wenvoe, CF5 6AN

Telephone: 029 20593225

Headteacher: Nicola Starke

Capacity - 210

Admission Number – 30

<https://gwenfocwprimary.co.uk/>

### **Peterston-S-Ely C/W Primary School\***

Heol Llanbedr, Peterston-S-Ely CF5 6LP

Telephone: 01446 760328

Headteacher: Owen Turner

Capacity - 189

Admission Number - 27

[www.peterstonprimary.net](http://www.peterstonprimary.net)

### **St Nicholas C/W Primary School**

St Nicholas CF5 6SG

Telephone: 01446 760239

Headteacher: Rachel Evans

Capacity – 140

Admission Number – 20

<https://www.stnicholascwprimary.co.uk/>

## Church in Wales Voluntary Aided Primary School (4-11 Years)

Those schools marked \* incorporate a Nursery Unit for younger children.

### **All Saints C/W Primary School\***

Plas Cleddau, Off Severn Avenue,  
Cwm Talwg, Barry CF62 7FG  
Telephone: 01446 745726  
Acting Headteacher: Mr Aled  
Williams  
Capacity - 210  
Admission Number – 30  
<https://www.allsaintspsbarry.co.uk/>

### **St Bride's Major C/W Primary School\***

Heol yr Ysgol, St. Brides Major,  
Bridgend CF32 OTB  
Telephone: 01656 880477  
Headteacher: Duncan Mottram  
Capacity - 210  
Admission Number – 30  
[www.stbridesprimary.org.uk](http://www.stbridesprimary.org.uk)

### **St David's C/W Primary School(3-11)\***

Colwinston, Cowbridge CF71 7NL  
Telephone: 01656 656447  
Headteacher: Becci Morteo  
Capacity - 210  
Admission Number – 30  
<https://www.stdavidscwprimaryschool.co.uk/>

### **Llansannor C/W Primary School\***

Llansannor, Ystradowen, Cowbridge  
CF71 7SZ  
Telephone: 01443 223545  
Headteacher: Stephanie Davies  
Capacity - 210  
Admission Number – 30  
<https://www.llansannorprimary.co.uk/>

### **Pendoylan C/W Primary School\***

Pendoylan, Cowbridge CF71 7UJ  
Telephone: 01446 760272  
Headteacher: Owen Turner  
Capacity - 210  
Admission Number – 30  
[www.pendoylan.com](http://www.pendoylan.com)

### **St Andrew's Major C/W Primary School\***

St Andrew's Road, Dinas Powys  
CF64 4HB  
Telephone: 029 20513089  
Headteacher: Jo Bayliss  
Capacity - 210  
Admission Number – 30  
[www.standrewsweb.com](http://www.standrewsweb.com)

### **Wick and Marcross C/W Primary School**

Church Street, Wick, Cowbridge.  
CF71 7QE  
Telephone: 01656 890253  
Headteacher: Mike Camilleri  
Capacity - 154  
Admission Number – 22  
[www.wickmarcross.co.uk](http://www.wickmarcross.co.uk)

## Secondary Schools Maintained by The Vale of Glamorgan Council

All the following schools are Vale of Glamorgan Comprehensive day schools. In accordance with Section 8 (4) of the Education Act 1996 there is now a single school leaving date. This is the last Friday in June in the school year in which a child reaches the age of 16.

### Community Secondary Schools

#### **Whitmore High School**

Port Road West, Barry, CF62 8ZJ

Telephone: 01446 411411

Executive Headteacher: Innes Robinson

Co-Educational 11-18

Capacity - 1100

Admission Number – 180

<https://www.whitmorehigh.org>

#### **Cowbridge Comprehensive School**

Aberthin Road,

Cowbridge CF71 7EN

Telephone: 01446 772311/773948

Headteacher: Debra Thomas

Boys and Girls 11-18

Capacity - 1586

Admission Number – 240

[www.cowbridgecomprehensiveschool.co.uk](http://www.cowbridgecomprehensiveschool.co.uk)

#### **Llantwit Major School**

Ham Lane East, Llantwit Major CF61 9TQ

Telephone: 01446 793301

Headteacher: Charlotte Robins

Boys and Girls 11-18

Capacity - 1050

Admission Number 180

[www.llantwitschool.org.uk](http://www.llantwitschool.org.uk)

#### **Stanwell School**

Archer Road, Penarth CF64 2XL

Telephone: 029 20707633

Headteacher: James Mansfield

Boys and Girls 11-18

Capacity - 2016

Admission Number – 300

[www.stanwell.org](http://www.stanwell.org)

#### **St Cyres Comprehensive School**

St. Cyres Road, Penarth CF64 2XP

Telephone: 029 20708708

Headteacher: Peter Lewis

Boys and Girls 11 -18

Capacity - 1285

Admission Number – 210

[www.stcyres.org](http://www.stcyres.org)

#### **Pencoedtre High School**

Merthyr Dyfan Road, Barry, CF62 9YQ

Telephone: 01446 403500

Executive Headteacher: Innes Robinson

Co-Educational 11-18

Capacity - 1280

Admission Number – 210

<https://www.pencoedtrehigh.org.uk/>

### Catholic Secondary School

#### **St. Richard Gwyn Catholic Comprehensive School**

Argae Lane, Barry CF63 1BL

Telephone: 01446 729250

Headteacher: David Blackwell

Boys and Girls 11 – 16

Capacity - 813

Admission Number – 163

[www.strichardgwyn.co.uk](http://www.strichardgwyn.co.uk)

### 3-18 Welsh medium community school

#### **Ysgol Gymraeg Bro Morgannwg**

Colcot Road, Barry

Telephone: 01446 450280

Headteacher: Rhys Angell Jones

Boys and Girls 3 – 18

Capacity – 1151(KS 3&4)

Capacity – 210 (KS 1 & 2)

Admission Number – 240 (KS3&4)

Admission Number 30 – (KS 1 & 2)

<https://www.ygbm.cymru/>

### Other Secondary Schools Serving the Vale of Glamorgan

The following secondary schools in Cardiff also serve the needs of pupils in the Vale of Glamorgan.

The following school is a voluntary aided faith comprehensive school catering for boys and girls between the ages of 11 and 18.

#### **Bishop of Llandaff Church in Wales High School**

Cardiff

CF5 2NR

Telephone: 029 20562485

Headteacher: Mr Marc Belli

[www.bishopofllandaff.org](http://www.bishopofllandaff.org)

The following school is the only designated Church college under Further Education regulations in Wales. It caters for students from 16-19 and offers a wide range of courses including A levels. Students from St Richard Gwyn Catholic Comprehensive School are guaranteed a place on an appropriate course.

#### **St David's Catholic Sixth Form College**

Ty Gwyn Road

Penylan

Cardiff CF2 5YD

Telephone: 029 20498555

Principal: Mark Leighfield

<https://www.stdavidscollege.ac.uk/>

**Transfer to Secondary Education: Feeder primary schools for Voluntary Aided Faith**

**CATHOLIC**

**ST RICHARD GWYN C. High School**

St Helens C. Primary School

St Joseph's C. Primary School

The Admission Authority for Catholic Comprehensive Schools are the Governing Body.

## **STANWELL SCHOOL CHANGE OF SCHOOL CATEGORY TO COMMUNITY STATUS SCHOOL**

### **Transitional admission arrangements**

As a consequence of Stanwell School's change of category from a Foundation School to a Community Status School from September 2024, the Council has committed to establishing transition arrangements for those children in attendance in reception to year 6 to 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. Transition arrangements would form part of the Council's admissions policy.

The Council will therefore retain the feeder primary school link for Stanwell School for those children in attendance at a designated feeder primary school during the academic year 2023/2024 on transition to secondary education. 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 link for Stanwell School on transition to secondary education.

The transitional arrangements would 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.

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 Council's oversubscription criteria would apply.

The local authority is the admission authority for Stanwell School.

## Vale Family Compass

We now have a single front door to access the following services:

- Family Information Service,
- Early Help services including Families First Advice Line, Team Around the Family, Vale Parenting Service
- Intake Children's Services.
- This is called the Vale Family Compass.

The Vale Family Compass provides a range of information, advice, support and protection for children, young people, their parents, carers and families in the Vale of Glamorgan. It aims to provide you with the right information and support at the right time from your first point of contact.

A new website has been developed that is easy to navigate, supports self-help and allows you to access the right support at the right time:

Home - Vale Family Compass

## Who are we and what do we do?

The Family Information Service are a first port of call for families looking for information and guidance on:

- Childcare options, including childminders, out of school childcare, holiday schemes, playgroups, and day nurseries.
- Help with childcare costs, including the Welsh Government 30 Hour Childcare Offer funding for working parents or students in further or higher education.
- Parent and toddler groups, preschool activities and starting nursery school.
- Activities and services for children and young people
- Family support services including our Index for Children and Young People with Disabilities or Additional Needs.
- For more information and guidance, please visit: Home - Vale Family Compass

### Contact details:

Telephone: [0808 281 6727- Option 2](tel:08082816727)

Office opening hours: 8:30am – 5:00pm Mon – Thurs and 8:30am – 4:30pm Friday.  
Answering service at all other times.

Email: [familycompass@valeofglamorgan.gov.uk](mailto:familycompass@valeofglamorgan.gov.uk)

Facebook: [Vale Family Compass](#)

Visit: [www.valeofglamorgan.gov.uk/fis](http://www.valeofglamorgan.gov.uk/fis) where parents can search for childcare using our 'on line' childcare database

## Appendix 5

### List of Special Schools and Specialist provision in mainstream schools

#### Provision for Pupils with Additional Learning Needs (ALN) in need of Specialist Additional Learning Provision (ALP) who have a Local Authority Individual Development Plan (IDP)

The following specialist provision can only be accessed through Local Authority Panel systems, and would provide specialist Additional Learning Provision as identified and detailed in an Local Authority Independent Development Plan, in line with the ALN Act and ALN Code. In most cases children and young people with identified ALN that requires ALP will be supported in their mainstream school with an IDP maintained by their school. However, for a small number of pupils, where the complexity of the additional provision required to meet the needs of learners is unreasonable to expect a mainstream setting to provide, the School can refer to the Local Authority for consideration of the Local Authority maintaining the IDP. It would be expected that parents / carers / young people liaise with schools to discuss any concerns they may have in the first instance.

#### For further information please contact Learning and Skills, ALN enquiries, The Local Authority ALN Team

An LA officer can be contacted at Civic Offices, Holton Road, Barry CF63 4RU.

Telephone: 01446 709180  
[alncomplexneedsreferrals@valeofglamorgan.gov.uk](mailto:alncomplexneedsreferrals@valeofglamorgan.gov.uk)

### LA Provision in Maintained Special Schools

| Special School              | Special Educational Needs                                    |
|-----------------------------|--------------------------------------------------------------|
| Ysgol Y Deri – Penarth Site | Children with severe and complex autistic spectrum condition |

|                                                                                                                                                                                                                                                                                              |                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <p>Sully Road<br/>Penarth<br/>CF64 2TP</p> <p>Tel: 02920 352280</p> <p><b>Ysgol Y Deri – Barry Site</b></p> <p>5 St Pauls Ave<br/>Barry<br/>CF62 8HT</p> <p>Tel: 02920 352280</p> <p>Headteacher: Josie McAllister</p>                                                                       | <p>Severe and complex cognition and learning needs</p> <p>Severe physical and complex medical needs</p> <p>3-19 years</p>    |
| <p><b>Horizon provision – Wellbeing class at Ysgol Y Deri</b></p> <p>Sully Road<br/>Penarth<br/>CF64 2TP</p> <p>Tel: 02920 352280</p> <p>Headteacher: Josie McAllister</p>                                                                                                                   | <p>Supporting learners with high anxiety and/or other mental health related issues</p> <p>Key Stage 4 (Year 10 &amp; 11)</p> |
| <p><b>Canolfan Dderw Newydd – Ysgol Y Deri</b></p> <p>Derw Newydd Primary Progression Step 1,2,3/ Key Stage 1 and 2 based at:</p> <p>Derw Newydd</p> <p>Barry Road</p> <p>Barry</p> <p>Vale of Glamorgan</p> <p>CF62 9BG</p> <p>Tel: 01446 782039</p> <p>Derw Newydd Secondary based at:</p> | <p>Supporting learners with Social, Emotional &amp; Mental Health (SEMH) difficulties.</p> <p>5-16 years</p>                 |

|                                                                                                                                                                  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Derw Newydd<br>Barry Road<br>Barry<br>Vale of Glamorgan<br>CF62 9BG<br>Tel: 01446 782039<br><br>Teacher in Charge: Mr M Sweeden<br>Headteacher: Josie McAllister |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

### LA Provision in Mainstream Primary Schools

| School                                                                                                                                                             | Resource                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <b>Centre of Excellence at Cogan Primary School</b><br><br>Pill Street<br>Cogan,<br>Penarth<br>CF64 2JS<br><br>Telephone: 02920 708497<br>Headteacher: Ms S Sibert | Children with hearing needs<br><br>Primary age pupils                                   |
| <b>Centre of Excellence at Jenner Park Primary School</b><br><br>Hannah Street<br>Barry<br>CF63 1DG<br><br>Telephone: 01446 765587<br>Headteacher: Mr D Morris     | Children with complex needs<br>Primary age pupils                                       |
| <b>Centre of Excellence at Ysgol Y Ddraig</b><br><br>Ham Lane East<br>Llantwit Major<br>CF61 1TQ                                                                   | Children with speech, language and communication difficulties<br><br>Primary age pupils |

|                                                                                                                                                                                                                                       |                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <p>Tel: 01446 792368<br/>Headteacher: Ms R Cadman</p>                                                                                                                                                                                 |                                                                                                      |
| <p><b>Centre of Excellence at Palmerston Primary School</b></p> <p>Pen-y-Bryn<br/>Cadoxton, Barry<br/>CF63 6QH</p> <p>Telephone: 01446 747393<br/>Headteacher: Ms S Cason</p>                                                         | <p>Children with physical and complex medical difficulties</p> <p>Primary age pupils</p>             |
| <p><b>Centre of Excellence at Holton Primary</b></p> <p>Holton Road<br/>Barry<br/>CF63 4HT</p> <p>Telephone: 01446 734844<br/>Headteacher: Mr T Golding</p>                                                                           | <p>Children with Autism and Anxiety difficulties</p>                                                 |
| <p><b>Centre of Excellence at Ysgol Gwaun Y Nant (Welsh Medium)</b></p> <p>Amroth Court<br/>Barry<br/>CF62 9DU</p> <p>Telephone: 01446 421723<br/>Headteacher: Mr A Lloyd</p>                                                         | <p>Children with ALN needs of Anxiety and ASC in a Welsh Medium setting</p>                          |
| <p><b>Early Intervention Base Unit – Ysgol Y Deri</b></p> <p><b>based at St Joseph's R.C. Primary School</b></p> <p>Sully Road<br/>Penarth<br/>Cardiff<br/>CF64 2TQ</p> <p>Tel: 02920 702864</p> <p>Headteacher: Josie McAllister</p> | <p>Children with a diagnosis of autism and pre-diagnosis</p> <p>Primary age pupils – Key Stage 1</p> |

## LA Provision in Mainstream Secondary Schools

|                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Two Centre of Excellence at St Cyres Comprehensive School</b></p> <p>St Cyres Road<br/>Penarth<br/>CF64 2XP</p> <p>Telephone: 02920 708708<br/>Headteacher: Mr Peter Lewis</p>                                                                                                                                                                                                                                         | <p>1 - Children with additional hearing needs</p> <p>2 - Children with additional physical needs</p> <p>Secondary School aged 11-16 years</p> |
| <p><b>Whitmore High School Autistic Spectrum Disorder (ASD) Resource Base</b></p> <p>Port Road West<br/>Barry<br/>CF62 8ZJ</p> <p>Tel: 01446 411411</p> <p>Head of School: Mrs M Prosser</p> <p>Executive Headteacher: Mr I Robinson</p> <p>Admissions to the ASD Resource Base are not managed by the School Admissions Team and is a separate referral/assessment to the Additional Learning Needs and Wellbeing Team.</p> | <p>Children with Complex Autism ALN needs</p> <p>Secondary school age aged 11 – 16 years</p>                                                  |
| <p><b>Local Authority Satellite base at Pencoedtre High School Autistic Spectrum Disorder (ASD) Resource Base</b></p> <p>Merthyr Dyfan Road<br/>Barry<br/>CF62 9YQ</p> <p>Tel: 01446 403500</p> <p>Head of School: Ms S Cowan</p> <p>Executive Headteacher Mr I Robinson</p>                                                                                                                                                 | <p>Pupils with Complex Autism ALN needs</p> <p>Secondary school aged 11 – 16 years</p>                                                        |



**Admissions Policies for Voluntary Aided Church in Wales Schools**

Voluntary schools' governing bodies are responsible for their own admissions, and each school has its own admissions policy. Applications should therefore be made to the school, not the Council. For full details of the procedure and closing dates etc. parents should contact the school as soon as possible. In this section the admissions criteria for each voluntary aided school in the Vale of Glamorgan are listed for you to consider. These policies were correct at the time of publication however please ensure you contact the schools direct for full details as changes may occur.

**ALL SAINTS CHURCH IN WALES PRIMARY SCHOOL ADMISSIONS & OVERSUBSCRIPTION POLICY****1. Introduction**

- 1.1 All Saints Church in Wales Primary School is Voluntary Aided and co-educational. One of its foremost aims is to provide a Christian education in accordance with the rites, ceremonies and doctrines of the Anglican faith as practised by the Church in Wales. Parents should be aware that the faith and doctrines of the Church in Wales are an integral part of the curriculum and, as such, are implicit in everything we do at school.
- 1.2 The school's Admissions Policy is reviewed annually.
- 1.3 The law requires the Governing Body to publish its arrangements for the admissions of pupils to the All Saints Church in Wales Primary School ("the School"). The Standard Number for the School is 30 pupils in each year.
- 1.4 The aim of this policy is to set out the criteria in accordance with which the School will decide applications for admission for Nursery and Reception intake and applications outside the normal admissions round. The Governing Body will be responsible for the implementation of this Policy.
- 1.5 Applications from families in the Nursery Unit will be considered on the same basis as all others but when considering places for morning nursery, priority will be given to those pupils who have attended afternoon nursery. The offer of a place in the Nursery Unit does not guarantee a place in the Reception Class.

**2 Procedure for Admission**

- 2.1 The School is part of the coordinated admissions process with the Vale of Glamorgan Local Authority and there is a requirement that applicants complete an online form or a hard copy if unable to complete the online application process. Parent(s)/carer(s) applying for a place in Reception at the school must express a preference for a place at the school on the Council's School Admissions Portal or complete a hard copy if required. The online form or hard copy stores basic details which are used to support verification of the applicant's home address and

supports the local authority in the management of applications to multiple schools (eg. All Saints Church in Wales Primary, another faith-based school and/or community schools). Failure to complete an application form (either online or hard copy), within the designated timeframe, will result in a place not being offered.

2.2 Where there are 30 or fewer applications, all applicants will be allocated a place. Where there are more applications received than places available, governors will offer places using the oversubscription criteria in the order stated.

2.3 Where the Governing Body is unable to offer a place for all children within any category because the admission number would be exceeded, places will be allocated to those applicants who fall within any one of the categories listed in the following priority:

(i) Children who have a sibling (see note 2) attending the School at the time they would be admitted were their application to be successful. Therefore, a child with a sibling will be prioritised within the category the applicant has been allocated to.

(ii) Proximity of the parent(s)/carer(s) home address to the school will be used for each criteria (after sibling priority) where the number of applications exceeds the limit of places. Proximity is measured by calculating the shortest “safe walking distance” from the School postcode (CF62 7FG) to the home postcode as measured by the Local Admissions & Oversubscription Policy (2024 Intake) All Saints Church In Wales Primary School, Barry Page 2 of 4 Authority’s Geographical System (GIS). For the purposes of this exercise, the ‘home address’ for children whose parents do not live at the same address is the address where the child will spend the majority of the school week (i.e. at least 3 evenings/nights, Sunday to Thursday) during term time.

2.4 Applications for any year group, at any time in the year will be considered by the Governing Body in accordance with the School’s Policy and oversubscription criteria: The oversubscription criteria are:-

1. A child who is looked after, or previously looked after (see note 1);
2. A child who attends a service at one of the churches within the Barry Ministry Area (see Appendix 1), on a weekly/fortnightly basis and has done so for at least the past one year;
3. A child who is living in the Barry Ministry Area but who attends a Church in Wales service at a church in another Ministry Area on a weekly/fortnightly basis and has done so for at least the past one year. A map of the Barry Ministry Area is attached in Appendix 1;
4. A child who is living outside the Barry Ministry Area and attends a Church in Wales service in another Ministry Area on a weekly/fortnightly basis and has done so for at least the past one year;
5. A child who attends a Christian denomination (see note 3), other than the Church in Wales, service on a weekly/fortnightly basis and has done so for, at least, the past one year; 6. A child who attends a place of worship, other than Christian (see

note 3), on a weekly/fortnightly basis and has done so for, at least, the past one year;

7. A child who will have a sibling (see note 2) attending the school at the time they would be admitted were their application to be successful;
8. A child who, with their parent or guardian, lives in the Barry Ministry Area;
9. Children whose parent(s) or guardian(s) are applying for admission for other reasons.

2.5 Children **with an** Individual Development Plan, when the School is named as the most appropriate setting, will be admitted before applying the above oversubscription criteria

2.6 When considering applications from parent(s) or guardian(s) of children seeking admission on grounds of social or medical needs, the School may consult with the Additional Learning Needs Coordinator, Headteacher and Local Authority as appropriate.

2.7 Provided always that the Governing Body reserves the right to depart from these criteria if there is before it compelling evidence that the welfare of a child will be seriously prejudiced if the child is not admitted to the School.

2.8 Criteria for categories 2, 3, 4, 5, and 6 will be determined strictly in the light of the signed reference from the minister of the place of worship concerned.

### 3 Appeals Procedure

In accordance with the requirements of the School Standards and Framework Act 1998, the governors have established an appeals procedure. Parents(s)/carer(s) of a child who has not been admitted to the School may appeal against the decision. The panel is appointed by the Diocese of Llandaff and is entirely independent of the School and the Local Authority. Notice of intention to appeal should be sent to the School, who will inform the Diocesan Office for Education.

### 4 Accuracy of information

Please be aware that if parents/carers are found to have provided misleading or fraudulent information as part of the application, the offer of a place will be withdrawn and is likely to lead to the removal of a place, even after the child has started at the school. Admissions & Oversubscription Policy (2024 Intake) All Saints Church In Wales Primary School, Barry Page 3 of 4

### Notes

1. **Children Looked After** are children who are registered in the care of the local authority (under section 31 of the Children Act 1989) or who are provided with accommodation by the local authority (under section 20 of the Children Act 1989).
2. **Sibling** is defined as a biological brother or sister, half-brother or half-sister, adopted brother or sister, step-brother or step-sister or foster children and who

will still be on the school register (of statutory school age) at the time of admission. Evidence may be required to verify sibling status. A 'parent' is defined as someone who has parental responsibility for the child or is a primary carer.

3. **Christian denomination/Churches** refers to those Christian denominations/Churches affiliated to Churches Together in Wales (Cytûn) or the Evangelical Alliance, as recognised at the point governors determine places (ie. January) of the year of admission. Where applicants have been resident outside of Wales during the church attendance period, reference to Church in Wales should be read to include other members of the Anglican Communion; Cytûn should include churches/denominations affiliated to other national member bodies of the World Council of Churches; Evangelical Alliance should include churches/denominations affiliated to other national member bodies of the World Evangelical Alliance. Evidence may be requested from parents to confirm churches or denominations outside of the UK.

4. **The length of time** a child has been in weekly/fortnightly attendance at a place of worship is calculated backwards from the date upon which the Governing Body meet to consider applications (January of the year of admission).

5. **Faith commitment** refers to worship attended as part of the core services of a church, usually on a Saturday or Sunday. Children do not need to be part of the main service for the whole time and involvement in 'Sunday School' or equivalent constitutes attendance at a service. Worship attended as part of another primary school or nursery experience and/or and/or non-formal worship (eg. 'Messy Church') does not apply.

## **LLANSANNOR & LLANHARRY C/W PRIMARY SCHOOL**

### **Admissions and Over-Subscription Policy**

Llansannor and Llanharry Church in Wales Primary School is a Voluntary Aided primary school with a strong and distinctive Christian character. The admissions and over-subscription policy is based on the following principles:

- The school's Christian ethos and its close links with its local Anglican churches, emphasising the importance of prayer, worship and Christian teaching;
- The school's commitment towards supporting the family, equal opportunities and non-elitism;
- Our role as a local educational establishment serving the local community;
- Our role as a school fulfilling its statutory educational requirements.

#### **1. Dates for submitting applications**

Applications for Reception should be submitted in line with the Vale of Glamorgan's schools admission dates which are agreed and published annually. All dates regarding admission to Nursery and Reception will be published in advance, including on the school's website.

## **2. Admissions Number**

The capacity of the school is calculated using the Welsh Government Circular 021/2011- Measuring the capacity of schools in Wales. The capacity of the school is 210 pupils (full time statutory aged pupils). The admission number is the number of pupils that the Governing Body shall admit to a year group in the school and is calculated from the capacity of the school. The admission number for Llansannor school calculated by the Local Authority is **30**.

## **3. Class sizes**

The school will ensure compliance with Welsh Government's directive to ensure all foundation phase (*reception to year 2*) class sizes are limited to **30** children. Across key stage 2 (years 3 to 6), the average class is 30 pupils.

## **4. Admission to the Nursery Classes**

Llansannor & Llanharry C/W Primary School offers part-time Nursery places five mornings and five afternoons each week. Children are admitted to the nursery class in the autumn term of the academic year of their fourth birthday. (*The academic year runs from 1<sup>st</sup> September to 31<sup>st</sup> August.*)

There is also a rising 3s Nursery class to which pupils are admitted the term after their 3<sup>rd</sup> birthday. These pupils will be prioritised for entry into our older Nursery class the following year.

The school admits up to 32 nursery pupils each year in each morning and afternoon Nursery class. In the event of more than 32 applications for nursery places, the same oversubscription criteria would be applied as set out for the allocation of places in the Reception class (*refer to point 7 below*).

Applications for Nursery places should be submitted directly to the school by the last school day before the February half term break. Parents will be notified of the decision on the last day of the spring term, prior to the Easter break. As in all schools, children who are admitted to our nursery classes will **not have an automatic right of admission to full time statutory education** (reception class) at our school.

## **5. Admission to the Reception year and any child joining one of the older years**

Children who are four years of age up to and including 31<sup>st</sup> August in a given year shall be eligible for admission to Reception in September of that year.

Applications should be made via the Vale of Glamorgan website in line with their published dates. All applications must be received by the beginning of January (see website for exact date each year). Decisions will be made by the school's Admissions Committee and parents will be informed whether their child will have a place that April.

All applicants up to the admission number of 30 will be admitted. Where applications for the Reception class exceed the admission number, all applications will be assessed against the oversubscription criteria below, in the order stated, in order to allocate places up to the admission number.

## **6. Oversubscription Criteria**

The Governing Body shall give priority to:

1. Looked after children and previously looked after children.
2. Children with an Individual Development Plan, which names the school, as determined by the Local Education Authority.
3. Children who will have a brother or sister (*including half-brother/half-sister living in the same house*) attending the school at the time they would be admitted were their application to be successful.
4. Children living within the school catchment area who, with their parent(s) or legal guardian(s), are practising Anglicans and actively involved in an Anglican church (*attending at least once a month*).
5. Children of other Christian denominations or different faiths, living within the school catchment area and actively involved with their faith community.
6. Children who live within the school catchment area.
7. Children of parents who live outside the school catchment area and are actively involved in an Anglican Church.
8. Children of parents who live outside the school catchment area and are actively involved in other Christian denominations or different faiths.
9. Children whose parents wish them to be educated at Llansannor & Llanharry CiW Primary School.

All children who are not offered a place will be entered onto a waiting list until 30<sup>th</sup> September in the school year for which they have applied. The school will contact Parents/ Guardians, should a place become available.

**Please note:**

- Active involvement with a church or faith community is defined as attendance at least once a month.  
Criteria for categories 4, 5, 7 and 8 will be determined strictly in light of the signed recommendation from the recognised faith leader.
- The school catchment area is defined within the maps contained at the end of this policy.
- Priority shall be given to those pupils residing in closest proximity to the school, using the Geographical Information System (GIS) to measure distance. The child's place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

## **7. Right of appeal:**

The Governing Body considers every application individually in accordance with this policy. If a child is not offered a place, parents have the right to appeal against the decision of the Governing Body. The appeal should be made in writing within 15 days of the notification, addressed to the Chair of Governors, c/o Llansannor & Llanharry C/W Primary School, Llansannor, Ystradowen, Cowbridge, CF71 7SZ. Any appeal should identify why the Governors' decision is contrary to this policy.

The appeal shall be considered by an independent Admission panel, administered by the Llandaff Diocesan Board of Education, according to the Welsh Assembly Government's Code of Practice on School Admission Appeals. The parents are invited to an appeal hearing within 30 school days of the specified closing date for the receipt of appeals.

**N.B Nursery Education is not compulsory and parents have no right of appeal, if their application for a Nursery place is unsuccessful.**

## **Pendoylan Church in Wales Primary School**



*'Growing Together Towards the Light'*

### **Admission Policy**

Pendoylan Church in Wales Primary is a voluntary aided, English medium co-educational school with a distinctively Christian character.

It serves as the local village school for the communities of Welsh St Donats and Pendoylan but also draws pupils from a wider area including parts of RCT such as Miskin, Llantrisant and Pontyclun. It is the nearest Church in Wales school serving that area. One of the school's foremost aims is to provide a Christian education in accordance with the denominational teaching, doctrines and practice of the Church in Wales. It also accepts and welcomes pupils of all faiths and denominations and none.

The Governing Body is the admissions authority for the school and reviews its admissions policy annually.

### **Admissions Number**

All maintained schools must admit pupils up to their published admission number. An admission may not be refused to any school until a school's admission number has been reached. The published admission number has been calculated in accordance with the Welsh Government's school capacity calculation methodology "Measuring the Capacity of Schools in Wales (MCSW)". As this number is based on the physical capacity of the school to accommodate pupils it should not be exceeded in normal circumstances.

The standard number of children that may be admitted to the Reception class each year is

30. This number is based on the capacity of the school ( 210 FTE and 30 part- time nursery places, subject to review ) also reflects the statutory class size limit.

## **Equality**

Every child is given an equal opportunity to take up a place at Pendoylan Church in Wales Primary, irrespective of gender, ethnicity, attainment, disability, cultural, social or linguistic background. Discrimination of any kind towards these protected characteristics is unacceptable and Governors welcome applications for admission from all sections of the community, providing that applicants meet the Admissions Policy criteria.

## **Admission to the Nursery**

Pendoylan has a nursery class to which children are admitted in the Autumn Term of the academic year of their fourth birthday ( The academic year runs from 1<sup>st</sup> September to the 31<sup>st</sup> of August).

Nursery places are available in the mornings. The school admits up to 30 nursery pupils each year. In the event of more than 30 applications for nursery places, the same oversubscription criteria would be applied as are set out below for the allocation of places in the Reception Class. Application for places in the morning nursery class should be submitted by the end of December of the academic year prior to their entry to the school. The Admission Committee will notify parents of their decision by the last day of the following Spring Term.

Attendance in the Nursery has no bearing on the admission to the main school: securing a place in the nursery does not guarantee or increase the chances of securing a place in the Reception class. A fresh application form will need to be completed for admission to Reception.

**The school also offers a Sessional Day Care facility in the afternoons on a fee paying basis.** If eligible, parents can also apply for the Wales Childcare Offer, partly funded 30 hours, for a place in the afternoons. Children are admitted to our Sessional Day Care facility the term after their 3<sup>rd</sup> Birthday and applications for afternoon sessions should be made separately.

**As nursery education is non-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**

Children are admitted to the Reception Class in the Autumn Term of the academic year of their 5<sup>th</sup> birthday. Application forms will be available from November of the academic year prior to their entry to the school and should be returned by the following January. Decisions will be made by the Admissions Committee and offers of places will be issued by the end of the Spring Term . Exact dates may change annually to coincide with other schools in the Vale and across Wales.

**Late Applications** received after the deadline date (except in exceptional circumstances) will not be considered until offers have been made to those who applied

on time and responses have been received to those offers. This means that if the school is oversubscribed a late applicant may fail to secure a place even if they score more highly under the oversubscription criteria than applicants who applied by the deadline.

### **In-Year Admission**

Any pupils wishing to attend the school in-year will be subject to the same admission and over subscription criteria. If the year group being applied for is full to capacity, the child will be placed on a waiting list for a term and priority will be given in relation to the over subscription criteria. Any applicant who is unsuccessful has the same right of appeal as stated in this policy.

### **Over Subscription Criteria**

If the number of applicants should exceed the number of places available, the Governing Body will apply the criteria set out below in order of priority, to allocate places up to the published admission number.

1. 'Looked after children', previously 'looked after children'
2. Children who have a sibling who is a pupil registered at the school on the date when the applicant child is due to commence school.
3. Children living in the parish\* whose parents are practising members of the Church in Wales
4. Children living in the parish\* whose families are practising members of another Christian denomination
5. Children living in the parish\* who are practising members of another faith community
6. Other children in the parish\* who wish to attend a Church in Wales Primary School
7. Children living outside the parish\* catchment area whose families are practising members of the Church in Wales
8. Children living outside the parish\* catchment area whose families are practising members of another Christian denomination
9. Children living outside the parish\* who are practising members of another faith community
10. Other children living outside the parish\* who wish to attend a Church in Wales Primary School

**\* parish= previously known as the ecclesiastical parish of Pendoylan and Welsh St Donats which now sits in the Rectorial Benefice of the East Vale.**

**Please note that children with an Individual Development Plan which names the school as the most appropriate setting, will automatically be admitted.**

The distance between family home and the school will be the determining factor if there are more applicants in any category than the number of places remaining. Multiple birth

children will be submitted together even if this takes the intake over the admission number if it means splitting children because one would be the 31<sup>st</sup> child.

### Appeals Procedure

Should your application be unsuccessful, you have the right to appeal. Such an appeal should be made to the clerk of governors, c/o the school, within three calendar weeks of receiving the letter refusing a place. An appeal form will be enclosed with the letter. The appeal will be considered by an independent Admission appeal Panel administered by the Llandaff Diocesan Board of Education, according to the Welsh Government Code of Practice on School Admission Appeals.

In the event that the school is oversubscribed, all children who are not offered a place will be put on the waiting list until the end of the Autumn Term of the school year for which they applied. Parents/guardians will be contacted should a place become available.

### Transportation

The Vale of Glamorgan Council does not provide free school transport for nursery-age children other than those children who have a Statement of Special Educational Needs (SEN). The Council has a statutory duty to provide free school transport for pupils of statutory school age who reside beyond walking distance to the nearest appropriate school.

*“This is defined as more than 2 miles to the nearest suitable school for Primary Pupils. Distances are measured by the nearest available walking route.”*

### Definitions

**‘Families who are practising members of the Church in Wales’**, means where at least one parent is a regular attendee of the Church in Wales and attends church at least once a month. Confirmation will be required from the relevant parish clergy.

**‘Families who are practising members of another Christian denomination’** means where at least one parent is a regular worshipper (at least once a month) within another Christian community( registered with CYTUN- Churches Together in Wales). Confirmation will be required from an appropriate faith leader.

**‘Families who are practising members of another Faith Community’** means where at least one parent is a regular worshipper (at least once a month) within another recognised Religious community( recognised by the Interfaith Council of Wales). Confirmation will be required from an appropriate faith leader

A map of **parish boundaries** which delineate the **catchment area** is available at the school. Distance between home and school will be measured by an approved GIS system. (Please see Map attachment- Appendix 1)

**‘Sibling’** includes half or step brothers or sisters who are permanently resident at the same address. The older sibling must still be a registered pupil at the school on the date that the pupil applying for a place would start school.

### ST ANDREWS C/W PRIMARY SCHOOL

St Andrews Major Church in Wales Primary School is a Voluntary Aided Primary School with a distinctively Christian character. The admissions and over-subscription policy is based on the following principles:

- the school's Christian ethos and its close links with its Parish churches, emphasising the importance of prayer, worship and Christian teaching;
- the school's commitment towards supporting the family, equal opportunities and non-elitism;
- our role as a local educational establishment serving the local community;
- our role as a school fulfilling its statutory educational requirements.

### **Dates for submitting applications**

Applications for Nursery and Reception should be submitted in line with the Vale of Glamorgan's schools' admission dates which are agreed and published annually. All dates regarding admission to Nursery and Reception will be published in advance, including on the school's website and weekly newsletter. Applications for Reception class are made via the Vale of Glamorgan website. Nursery applications are made directly to the school.

### **Admission number**

The capacity of the school is calculated using the Welsh Government Circular 021/2011 – Measuring the capacity of schools in Wales. The capacity of the school is 210 pupils. The Admission Number is the number of pupils that the Governing Body shall admit to a year group in the school and is calculated from the capacity of the school. The Admission Number for this school calculated by the Local Authority is **30**.

### **Class sizes**

The school will ensure compliance with the statutory infant class size regulation and Key Stage 2 classes will be limited to **30** children, as per Welsh Government directives. This will be the case unless 'excepted pupils' are admitted following a decision by the Independent Appeals Panel, as specified by class size regulations.

### **Admission to the Nursery**

Part-time Nursery provision at St Andrews is for a maximum of 30 children for either morning or afternoon places (15 for each session). Parents are entitled to apply for a part-time place for their child, from the start of the Autumn Term following their third birthday. Morning or afternoon places will be decided by the head teacher.

### **Admission to Reception**

Children who are four years of age up to and including 31 August in a given year shall be eligible for admission to Reception in September of that year. However, parents may choose to defer their child's entry until the term following their child's fifth birthday. In the case of summer births, admission would therefore be in to Year 1.

All applicants up to the admission number of **30** will be admitted. Where applications for the Reception class exceed the admission number, all applications will be assessed against the oversubscription criteria, listed below.

Where the number of applications for admission to the school exceeds the number of places available, the Governing Body will apply the criteria set out below, in the order stated, to allocate places up to the Admission Number.

The Governing Body shall give priority to:

1. Looked after children and previously looked after children.
2. Children with an Individual Development Plan, when the school is named as the most appropriate setting, will be admitted before applying the following oversubscription criteria.
3. Children of parents who regularly attend an Anglican church in the Parish previously known as St Andrew's Major with Michaelston-le-Pit.
4. Children who live within the Parish previously known as St Andrew's Major with Michaelston-le-Pit.
5. Children of parents who live outside the parish and attend an Anglican church.
6. Children whose parents wish them to be educated at St Andrews Major C/W Primary School.

Where the number of applicants within a category exceeds the number of places available, the following qualifying criteria shall be applied:

- 1) Priority shall be given within each category to children who have a sibling, an elder brother or sister, who already attends St Andrews Major Primary School (in Reception to Year 5) at the time of making the application, and shall be attending together with their sibling upon admission. Priority will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority.
- 2) Children resident within the local parish in closest proximity to the school. Local parish means resident within the local parish of St Andrews Major (Dinas Powys) with Michaelston-Le-Pit. Distance shall be measured by the safest available walking route from home to school using the Geographical Information System (GIS) adopted by the Vale of Glamorgan. A map showing the Parish boundary may be viewed at the school.
- 3) For children resident outside the parish, priority shall be given to those residing in closest proximity to the school. Distance shall be measured by the safest available walking route from home to school using the Geographical Information System (GIS).
- 4) If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth the governors will admit the other sibling(s). In Foundation Phase these children would be regarded as excepted children.

\*All children who are not successful in being offered a place will be put on a waiting list until 30<sup>th</sup> September in the school year for which they have applied. Parents/guardians will be contacted by the school should a place become available.

### **DEFINITIONS:**

#### **Definition of active involvement at a church:**

By active involvement at a church we understand the following: baptism; regular church attendance (at least fortnightly); Sunday school attendance. Baptism shall be considered alongside regular attendance. A more specific indication of attendance shall be requested on the application form. When dealing with applications based on faith commitment, parish priests or local ministers will be contacted to verify application details.

**Definition of the local parish:**

The local parishes are St Andrew's Major, St Peter's and Michaelston-le-pit. A map showing the Parish boundary may be viewed at the school.

**Definition of sibling**

For admission purposes a sibling is a child who is the brother / sister, half-brother / sister (children who share one common parent), step brother / sister (who reside at the same address for at least part of the week). This definition also includes adopted or fostered children at the same address. Any sibling connection must be stated on the application form.

**Distance from school:**

Distance to school shall be measured from the main entrance of the family home (place of residence) to the main gate of the school, using the Geographical Information System (GIS) adopted by the Vale of Glamorgan Council.

**Place of residence:**

The child's ordinary place of residence shall be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school. Where parental responsibility is held by more than one person and those persons reside at separate properties, the child's ordinary place of residence shall be deemed to be that property at which the child resides for the greater part of the week, including weekends.

**NOTES : Notification of the Governors' decision:**

The applicant's parents or carers shall be informed of the Governors' decision for entry to Nursery and Reception (for the following September) in line with the Local Authority published dates.

**Right of Appeal:**

If a child is not offered a place, parents have the right to appeal against the decision of the Governing Body. The appeal should be made in writing within 15 days of notification, addressed to the Chair of the Governors, c/o St Andrews Major C/W Primary School, St Andrews Road, Dinas Powys, Vale of Glamorgan, CF64 4HB. The appeal shall be considered by an independent Admission Appeal panel, administered by the Llandaff Diocesan Board of Education, according to the Welsh Assembly Government's Code of Practice on School Admission Appeals. The parents are invited to an appeal hearing within 14 days (10 working days) from the date the appeal is submitted to the panel.

**\* Nursery Education is not compulsory and parents have no right of appeal if their application for a Nursery place is unsuccessful.**

**Applicability of this policy:**

New versions of this admissions and over-subscription policy shall be effective from 1 September (start of a new academic year) 12 calendar months after its date of formal adoption by the full governing body.

This is in order to ensure that parents of applicant children have sufficient notice of the over-subscription policy when selecting a school.

## **ST BRIDES MAJOR CHURCH IN WALES V. A. PRIMARY SCHOOL ADMISSIONS POLICY STATEMENT**

1. The Welsh Government's School Admissions Code requires the Governing Body to publish its arrangements for the admissions of pupils to the school. The Admission Number for St. Brides Major C/W Primary school is 30. The Governing Body, who is the Admission Authority for St. Brides Major Primary School, will consult with the admissions authorities of other schools in the area, i.e. St. David's, Colwinston and Wick and Marcross as well as the Vale of Glamorgan and the Diocesan Director of Education.

2. The aim of this policy is to set out the procedures for parents applying for a place at the school for 2024/2025 and for the consideration of these applications by the Governing Body. 3. Parents who require a place in reception for September 2024 should complete the Local Authority Admission Form which can be found on their website from November 2023 and closes in January 2024. <http://www.valeofglamorgan.gov.uk> . Those children already admitted into the school nursery are not guaranteed a place in the Reception class the following year.

4. The Governing Body will consider applications received by the closing date and priority will be given to: a. children with an Individual Development Plan managed by the Local Authority (formerly known as a Statement of Special Educational Need) where the school is named as the most appropriate setting, b. looked after children or previously looked after children.

5. In the event of more applications being received than places available, places will be allocated (within whichever of the categories the oversubscription first occurs) strictly according to the oversubscription criteria (in order), as follows: a. Children who are mainly or fully resident within the communities of Ewenny and St Brides Major as defined by the attached map. b. Children not currently permanently resident within the designated catchment area of the school whose parents have satisfied the Governing Body (by providing appropriate written evidence such as a rental agreement or confirmation of house purchase), on or before the published closing date for receipt of preference forms, that the child will be taking up sole residence within the catchment area by the commencement of the school term to which the application relates.

6. Children who will have an older sibling (full, half or step - brother/sister) attending the school at the time of the actual enrolment at school. In the event of oversubscription by applicants from this category alone, the Governors 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.

7. a. Children who have a parent who is actively engaged in the life of the Anglican Church and attend a Church in Wales service at least twice a month in the communities of Ewenny and St Brides Major, as defined by the attached map, for a minimum period of six months or each month since moving into the school catchment. b. Children who have a parent who is actively engaged in the life of the Anglican Church and attend a service at least twice a month for a minimum period of six months. c. Children who have a parent who is actively engaged in the life of a non-Anglican church or chapel and attend a service at least twice a month for a minimum period of six months. (Applicants applying for a place under categories 7a b and c will be expected to provide a faith reference.)

8. Should the number of applications for places still exceed the Admission number of 30, priority will be given in any of the categories above (in order) according to the proximity

(as measured by the Local Authority) that applicants live to the school. The Council uses a Geographical Information System (GIS) to calculate home to school distances. Those living nearest the school will have priority.

9. Where the school is unable to admit all siblings of a multiple birth, none will be admitted.

10. Children will only be considered for admission into the year group that corresponds with their chronological age.

11. Firm offers of places for the 2024/2025 intake will be sent to parents in April 2024. Applications for any year group, at any time of the year (e.g. families who have recently moved into the catchment area), will be considered by Governors for any available places in that year group. Appeals against the Governors' decision not to admit a child should be sent to the Clerk of Governors c/o the school, within 21 days of the date of the letter of refusal for consideration by an Independent Appeals Panel. Where an appeal is unsuccessful, further applications for a place will not be considered during the same academic year unless there are significant and material changes in circumstances of parents or the school.

12. Parents whose applications for admission into Reception to start from the beginning of the academic year (also referred to as 'normal admissions') are unsuccessful can opt to go on a waiting list in case a place becomes available, but any such waiting list will expire on 30th September. After this date a new application must be made. Such an application will be treated as an 'in year application'. (See 13 below.)

13. Unsuccessful applicants for admission into Reception to Year 6 (inclusive) whose application was received outside the normal admissions round (referred to as an 'in-year application'), will remain on a waiting list until the end of the term in which the child would start school. Once the waiting list expiry date has been reached, should a parent wish their child to continue to be considered for admission, a new application must be submitted. Note: In the case of points 12 and 13 above, places are not prioritised on the basis of how long a child has been on a waiting list. Priority is determined in accordance with the oversubscription criteria. Applications are considered in line with the criteria and any places that become available will be allocated on that basis. A child's position on the waiting list may change as applications may be received that have a higher degree of priority under the subscription criteria.

14. Late applications and appeals will only be accepted if there is a good reason for them being late.

15. The Governing Body will be responsible for the implementation of this policy. As outlined by legislation, it will be reviewed annually. This policy has been accepted by the Governing Body, as outlined in the minutes of the meeting of the full body.

**Nursery Admissions:** Admissions to nursery will follow the same set of criteria as the main admissions policy. However, there is no right to appeal if the school does not offer a place. Admission to the nursery does not guarantee a place in Reception the following year. This will be done by re-application. Offers of places up to a maximum of 48 will take place 3 times a year (in June, November and March,) for children who become 3 years old

before the start of the appropriate term. (The terms used in this policy have the meanings set out in the School Admissions Code or Supporting Legislation.)

## **ST DAVID'S C/W PRIMARY SCHOOL**

### **SCHOOL ADMISSIONS POLICY**

St. David's Church in Wales Primary School is a voluntary aided school with a strong and distinctive Christian character. This is reflected in the whole life of the school. It is situated in the beautiful village of Colwinston, midway between Bridgend and Cowbridge. The school serves the parish\* of Colwinston, Llyswoyney and Llandow, within the Cowbridge Ministry Area. However, not exclusively so, as according to the Trust Deed, the school can look beyond the borders of the parish for pupils. Therefore, subject to places being available at the school and with the agreement of the Governing Body, children may be admitted from outside the parishes.

#### **School Admission Number**

All maintained schools must admit pupils up to their published admission number. An admission may not be refused to any school until a school's admission number has been reached. The published admission number has been calculated in accordance with the Welsh Governments school capacity calculation methodology "Measuring the Capacity of Schools in Wales (MCSW)". As this number is based on the physical capacity of the school to accommodate pupils it should not be exceeded in normal circumstances.

The capacity of the new 21<sup>st</sup> Century school is 210 FTE pupils plus 24 part time nursery pupils. The admission number is the number of pupils that the Governing Body shall admit to a year group in the school and is calculated from the capacity of the school. The admission number for the school, calculated by the Local Authority is **30**.

#### **Infant Class Size Regulations**

The Government introduced a policy to reduce class sizes for children aged five, six and seven year olds as part of its overall aim to improve educational standards in schools.

Section 1 of the School Standards and Framework Act 1988 and the Education (Infant Class Sizes) (Wales) Regulations 1998, which came into force on 1 September 1998, placed a duty upon Local Authorities and school governing bodies to limit to 30 the size of classes for 5, 6 and 7 year olds from September 2001 i.e. children in reception, year 1 and year 2 classes. No Foundation Phase class will contain more than 30 pupils, except where permitted exceptions apply.

Exceptions include:-

- Multiple birth, if it would mean splitting children because one would be the 31<sup>st</sup> child.
- Within reasonable capacity if military personnel are posted to the area after the due deadline and who have the correct documentation to confirm this.

Admission authorities are not required to admit a child to an infant class where to do so would be incompatible with the duty to meet infant class size limits, 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. For mixed year group classes set at September, admission authorities can only refuse mid-year admission on the basis of infant class size prejudice if the admission number for both year groups has already been reached.

### **Dates for submitting applications**

Applications for Nursery and Reception should be submitted in line with the Vale of Glamorgan's schools' admission dates which are agreed and published annually. <https://www.valeofglamorgan.gov.uk/en/living/schools/admissions/School-Admissions.aspx>

**Late Applications** received after the deadline date will not be considered until offers have been made to those applications made before the deadline, and the parents/carers' responses to these offers have been received. This means that if the school is over-subscribed and a late applicant fulfils a higher criterion than that under which places have been offered to other applicants, they will still be unsuccessful.

### **Equality**

Every child is given an equal opportunity to take up a place at St David's, irrespective of gender, ethnicity, attainment, disability, cultural, social or linguistic background. Discrimination of any kind towards these protected characteristics is unacceptable and Governors welcome applications for admission from all sections of the community, providing that applicants meet the Admissions Policy criteria.

A detailed Disability Audit plan outlines the reasonable measures that the school takes to ensure access for all and prevent disabled pupils from being treated less favourably than other pupils. Wherever practicable and within the resources available, the school is prepared to modify the physical environment, the procedures, the teaching materials and other resources (wheelchair ramps and a toilet for use by the disabled have already been installed), to enable disabled pupils to gain full access to the National and wider curriculum. In exceptional circumstances the school can apply to modify or disapply the curriculum to meet the needs of the child.

### **NURSERY ADMISSION ARRANGEMENTS**

St David's includes a 24 place morning nursery unit. A wrap around childcare provision, Colwinston Childcare will use the room in the afternoons. Children are entitled to a part-time nursery place from the start of the term following their third birthday and can also register for the fee paying Childcare. If eligible parents can also apply for the Wales Childcare Offer partly funded 30 hours for a place in the afternoon.

### **Application Forms**

Admission application forms are available on request from the school office or can be downloaded from the website. Applications for Nursery places should be submitted **directly to the school** by the last school day before the February half term break.

The Governing Body will consider each individual application received by the published closing date. Parents will be notified of the decision on the last day of the spring term, prior to the Easter break. In the event of more than 24 applications for nursery places, **the same oversubscription criteria would be applied as set out for the allocation of places in the Reception class.** If there are spare places a second intake for eligible 3 year olds would then be offered each term. (After Christmas and after Easter.)

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.

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 by the published closing date.

**As nursery education is non-statutory provision parents have no right of appeal under the School Standards and Framework Act if they are unsuccessful in gaining a nursery place.**

### **RECEPTION ADMISSION ARRANGEMENTS**

**(Including any child joining one of the older years)**

**Attendance at a Nursery Class does not automatically entitle a child to a reception class place in the same school.**

Children are admitted in September during the academic year of their fifth birthday (the academic year runs from 1st September 2025 to 31st August 2026).

Normally for Voluntary Aided Schools the Admission Authority is the Governing Body of the school. However, following a consultation to introduce a scheme for co-ordinated admission arrangements for the Reception age group for the 2021-22 academic year, the governing body has agreed to continue to participate in the scheme for 2025-26. Application for Reception 2025-26 places should be made using the Vale of Glamorgan Council online application service.  
<https://www.valeofglamorgan.gov.uk/en/living/schools/admissions/primary/Primary-School-Admissions.aspx>

### **Oversubscription Criteria:**

Where applications are equal to or less than the admission number then **everyone** will be admitted.

Should there be insufficient places to accommodate all applicants who qualify under any one of the categories, places will be considered according to the proximity\* of applicants place of residence\* to the school, for whom St David's is the closest Church school.

**Children *with* an Individual Development Plan, when the school is named as the most appropriate setting are admitted ahead of the oversubscription criteria.**

1. "Looked After", previously "Looked After" children.
2. Children who have a sibling\* who is a pupil registered at the school on the date when the applicant child is due to commence school. (In priority order: first siblings in Reception, then Year 1, then Year 2, then Year 3, then Year 4, then Year 5 and finally Year 6)
3. Children who live within our parishes.
4. Children who live outside the school's parishes, who can demonstrate their active involvement\* in a Christian community.
5. Children who live outside the school's parishes, who can demonstrate their active involvement\* in another faith community.
6. Children whose families wish them to be educated in a Church in Wales school.

## Appeals Procedure

Parents/carers who are not offered a place for their child have the right to appeal to an independent appeal committee under the Education Acts. Parents wishing to appeal should complete the appeal form attached to the letter regarding their child's non admittance. The form should be sent to reach the Clerk to the Governors, within 15 days of the date of notification of the decision. The appeal will be considered by an independent Admission Appeal Panel according to the Welsh Assembly Government's Code of Practice on School Admission Appeals.

## Transportation

The Vale of Glamorgan Council does not provide free school transport for nursery-age children other than those children who have a Statement of Special Educational Needs (SEN). The Council has a statutory duty to provide free school transport for pupils of statutory school age who reside beyond walking distance to the nearest appropriate school.

*"This is defined as more than 2 miles to the nearest suitable school for Primary Pupils. Distances are measured by the nearest available walking route."*

The P121 currently serves St David's CIW Primary School from Cowbridge through local villages. See map.

The Governing Body will be responsible for the implementation of this policy. As outlined by legislation, it will be reviewed annually.

**\*Definition of a sibling:** a brother/sister; or step brother/step sister; or half-brother/ half-sister adopted or fostered permanently resident at the same address.

**Proximity:** distance from school is measured using the system adopted by the Vale of Glamorgan Council for all maintained schools within the county borough.

**Place of residence:** the child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to school. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

**Parish:** the three parishes of Colwinston, Llandow and Llyswoyney; and wider Rectorial Benefice of Cowbridge. See map Appendices.

**Waiting List:** the school operates a waiting list in line with the Oversubscription Criteria. Children are placed onto the waiting list in a position which reflects the criteria, with no reference to the date that they were placed on the list. This is held until 30<sup>th</sup> September.

**Active Involvement in a Christian Community:** those who have been Baptised or Christened or attend Christian worship on the majority of Sundays (verified by the parish priest).

## ST HELEN'S R.C. PRIMARY SCHOOL

## Introduction

St Helen's Catholic Primary School is a voluntary-aided Catholic school founded by the Archdiocese of Cardiff. The school is on two sites. Pupils aged 3-7 are taught at the Maes Y Cwm Street site and pupils aged 7-11 at the Tynewydd Road site.

Admission applications are made to the school as a whole and not to a particular site. The postal code for the school is CF63 4EH.

The Governing Body has sole responsibility for admissions to the school. Only the Governing Body may admit and no representations made by any person including a governor, member of staff, clergy or any member of the local authority can be regarded as an offer or promise of a place. Only an offer made in writing on behalf of the Governing Body can be accepted as an admission offer of a place at St. Helen's Catholic Primary School.

St. Helen's serves the following Parishes in Barry and the Vale of Glamorgan.

St Helen's, Barry including Sully and Rhoose  
Our Lady and St Illtyd, Llantwit Major  
St Cadoc's, Cowbridge

## Admission Number

The admission number to the Primary school is 44. In addition to the admission number, Government legislation determines that no child aged 5-7 years will be taught in a class of more than 30 pupils as outlined in the Schools Standards and Framework Act 1998.

The School Standards and Framework Act 1998 gives parents the right to express a preference for their children to attend a particular school. Admissions to St. Helen's school will be made in accordance with parental choice, subject to available places.

If the Governing Body receives applications in excess of the 44 available places, it will apply the oversubscription criteria below in order to determine all applications.

This policy takes due regard of the Welsh Government Admission Code 2013.

## Oversubscription Criteria

Children will be admitted in accordance with the following priority:

Priority will be given to children who are Looked After by a Local Authority (CLA) in accordance with Section 22 of the Children Act 1989 **in each category**. Equal priority will also be given to previously Looked After Children. (Code 2.32)

Priority will also be given to an applicant with an Individual Development Plan which names St. Helen's Catholic Primary School. (Code 3.51)

1. Catholic children who have been baptised in the Catholic Church who will have a sibling on roll at St. Helen's Catholic Primary School. (Baptismal certificate required)

2. Catholic children who have been baptised in the Catholic Church. (Baptismal certificate required).
3. Christian children who have been baptised in another Christian Denomination who will have a sibling on roll at St. Helen's Catholic Primary School. (Baptismal certificate or letter from a minister of religion required).
4. Christian children who have been baptised in another Christian Denomination. (Baptismal certificate or letter from a minister of religion required).
5. Children from other faiths who will have a sibling on roll at St. Helen's Catholic Primary School where there is no provision for their children to attend a school of their own faith in the area (letter from minister of religion required).
6. Children from other faiths where there is no provision for their children to attend a school of their own faith in the area (letter from a minister of religion required).
7. Children, who will have a sibling on roll at St. Helen's Catholic Primary School, whose parents are seeking a Catholic environment for their child's education and for whom a Catholic education is the prime consideration. Accompanying letter to be written to Governing Body clearly stating this aim.
8. Children whose parents are seeking a Catholic environment for their child's education and for whom a Catholic education is the prime consideration. An accompanying letter to be written to Governing Body clearly stating this aim.

The Governing Body may admit any child without consideration to the above Criteria (with the exception of applicants in category 1 and 2) who demonstrate exceptional medical reasons. Evidence in support of such an application **must** be supported by a medical letter/report from a professional consultant or social services at the time of application, clearly stating why St. Helen's is the most suitable school and outlining any difficulties from attending a local authority school. (Code 2.39)

### **Tie- breaker**

If the Governing Body is unable to admit all applicants who fall into the lowest criterion a tie-breaker will be applied where priority will be given to children who live closest to the school; as measured by the shortest available walking route. An independent Geographical System (GIS) carried out by the local authority is used to calculate home to school distances. This is determined from the applicant's home address to the school gate on Maes Y Cwm Street.

### **Guidance Notes**

To apply for a place at St Helen's Primary School, a parent/guardian **must** provide the following documentation: Baptism and birth certificates along with the admission application form which is available from the school. Proof of address should also be provided.

### **Siblings**

For admission purposes, a sibling is a child who is the brother/sister, half brother/half sister (children who share one common parent), step brother/step sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address. Any sibling connection must be stated in the application.

### **Multiple Births (e.g. twins or triplets)**

When the last child admitted is one of a multiple birth then the remaining siblings will be admitted as excepted children.

### **Children of UK Service personnel and other Crown Servants (including diplomats)**

Families of UK Service personnel and other Crown Servants are subject to frequent movement within the UK and from abroad, often at relatively short notice. School places must be allocated to children and their families in advance of the approaching school year if accompanied by an official Ministry of Defence (MOD) or Foreign and Commonwealth Office (FCO) letter declaring a return date. Children of UK Service Personnel may be given excepted status for infant class size purposes when admitted to a school outside the normal admission round. (Code 3.65)

### **Late Applications**

Only applications received by the published closing date will be considered in the initial round of allocation of places. Application forms received after the published closing date will be processed in the same way, but will be considered only after all the applications received on time. This could mean that there may not be a place available at the School. In exceptional circumstances, a late application may be considered by the Governing Body at the same time as the initial round of applications. (Code 3.15)

### **Waiting List**

Where a place has been refused, the applicant will be placed on a waiting list. Applications received in the annual allocation of places will remain on the waiting list until the 30<sup>th</sup> of September in the year of admission.

Applications received outside of the annual allocation of places for the year admissions will remain on the waiting list until the 30<sup>th</sup> September in the year of admission. After this time the parents will be expected to make a further application for admission.

### **Right of Appeal**

Details of the procedure in accordance with the Education (Admission Appeals Arrangements) (Wales) Regulations 2005 are followed; if an appeal against any decision of the Governing Body on admission is contemplated, information may be obtained from the Admissions Appeal Committee:

C/o Clerk to the Governing Body,  
St. Helen's Catholic Primary School  
Maesycwm Street  
Barry  
CF63 4EH

[sthelenscps@valeofglamorgan.gov.uk](mailto:sthelenscps@valeofglamorgan.gov.uk)

## ST JOSEPH'S R.C PRIMARY SCHOOL

### Admission Policy

The Governing Body has sole responsibility for admissions to the school. (This policy does not relate to St Joseph's Nursery Class.)

From September 2021, the Vale of Glamorgan Council is coordinating admission for St Joseph's RC Primary School. In the first instance, parents and carers apply through Vale of Glamorgan admissions online application service. Following the closing date, parents and carers will be notified by the Vale of Glamorgan of the results, approximately three months later, and are asked to accept the place. A timetable for the application process can be found on the Vale of Glamorgan Admissions website. Following receipt of acceptance, parents and carers will be contacted by St Joseph's RC Primary School to complete a more detailed school application form and provide all necessary supporting evidence as detailed below.

The school has a 30 place Reception class. The minimum age of entry of pupils to the Reception class will be 5 years of age between 1<sup>st</sup> September and 31<sup>st</sup> August.

The Schools Standards and Framework Act 1998, Section (86), gives parents the right to express a preference as to which school their children attend. If the number of applications received for September 2022-2023 matches or is below our indicative admissions number then places will be allocated to all applicants.

This policy takes due regard of the Welsh Government Admission Code 2013.

If the applications for places exceed the school's indicative admissions number the following Oversubscription Criteria will be applied:

**Over subscription criteria:** The Governing Body will give priority of admission as follows:

1. Children who are Looked After by a Local Authority (CLA) in accordance with Section 22 of the Children act 1989 in each category. Equal priority will also be given to previously Looked after Children (Code 2.32)
2. Children with a Statement of Special Educational Needs (SEN) or an Individual Development Plan which names St Joseph's RC Primary School. (Code 3.51).
3. Baptised Catholic children residing in the Parishes of St Joseph's, Penarth and St Mary's Dinas Powys. (Parish boundaries are in accordance with the Vale of Glamorgan's County Borough boundaries of Penarth and Dinas Powys).
4. Baptised Roman Catholic children with a brother or sister currently in the school
5. Baptised Roman Catholic children living outside of the Parishes of St Joseph's Penarth and St Mary's, Dinas Powys.
6. Brothers or sisters of children already in the school
7. Children whose parents are Baptised Catholics
8. Baptised children from other Christian denominations
9. Non-Catholic children where the parents understand and accept that their child/children will be educated in an environment that reflects Christian values. An accompanying letter to be written to the Governing Body clearly stating this aim will be required.

In the event of two or more applicants applying for one place and the Governing Body being unable to separate them using the above oversubscription criteria, the place will be allocated on the basis of proximity to the school, determined by the Strategic Planning and

Performance Department of the Local Authority. An independent Geographical System (GIS) carried out by the local authority is used to calculate home to school distances. This is determined from the applicant's home address to the school gate on Sully Road.

Unsuccessful applicants have the statutory right of appeal. Any such appeal will come before an Independent Appeals Panel the decision of which will be binding on both parties. Details of the appeal process are available upon request from the School Administration Officer: **School Administration Officer, St. Joseph's RC Primary School, Sully Road, Penarth, Vale of Glamorgan. CF64 2TQ**

### **Attendance at the Nursery Class**

Attendance at the Nursery Class at St Joseph's does not automatically entitle a child to a Reception Class place in the same school. A separate application must be made by the published closing date if the application is to be considered in the first round of allocations.

Admissions Application forms for the Reception Class for September 2022/ 2023 will be available from the Vale of Glamorgan Admission site and the school office.

### **School Admission Number**

All maintained schools must admit pupils up to the published admission number. The admission number for St Joseph's RC Primary School is 30.

The published admission number has been calculated in accordance with the Welsh Government's school capacity calculation methodology 'Measuring the Capacity of schools in Wales (MCSW)'.

### **Infant Class Size Regulations**

The Government introduced a policy to reduce class sizes for children aged five-, six- and seven-year-olds as part of its overall aim to improve educational standards in schools.

Section 1 of the Schools Standards and Framework Act 1998 and the Education (Infant Class Sizes) (Wales) Regulations 2013 placed a duty upon Local Authorities and school governing bodies to limit to 30 the size of classes for 5,6- and 7-year-olds, i.e., children in Reception, Year 1 and Year 2 classes. Therefore, no Foundation Phase class will contain more than 30 pupils, except where permitted exceptions apply.

Admission authorities are not required to admit a child to an infant class where to do so would be incompatible with the duty to meet infant class size limits, 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 can only refuse admission on the basis of infant class size prejudice if the admission number has already been reached.

### **Supporting Evidence**

To apply for a place at St Joseph's Primary School, a parent/ guardian must provide the following documentation:

- Admission application form (available from the school)
- Birth certificate
- Proof of residency. The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to school. Where parental responsibility is held by more than one person and those

persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekend (i.e. nights out of 7).

- If you have indicated that your child is a Baptised Roman Catholic or has been received into the Roman Catholic Church, evidence is required to be submitted with the application. Evidence may include a Baptismal Certificate or written confirmation from a priest.

## **Siblings**

For admission purposes, a sibling is a child who is the brother/ sister, half-brother/ half-sister (children who share one common parent), step brother/ step sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address. Any sibling connection must be stated in the application.

## **Late Applications**

Only applications received by the published closing date will be considered in the initial round of application of places. Application forms received after the published closing date will be processed in the same way but will be considered only after all the applications received on time. This could mean that there may not be a place available at the school. In exceptional circumstances a late application may be considered by the governing body at the same time as the initial round of applications. (Code 3.15)

## **Waiting List**

Where a place has been refused, the applicant will be placed on a waiting list. Applications received in the annual allocation of places will remain on the waiting list until the 30<sup>th</sup> September in the year of admission.

Applications received outside of the annual allocation of places for the year admissions will remain on the waiting list until the 30<sup>th</sup> September after the application was received. After this time the parents will be expected to make a further application for admission if they wish to remain on the waiting list.

## **Right of Appeal**

Details of the procedure in accordance with the Education (Admission Appeals Arrangements) (Wales) Regulations 2005 are followed if an appeal against any decision from the Governing Body on admission is contemplated, information may be obtained from the Admissions Appeal Committee:

C/O Clerk to the Governing Body

St Joseph's RC Primary School

Sully Road

Penarth

CF64 2TQ

[stjosephsps@valeofglamorgan.gov.uk](mailto:stjosephsps@valeofglamorgan.gov.uk)

## ST RICHARD GWYN CATHOLIC HIGH SCHOOL

### Admissions Policy and Oversubscription Criteria

The Governing Body is the Admitting Authority for St Richard Gwyn Catholic High School. In accordance with the provisions of the Government of Maintained Schools (Wales) Regulations 2005, the Governing Body has delegated responsibility for determining admissions to its 'Admissions Committee'. Our catchment area covers the whole of the Vale of Glamorgan. Our designated feeder schools are St Helen's, Barry and St Joseph's, Penarth

All applications must be completed using the Vale of Glamorgan Council online application process. This must be completed by the closing date of **22nd November 2024**. Late applications received after the closing date will only be considered 'when a good reason is given', School Admissions Code No 005/2013. If no 'good reason is given' late applications will be considered after those applications submitted before the closing date have been determined.

In the event of oversubscription, applications will be placed on a waiting list until 30th September 2025. Applications will be ranked in accordance with the oversubscription criteria. The governing body will consider applications received from families of multiple birth children (twins, triplets etc) collectively against the oversubscription criteria. The admission number is 210 with the proviso that the new school building is completed for moving in at the start of September 2025. If it isn't completed, we will revert to our PAN of 163. In the event of oversubscription, applications will be prioritised in the following order:

### ORIGINAL BIRTH CERTIFICATE IS REQUIRED FOR ALL APPLICATIONS.

|    | Descriptor                                                                                                    | Additional evidence required                                                                                      |
|----|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| 1. | Children who are designated as 'Looked After' or previously 'Looked After'.                                   | Local Authority Care Order.<br><br>*School ethos contract to be completed by family/ carers and pupil.            |
| 2. | Baptised Catholic children who currently attend a Catholic Primary school.                                    | *School ethos contract to be completed by family and pupil.                                                       |
| 3. | Baptised Catholic children who do not attend a Catholic Primary school                                        | Original baptismal certificate required.<br><br>*School ethos contract to be completed by family and pupil.       |
| 4. | Children who attend a Church in Wales primary school or another Faith school within the Vale of Glamorgan.    | *School ethos contract to be completed by family and pupil.                                                       |
| 5. | Children who currently have a sibling at St Richard Gwyn (see note 2).                                        | *School ethos contract to be completed by family and pupil.                                                       |
| 6. | Members of other Christian denominations not currently attending a Faith school within the Vale of Glamorgan. | Christening (or other initiation) certificate.<br><br>*School ethos contract to be completed by family and pupil. |

|    |                                                                                                                                     |                                                                                                                                                       |
|----|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. | Members of religious faiths, not defined as Christian wishing to receive a faith education and reside within the Vale of Glamorgan. | Christening (or other initiation) certificate.<br><br>*School ethos contract to be completed by family and pupil.                                     |
| 8. | Any other children whose parents seek a faith education at St Richard Gwyn.                                                         | Priority will be given to those that have a Supporting letter from a Faith leader.<br><br>*School ethos contract to be completed by family and pupil. |

\*Verified by St Richard Gwyn.

Where there are more applications from children within a criterion than the available capacity and the evidence requirements have been met, priority will be given to those children who reside closest to the school. This is decided by a proximity measure.

The closing date for applications for year 7 is **22nd November 2024**, complying with the local

timetable. Decision letters will be issued by **3<sup>rd</sup> March 2025**.

The governors will consider applications for admission into all year groups at any time except

for year 7 students, where applications will be considered after 30th September.

### Appeals Procedure

In accordance with the requirements of the Schools Standards and Framework Act 1998, the Governors have established an Appeals procedure. Parent(s)/Carer(s) of a child who has not been admitted to the school may appeal against the decision. The panel is appointed by the Diocese of Cardiff and is entirely independent of the School and the Local Authority. Notice of intention to appeal should be sent to the Admissions' Officer at the School who will then inform the Diocesan Office for Education. Appellants will then be contacted directly by the Diocesan Office with details of an appeal hearing.

### Notes

- 1 'Looked after children' are children who are registered in the care of the local authority (under section 31 of the Children Act 1989) or who are provided with accommodation by the local authority (under section 20 of the Children Act 1989);
2. 'Sibling' is defined as a biological brother or sister, half brother or sister, adopted brother or sister, foster children who live at the same address as the sibling and who will still be on the school register at the time of admission. In the case of multiple birth children the governing body will seek to ensure that all children are admitted to avoid family separation;
3. 'Proximity' refers to the distance that is measured between the student's main residence (indicated on the application form) and school. This measurement is conducted independently by the Local Authority.

To be reviewed: Autumn 2024

### WICK & MARCROSS C/W PRIMARY SCHOOL

Wick and Marcross Church in Wales Primary School is a voluntary aided school with a strong and distinctive Christian character. The Governors, as the admissions authority, admit the children of families who chose to have their children educated within a Christian community where the importance of prayer, worship and Christian teaching is reflected through the whole life of the school.

All maintained schools must admit pupils up to their published admission number. An admission may not be refused to any school until a school's admission number has been reached. The published admission number has been calculated in accordance with the Welsh Governments school capacity calculation methodology 'Measuring the Capacity of Schools in Wales (MCSW)'.

### **Infant Class Size Regulations**

The Government introduced a policy to reduce class sizes for children aged five, six- and seven-year olds as part of its overall aim to improve educational standards in schools.

Section 1 of the School Standards and Framework Act 1988 and the Education (Infant Class

Sizes) (Wales) Regulations 1998, which came into force on 1 September 1998, placed a duty upon Local Authorities and school governing bodies to limit to 30 the size of classes for 5, 6- and 7-year olds from September 2001 i.e. children in reception, year 1 and year 2 classes.

Therefore, from September 2001 no Foundation Phase class will contain more than 30 pupils, except where permitted exceptions apply.

Admission authorities are not required to admit a child to an infant class where to do so would be incompatible with the duty to meet infant class size limits, 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. Admission authorities can only refuse admission on the basis of infant class size prejudice if the admission number has already been reached.

Children are admitted in September during the academic year of their fifth birthday (the academic year runs from 1st September 2021 to 31st August 2022).

The Admission Number for pupils entering the Reception class in any given September is **22**.

Once the Reception Year applications exceed 22, the governors will consider applicants using the oversubscription criteria set out in this document.

For classes in Foundation Phase the class size must not exceed 30 pupils, unless it includes "excepted pupils" as specified by Regulation. Exceptions include:-

- Multiple birth, if it would mean splitting children because one would be the 31st child.
- Within reasonable capacity if military personnel are posted to the area after the due deadline.

## Equality

Every child is given an equal opportunity to take up a place at Wick and Marcross, irrespective of gender, ethnicity, attainment, disability, cultural, social or linguistic background. Discrimination of any kind is unacceptable and Governors welcome applications for admission from all sections of the community, providing that applicants meet the Admissions Policy criteria.

A detailed Disability Audit plan outlines the reasonable measures that the school takes to ensure access for all and prevent disabled pupils from being treated less favourably than other pupils. Wherever practicable and within the resources available, the school is prepared to modify the physical environment, the procedures, the teaching materials and other resources to enable disabled pupils to gain full access to the National and wider curriculum. In exceptional circumstances the school can apply to modify or disapply the curriculum to meet the needs of the child.

## Oversubscription criteria

Where applications are equal to or less than the admission number then **everyone** will be admitted. Should there be insufficient places to accommodate all applicants who qualify under any one of the categories, places will be considered according to the proximity\* that applicants live to the school.

Children with a Local Authority Maintained Individual Development Plan, when the school is named as the most appropriate setting, will be admitted before applying the oversubscription criteria.

- a. *Children who are currently or have previously been looked after by the Local Authority as set out in The School Admissions (Infant Class Sizes) (Wales) Regulations 2013 and in accordance with section 22 of the Children Act 1989.*
- b. *Children whose parents / guardians are practising communicants of the Church in Wales who are in regular attendance at a church within the Rectorial Benefice of the Glamorgan Heritage Coast, or whose children regularly attend in the company of others. Clergy references will be used to determine regularity of attendance.*
- c. *Children whose parents' guardians live within the community council boundary for Wick and Marcross.*
- d. *Children who have a sibling\* who is a pupil at the school on the date when the applicant child is due to commence school.*
- e. *Children whose parents / guardians are practising communicants of the Church in Wales living in the Rectorial Benefice of the Glamorgan Heritage Coast but who are in regular attendance at another parish church, or whose children regularly attend another parish church in the company of others.*
- f. *Children whose parents / guardians are practising communicants of the Church in Wales living outside the Rectorial Benefice of the Glamorgan Heritage Coast and who are in regular attendance at another parish church, or whose children*

*attend another parish church in the company of others. Clergy references will be used to determine regularity of attendance.*

- g. Children whose parents / guardians are active and practising members in another faith community. References will be used to determine regularity of attendance.*
- h. Children whose families wish them to be educated in a Church in Wales school. Priority will be given to those whose place of residence\* is closest to the school for whom St James' is the closest church.*

For multiple birth children, when one child (the eldest) would be admitted (for any criteria) and due to oversubscription their sibling/s are not, the siblings would have priority on the waiting list\*, for the next available place (unless a child from criteria 1 or 2 was added to the list within this time, who would then take priority).

## **Application process**

Applications for places in reception should be submitted in line with the Vale of Glamorgan's schools' admission dates which are agreed and published annually. Applications for reception places are made via the Vale of Glamorgan portal and then passed to the governing body admissions committee.

## **Late applications**

Applications received after the deadline date will not be considered until offers have been made to those applications made before the deadline, and the parents/carers' responses to those offers have been received. This means that if the school is oversubscribed and a late applicant fulfils a higher criterion than that which places have been offered to other applicants, they will still be unsuccessful.

## **Appeals procedure**

Parents/carers who are not offered a place for their child have the right to appeal to an independent appeal committee. Parents wishing to appeal, should appeal in writing to the reach the Clerk of the Governors within 15 school days of the date of notification of the decision. The appeal will be considered by an independent Admission Appeal Panel, administered by the Llandaff Diocesan Board of Education, according to Welsh Government's Code of Practice on School Admission Appeals.

The Governing Body will be responsible for the implementation of this policy. It will be reviewed annually.

## **DEFINITIONS**

### **Place of residence**

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's

ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

### **Proximity**

Distance from the pupil's home to the school using the shortest available walking route. In line with the Vale of Glamorgan council, the Governing Body uses a Geographical Information System (GIS) to calculate home to school distances.

### **Waiting list**

The school operates a waiting list in line with the oversubscription criteria. Children are placed onto the waiting list in a position which reflects the criteria, with no reference to the date that they were placed on the list. The waiting list for the normal admission round will be maintained until 30<sup>th</sup> September in the relevant year.

### **'Regular Attendance'**

Regular attendance is defined as attendance twice monthly.

### **Sibling**

For the sibling criteria to be applicable, one of the following conditions must exist:

- i. a brother and / or sister permanently resident at the same address.
- ii. a stepbrother and / or stepsister permanently resident at the same address.
- iii. a half-brother and / or half-sister adopted or fostered permanently resident at the same address.

**SCHOOL HOLIDAY DATES 2027/2028**

| Term        | Begin                | Half term          |                    | End                    | No. of School Days |
|-------------|----------------------|--------------------|--------------------|------------------------|--------------------|
|             |                      | Begin              | End                |                        |                    |
| Autumn 2027 | Wed 1 Sept 2027      | Monday 25 Oct 2027 | Friday 29 Oct 2027 | Friday 17 Dec 2027     | 73                 |
| Spring 2028 | Tuesday 4 Jan 2028   | Monday 21 Feb 2028 | Friday 25 Feb 2028 | Friday 7 Apr 2028      | 64                 |
| Summer 2028 | Monday 24 April 2028 | Monday 29 May 2028 | Friday 2 Jun 2028  | *Thursday 20 July 2028 | 58                 |
|             |                      |                    |                    | <b>TOTAL</b>           | <b>195</b>         |

**Wed 1 Sept 2027 will be a designated INSET day for all LEA Maintained Schools. The remaining four INSET days to be taken will be at the discretion of each individual school following appropriate consultation with staff.**

**All schools will be closed on Monday 1 May 2028 for the May Day Bank Holiday.**

**Significant dates: Christmas Saturday 25 December 2027**

**Easter Good Friday 14 April 2028, Easter Monday 17 April 2028**

**May Bank Holidays Monday 1 May 2028 - Monday 29 May 2028**