

Date/Dyddiad 28th November 2025
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Dear Parent/Guardian

PRIMARY EDUCATION: ADMISSIONS TO THE RECEPTION CLASS IN SEPTEMBER 2026

As your child will be starting Reception in September 2026, it is now time for you to apply for a place in your chosen school. You can view the Authority's arrangements for offering places in reception classes in the admissions section of our website

(<https://www.valeofglamorgan.gov.uk/en/living/schools/admissions/primary/Primary-School-Admissions.aspx>) and by reading the Parental Guide to School Admissions. Please read the guide before making your application as it provides all the relevant information on the admissions process, including the oversubscription criteria used to offer places when a school is oversubscribed. If you do not have internet access, you may request a hard copy of the guide from the council or your child's school. Your application must be made by the closing date of **23rd January 2026**. You will then be informed of the outcome via letter posted on **16th April 2026**. If you fail to apply for a place in one of the council's community schools by the closing date, and if the places are oversubscribed, there is a risk that your child would not secure a place in their local school.

On the application form, parents will be required to submit three preferences for primary schools in order of priority. In most cases we are able to offer you your first choice, however this isn't always possible. By putting three preferences on your application, you are more likely to get a place at a school that you want rather than receiving an offer to a school that may be some distance away or not one of your preferences. You are required to use all the preferences available to you in order to secure a primary school place for your child for September 2026 as places were very limited at a number of schools last year.

Transition from Nursery to Reception

Please be aware that if your child currently attends Nursery at a Vale of Glamorgan Council School, there is no guarantee that they will then be allocated a place in the Reception class of the same school. All applications are considered in accordance with the Primary Oversubscription Criteria. Parents will be required to complete an application form for a reception place at a school even if attending the nursery of that school.

Online Admissions Process

You can apply via our online admissions process. This is quick and easy to use and makes it much easier for parents to apply. Before registering and making an online application, you must register using a valid e-mail address. The council's Online Admissions page on our website contains instructions on how to do this via the "Apply Now" link at: <http://www.valeofglamorgan.gov.uk/en/living/schools/admissions/primary/Primary-School-Admissions.aspx>

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

Applying for a place in Faith Schools

Applications for St Helen's Catholic Primary School and Pendoylan CIW Primary School must be made through the school themselves as their governing body is the admissions authority. You should contact the above schools as soon as possible in case their closing dates are different.

Co-ordinated Admissions Arrangements Scheme

The Council is co-ordinating admissions for seven partner primary schools who are their own admissions authority. For the Reception age group for the 2026-27 academic year, the governing bodies of All Saints C.W Primary, Llansannor C.W Primary St Andrew's Major Primary, St Bride's Major C.W Primary, St David's C.W Primary, St Joseph's R.C Primary and Wick & Marcross C.W Primary have agreed to participate in the scheme. In addition to Vale of Glamorgan Community Schools you can now also apply for places in these schools by using the online application service as detailed above. Please ensure that you have read and clearly understood the admission criteria for each school that you are applying for.

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

Yours sincerely

School Access and Organisation
Directorate of Learning and Skills