

### **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 Voluntary Aided Primary School**

##### **Admissions Policy and Guidance 2017/2018**

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. The school's Admissions Policy is reviewed annually.

##### **Arrangements for Admission of Pupils in September 2017**

The standard admission number is the number of children that the Governing Body will admit to its Reception Class. The standard number of pupils admitted to the Reception Class in this school is 30 – provided that pupils are four years of age on, or before, the preceding 31st August. 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.

##### **Casual Admission**

Where an existing class number has reached 30, no new admissions will take place until a place becomes available. Places will be offered during the school year if there is room in the year group.

##### **Religious Education and Collective Worship**

Religious education and collective worship takes place within the school according to the denominational teaching and practice of the Church in Wales.

##### **Criteria for Determining Admission**

Children of parents, who wish them to attend All Saints Church in Wales Primary School, subject to the availability of places within current legislation, will be enabled to do so providing that the number seeking admission does not exceed the accommodation available.

##### **Over Subscription Criteria**

If the number of applications does exceed the standard number, the Governing Body will admit children to the school in the following criteria.

Firstly:

## Category A – Looked After Children

Looked After Children (LAC) in the care of the Local Authority, or provided with accommodation by them e.g. foster parents (Section 106 of the Education Act 2005 and the Education (Admission of Looked After Children) (Wales) Regulations 2009, and formerly Looked After Children who were in the care of the Local Authority, or who were provided with accommodation by them e.g. foster parents (Section 106 of the Education Act 2005 and Education (Admission of Looked After Children) (Wales) Regulations 2009. Looked After Children of the faith and formerly Looked After Children of the faith will have priority over Looked After Children not of the faith.

## Category B – Exceptional Reasons

Children who need a place at the school for social, psychological, educational, medical or spiritual grounds. Parents applying for admission for a child in this category must provide documentation or a letter from a qualified person such as a doctor, social worker or educational psychologist.

Secondly: Children who have a sibling (see definitions) who is a pupil registered At the school on the date when the applicant child is due to commence School

Thirdly: Children whose parents can demonstrate regular involvement in an Anglican community who reside

- a) in the parishes of All Saints and St. Baruc's
- b) in neighbouring parishes
- c) in other areas of Barry

Fourthly: Children of other denominations whose parents can demonstrate their regular involvement in a Christian community.

Fifthly: Children who:

- a) reside in the school's parishes
- b) reside in the neighbouring areas within the Vale of Glamorgan whose parents express a desire for them to be educated in the school, and to take a part in the school worship and religious education provided.

Sixthly: Children who do not fall into any of the above categories

Priority will be given to those whose place of residence is closest to the school.

## **Application Forms**

Admission application forms are available, on request, and need to be returned by

the date advised by the school. The forms will then be considered by the Admissions Sub-committee of the Governing Body. Once all applications have been considered, firm offers of places for entry, in the following September, will be sent to parents/ carers.

### **Unsuccessful Applicants**

All unsuccessful applicants will be put on a waiting list. If additional places become available, they will be allocated to those on the waiting list on the basis of the oversubscription criteria, and not on the date the application was added to the list. The waiting list will remain in operation until 31st August 2016 or until the place is no longer required.

### **Appeals Procedure**

All unsuccessful applicants have the right of appeal to an independent Admissions Appeal Panel, administered by the Llandaff Diocesan Board of Education, according to the Welsh Assembly Government's Code of Practice on School Admissions Appeals. To exercise that right, the appeal must be made in writing to the Clerk of the Governors at the school within 15 days of receiving the letter of refusal. There is no Appeals Procedure for Nursery places.

### **Definitions**

Regular involvement in an Anglican/ Christian community

The determination of regular involvement in an Anglican community/ other Christian community is made by reference to the application form and supporting letter from parish clergy, ministers, pastors etc.

### **Place of Residence**

Residence is deemed to be the child's usual place of residence – a residential property at which the parent/s or carers reside 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 usual 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**

Priority within each of the above will be based on the proximity of the home to the school. Proximity is measured by calculating the shortest distance from the home to the school, using the home and school post codes and making reference to Google TM Maps UK

### **Sibling**

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

- a brother and/ or sister (including half brothers/ sisters) is to be permanently resident at the same address
- a stepbrother and/ or stepsister is to be permanently resident at the same address
- for multiple birth children (the eldest) would be admitted (for any criteria) and

due to oversubscription their siblings 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).

Parent

- A 'parent' is defined as someone who has parental responsibility for the child or a primary carer.

## **Llansannor & Llanharry C/W Primary School**

### **Admissions Policy**

Llansannor and Llanharry Church in Wales Primary School is a Voluntary Aided primary school with a strong and distinctive Christian character. The first priority of the Governors, as the Admissions Authority, is to admit the children of families who choose to have their children educated within a Christian ethos, emphasising the importance of prayer, worship and Christian teaching. This is reflected in the whole life of the school. With this in mind, if the school is oversubscribed, priority will be given to the children of families who can demonstrate this through their active involvement in a Christian community. This policy is reviewed annually.

### **Admissions Number**

The standard number of children that may be admitted to the Reception class each year is 30.

### **Admissions to the Nursery Classes**

Llansannor & Llanharry CiW Primary school offers part-time Nursery places five mornings and five afternoons each week. Children are admitted to the morning 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 3's afternoon Nursery Class to which pupils are admitted at the beginning of the half term following their 3<sup>rd</sup> birthday.

The school admits up to 30 nursery pupils each year in each class. In the event of more than 30 applications for nursery places, the same oversubscription criteria would be applied as set out for the allocation of places in the Reception class.

Applications for Nursery places should be submitted directly to the school by the last school day before the 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 attend our nursery class will not have an automatic right of admission to full time education at our school. A child's name can be entered onto the waiting list at any age from birth to school age, but no guarantee of a place can be given.

## **Operation of Waiting List**

Children will only be entered onto the waiting list when the form is returned to the school office. The child's name and details will be entered onto the nursery waiting list under the term after which the child turns 3 years old, in the order that the school receives the form. Entry onto the waiting list is a guarantee of a nursery place.

## **Admissions for the Reception Year and any child joining one of the older years**

Children are admitted to the reception class in the autumn term of the academic year of their fifth birthday. Application forms will be issued from November 2016 and must be received by 9 January 2017. Decisions will be made by the school's Admissions Committee and parents informed whether their child will have a place on 18 April 2017. Once the Reception Year applications exceed 30 that year group is deemed to be full. The reason for the Year Limit is that for classes in Key Stage 1 (i.e. containing pupils, the majority of whom will attain the age of five, six and seven years during the course of the academic year), the class size must not exceed 30 pupils, unless it includes 'excepted pupils' as specified by Regulation.

The Governing Body will give priority to children who are resident in the local parishes of The Rectorial Benefice of Cowbridge and the Parish of Llanharry. These are defined as the school's 'neighbourhood parishes'. When dealing with applications based on faith commitment, parish priests or local ministers may be contacted to verify application details.

Within each oversubscription criterion, priority will be given to children whose family home is closest to the school.

## **'Looked after' children and children with Special Educational Needs**

The Governing Body will give first priority to applications for admission for 'looked-after' children in the care of the Local Authority, or provided with accommodation by them (e.g. children with foster parents) as defined by Section 22 of the Children Act 1989, where the school is named as the most appropriate educational setting. Priority will also be given to children with a Statement of Special Educational Needs where the school is named as the most appropriate educational setting. Such admissions will be guided by the Welsh Assembly Government's Code of Practice for Schools Admissions (2009).

## **Oversubscription Criteria**

If the number of applications exceeds the available pupil places, the Governing Body will admit children whose applications satisfy the over-subscription criteria in the following order:-

1. 'Looked after' children or children with a Statement of Educational Need, when the school is named as the most appropriate setting.
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 who live in the school's neighbourhood parishes, whose families can demonstrate their active involvement in a Christian community through monthly attendance at church, which parish priests will be asked to verify.
4. Children who live in the school's neighbourhood parishes, who are active members of another faith, will be asked to provide evidence from their faith leader.
5. Children whose families wish them to be educated in a Church in Wales school. Priority will be given to those living closest to the school, for whom Llansannor and Llanharry CW Primary School is the nearest Church school.

Should your application be unsuccessful, you have the right to appeal. If you exercise that right, the appeal must be made in writing to the Clerk to the Governors within 15 school days of receiving the letter refusing a place. The appeal will 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.

### **Definition of a sibling**

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

- a brother and / or sister is to be permanently resident at the same address
- a stepbrother and / or stepsister (including half brother / sisters) is to be permanently resident at the same address.

The older sibling must be registered at the school on the date that the pupil applying for a place would start school.

A map of the parish boundaries, which delineate the catchment area, is available at the school. Distance between home and school will be measured by the Vale of Glamorgan methodology.

### **Distance from School**

Pupils who live beyond walking distance from school and for who Llansannor and Llanharry is their nearest school or their nearest church school, will be provided with free home/school transport by the Vale of Glamorgan Local Authority. The Vale of Glamorgan council defines walking distance as 2 miles and provides school buses for primary age pupils, but not for those in the nursery classes. Rhondda Cynon Taff council currently provide discretionary transport based on walking distance of one and a half miles and includes nursery pupils.

Escorts are provided on all buses. If there are spaces available on Vale School buses, parents who are not eligible for free transport may be able to pay for a bus pass. Enquiries are handled by the local authority concerned.

## **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.

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

### **Admissions arrangements 2017-18**

#### **Admissions Policy**

Pendoylan Church in Wales Primary School 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, Llanstrisant 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 admission authority for the school and reviews its admissions policy annually.

#### **Admissions number**

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 and also reflects the statutory class size limit.

#### **Admission to the nursery**

Pendoylan school 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 Sept to 31 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.

Applications for places in the morning nursery class should be submitted to the school by 3 March and decisions will be made by the school's Admissions Committee by 18 April 2017.

Attendance in the nursery has no bearing on the admission to the main school: securing a place in 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 nursery/playgroup provision in the afternoons on a fee paying basis. Applications for afternoon sessions should be made separately.

### **Admission to reception**

Children are admitted to the Reception class in the Autumn term of the academic year of their fifth birthday. Application forms will be issued in November 2016 and should be returned by 13 January 2017. Decisions will be made by the school's Admissions Committee and offers of places will be issued by 18 April, to coincide with other Vale schools.

### **Late applications**

Any applications received after the deadline date 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.

### **Oversubscription criteria**

If the number of applications 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 Admissions Number.

1. "Looked after" children, previously "looked after" children or children with a Statement of Educational Need which names the school as the most appropriate setting
2. Children living within the catchment area, which is the ecclesiastical parish of Pendoylan and Welsh St Donats, who have brothers or sisters already attending the school
3. Children living within the parish whose parents are practicing members of the Church in Wales
4. Children living within the parish whose families are practicing members of another Christian denomination
5. Other children living within the parish
6. Children living outside the parish catchment area who have brothers or sisters already attending the school
7. Children living outside the parish catchment area whose families are practicing members of the Church in Wales
8. Children living outside the parish catchment area whose families are practicing members of another Christian denomination
9. Other children living outside the area.

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

For multiple birth children, where one child (the eldest) would be admitted but due to oversubscription their sibling(s) are not, the sibling(s) would have priority on the waiting list for the next available place.

### **Appeals**



Should your application be unsuccessful, you have the right to appeal. Such an appeal should be made to the Clerk to the 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's 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 a waiting list until 30 Sept of the school year for which they applied. Parents/guardians will be contacted should a place become available.

### **Definitions**

“Families who are practicing members of the Church in Wales” means where at least one parent is a regular communicant 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 practicing members of another Christian denomination” means where at least one parent is a regular worshipper (at least once a month) within another recognised Christian community. Confirmation will be required from an appropriate faith leader.

A map of the 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.

“Brothers or sisters already attending the school” 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.

### **School transport**

Pupils who live beyond walking distance from school and for whom Pendoylan is their nearest school or their nearest church school will be provided with free home/school transport by the local authority. The Vale of Glamorgan council defines walking distance as 2 miles and provides school buses for primary school age pupils, but not those in the nursery class. Rhondda Cynon Taff council provides discretionary transport based on a walking distance of one and a half miles and including nursery class pupils. Escorts are provided on all buses. If there are spaces available on a Vale school bus parents who are not eligible for free transport may be able to pay for a bus pass. Enquiries are handled by the local authority concerned.

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

### **Admissions and Oversubscription Policy**

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 with 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 opportunity 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 Reception should be submitted by 9 January 2017 for reception places and by 24<sup>th</sup> March 2017 for Nursery places prior to September 2017 entry in line with the Vale of Glamorgan's schools' admissions dates agreed annually. All dates regarding admission to Nursery and Reception will be published in advance, including on the school's website and weekly newsletter.

### **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 regulations and Key Stage 2 classes will be limited to 30 children, as per Welsh Government directives, unless "excepted pupils" are admitted 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. Children are entitled to a part-time place from the start of the Autumn Term following their third birthday. Children must attend for five half days. Morning or afternoon places will be decided by the head teacher.

In exceptional circumstances when there are available places, there may be mid-year admissions for rising three-year olds. This would only be the case for a group of 3 or more children. Such early admissions shall then be guaranteed a place in the Nursery until eligible for admission to Reception.

### **Admission to Reception**

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. However, parents may choose to defer their child's entry until the term following their child's fifth birthday.

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 order of proximity, to allocate places up to the Admission Number.

Children with a statement of special educational needs will be admitted to the school named on their statement, before the application of oversubscription criteria.

The Governing Body shall give priority to

- 1) 'looked after children' and previously looked after children.
- 2) 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.
- 3) Children who with their families can demonstrate their active involvement at St Andrews Major, St Peter's or Michaelston-le-Pit churches.
- 4) Children who with their families can demonstrate their active involvement in an Anglican church outside the local parish and do not have a local Anglican Church school available to attend.
- 5) Children who with their families can demonstrate their active involvement at other Christian churches within the local parish, which support the ethos of the school.
- 6) Children whose families can demonstrate their active involvement at Anglican churches outside the local parish.
- 7) Children who with their families can demonstrate their active involvement at other Christian churches outside the local parish, which support the ethos of the school.
- 8) Children whose families wish them to be educated in a Church in Wales 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 to 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 as the distance using the Geographical Information System adopted by the Vale of Glamorgan. A map showing the Parish boundary may be viewed at the school.
- 2) For children resident outside the parish, priority shall be given to those residing in closest proximity to the school. Distance shall be measured as the distance using the Geographical Information System adopted by the Vale of Glamorgan.

\* In the instance of applications of multiple birth children, places will be offered strictly according to age e.g. with the eldest being given priority for admission.

\* 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 monthly); 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 parish is the parish of the Rectoral Benefice of St Andrews Major, St Peter's and Michaelston-le-pit. A map showing the Parish boundary may be viewed at the school.

**Definition of a sibling:**

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

- A brother / sister is to be permanently resident at the same address as the applicant child.
- A stepbrother and / or stepsister (including half-brother / half-sisters) is to be permanently resident at the same address as the applicant child. This includes adopted and fostered siblings.

**Distance from school:**

Distance to school shall be measured from the main entrance of the family home (cf. place of residence) to the main gate of the school, using the Geographical Information System 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 shall be informed of the Governors' decision for entry to reception by 18 April 2017 and 19 May 2017 for nursery entry in September 2017.

**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 (ten 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

### POLICY STATEMENT

#### ADMISSIONS

1. The School Standards and Framework Act 1998 and Education and Inspections Act 2006 require 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 28. Under the School Admissions Code of Practice of 2009 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 in 2017/2018 and for the consideration of these applications by the Governing Body.
  3. During the Spring Term 2017, admission forms will be sent to parents\* who have requested a place in reception in September 2017 and have not already completed an admission form. It will be requested that all completed forms be returned to the school by\_\_\_\_\_ (A closing date will be provided)
  4. The Governing Body will consider applications received by this date and priority will be given to children with a statement of educational need where the school is named as the most appropriate setting, looked after children or previously looked after children, children who will have a sibling (full, half or step brother/sister, adopted or fostered) attending the school at the time of the actual enrolment at school and children who have a parent who attends a Church in Wales service in the benefice of St Brides Major and Ewenny at least once a month. The remaining places will be allocated (in order of priority) to:
    - i) Children who are resident solely within the ecclesiastical benefice of St. Brides Major and Ewenny (see attached map).
    - iii) Children who are resident some of the time within the ecclesiastical benefice of St. Brides Major and Ewenny and some of the time elsewhere (see attached map).
    - iv) Children resident outside of the ecclesiastical benefice of St. Brides Major and Ewenny
    - v) In the event of more applications being received than places available, places will be allocated (whithin whichever of the above categories the oversubscription first occurs) strictly according to the oversubscription criteria (in order0, as follows
- A)Children who have a parent who is a communicant members of the Anglican

Church.

B) Children who have a parent who is a member of non-Anglican churches and chapels.

C) Children whose parents are applying for admissions for other reasons, such as additional learning, social or medical needs.

5. Should the number of applications for places exceed the Admission number of 28, priority will be given in any of the categories above (in order) according to the proximity (measured by odometer from the main entrance of the family home to the main gate of the school by the shortest route) that applicants live to the school. (In the case of a block of flats or apartments the walking distance to the main door of the block shall be the determining factor within that block and the lower numbered flat or apartment will have priority where the distance is equal.)

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

7. Firm offers of places for the 2017/18 intake will be sent to parents\* in \_\_\_\_\_.

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.

8. Parents whose applications are unsuccessful in April can opt to go on a waiting list in case a place becomes available, but any such waiting list will expire on 30th September.

9. 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.

St. David's Church in Wales Primary School is a voluntary aided school with a strong and distinctive Christian character. The first priority of the Governors, as the Admissions Authority, is to admit the children of families who choose to have their children educated within a Christian ethos, emphasising the importance of prayer, worship and Christian teaching. This is reflected in the whole life of the school. With this in mind, if the school is oversubscribed, priority will be given to the children of families who can demonstrate this through their active involvement in a Christian community.

It is situated in the beautiful village of Colwinston, midway between Bridgend and Cowbridge. The school serves the parish\* of Colwinston, Llysworney and Llandow. Subject to places being available at the school and with the agreement of the Governing Body, children may be admitted from outside the parishes.

### **NURSERY ADMISSION ARRANGEMENTS**

St David's includes a 28 place nursery unit. (14 morning pupils and 14 afternoon pupils).

Children are entitled to a part-time nursery place from the start of the term following their third birthday.

The Governing Body will consider each individual application received by the published closing date. Where the number of applications for admission exceeds the number of places available, places will be allocated applying the oversubscription criteria, in the order of priority set out below, up to the approved capacity.

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.**

### **Nursery Oversubscription Criteria**

Morning nursery places are allocated prior to afternoon places. For each criteria, children are admitted 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 proximity\* to the school.

*Children with a Statement of Educational Need, when the school is named as the most appropriate setting are given priority ahead of the oversubscription Criteria.*

#### **1. Children who will be three on or before 31 August (September Intake)**

- a. "Looked After", previously "Looked After" children.



- b. 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)
- c. who live in the school's parishes, who can demonstrate their active involvement\* in a Christian community.
- d. who live in the school's parishes, who can demonstrate their active involvement in another faith community.
- e. who live within our parishes.
- f. whose families wish them to be educated in a Church in Wales school.

## 2. Children who will be three on or before 31 December (January Intake)

- a. "Looked After" , previously "Looked After" children.
- b. 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)
- c. who live in the school's parishes, who can demonstrate their active involvement\* in a Christian community.
- d. who live in the school's parishes, who can demonstrate their active involvement in another faith community.
- e. who live within our parishes.
- f. whose families wish them to be educated in a Church in Wales school.

## 3. Children who will be three on or before 31 March (April Intake)

- a. "Looked After" , previously "Looked After" children.
- b. 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)
- c. who live in the school's parishes, who can demonstrate their active involvement\* in a Christian community.
- d. who live in the school's parishes, who can demonstrate their active involvement in another faith community.
- e. who live within our parishes.
- f. whose families wish them to be educated in a Church in Wales school.

### **Nursery Application Forms**

The timetable follows the Vale dates: for September intakes, details will be sent to parents in January each year. These need to be returned for consideration by the school governing body admissions sub-committee by the closing date. Once all applications have been considered, firm offers of places for entry in the September will be sent to parents/carers by the dates detailed below.

*If there are spare places a second intake for 3 year olds would then be offered each term. (After Christmas and after Easter.)*

### **Nursery 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 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.

### **RECEPTION ADMISSION ARRANGEMENTS**

Attendance at a Nursery Class does not automatically entitle a child to a reception class place in the same school. In order for children to be considered for a Reception

place in September, parents/carers should apply to St David's by completing the appropriate school admission forms.

### **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.

### **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 2017 to 31st August 2018).

The Admission Number for pupils entering the Reception class in any given September is **20**. Once the Reception Year applications exceed 20, 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 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.

### **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 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.

### **Oversubscription Criteria:**

Children with a Statement of Educational Need, when the school is named as the most appropriate setting are admitted ahead of the 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.

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 in the school's parishes, who can demonstrate their active involvement in a Christian community.
4. Children who live in the school's parishes, who can demonstrate their active involvement\* in another faith community.
5. Other children who live within our parishes.
6. 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 David's is the closest Church school.)

### **Application Forms**

Admission application forms are available on request from the school and need to be returned no later than the last day of the Spring term for consideration by the school governing body admissions sub-committee for entry in the following September. Once all applications have been considered, firm offers of places for entry in the September will be sent to parents/carers by the dates detailed below.

### **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 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.

## 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 Appeal Committee, care of the school, within 15 days of the date of notification of the decision. The appeal will be considered by an independent Admission Appeal Panel, administered by Llandaff Diocesan Board of Education, according to the Welsh Assembly Government's Code of Practice on School Admission Appeals.

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 in a straight line from the main entrance of the family home to the main gate of the school, 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:** for map see prospectus or appendix 6

**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 attend Christian worship on the majority of Sundays (verified by the parish priest).

The Governors of St David's CIW VA Primary School will adhere to the Admission Process 2017-8 Timetable as detailed in the Vale of Glamorgan Council Admission Policy.

### Admissions Process 2017-8 – Timetable TBC

	Secondary	Primary	Nursery
Admissions information sent to parents/schools by LA. Online application service opens	October 2016	January 2017	January 2017
Closing date for receipt of preference forms	December 2016	March 2017	March 2017
V A schools notify LA of results of applications	February 2017	March 2017	May 2017
Notification of results to parents of applications	February 2017	April 2017	May 2017

## St Helen's R.C. Infant and Nursery School

The admission number to the Infant school is 44.

### Oversubscription Criteria

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.

Priority will be given to children who are Looked After by the Local Authority (LAC) in accordance with Section 22 of the Children Act 1989 in each category. Equal priority will also be given to previously looked after children. (School Admissions Code 2013)

Priority will also be given to an applicant with a Statement of Special Educational Needs (SEN) which names St. Helen's Catholic Infant & Nursery School.

1. Catholic children who have been baptised in the Catholic Church who will have a sibling on roll at St Helen's Junior School on 1st September 2016. (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 Junior School on 1st September 2016. (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 Junior School on 1st September 2016 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 whose parents wish their children to attend a Catholic school, 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 Junior School on 1st September 2016, 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. Accompanying letter to be written to Governing Body clearly stating

this aim.

### **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.

### **Guidance Notes**

To apply for a place at St Helen's Infant 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 residency 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)**

If it is not possible to offer all children a place in the school, parents will be asked to decide which child should be offered a place or parents may wish to consider an alternative setting for all children.

### **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.

### **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 30th 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 30th 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 to be followed if an appeal against any decision of the Governing Body on admission is contemplated may be obtained from the Admissions Appeal Committee c/o Clerk to the Governing Body,

St. Helen's Catholic Infant and Nursery School  
Maesycwm Street  
Barry  
CF63 4EH

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

## **St Helen's RC Junior School**

St Helen's RC Junior School is a voluntary- aided Catholic school situated in the centre of Barry. The school serves the following Parishes in Barry and the Vale of Glamorgan:

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

### **Admission Number**

The admission number to the school is 44.

### **Application Procedures**

Application forms are available on the school website [www.sthelensjunior.co.uk](http://www.sthelensjunior.co.uk) or from the School Office in person. Alternatively, application forms may be sent by post on request.

Any child with a statement of SEN naming St Helen's Junior school will be admitted to the School.

The closing date for applications is 11<sup>th</sup> January 2016.

Notification to Parents is by the 18<sup>th</sup> April 2016.

### **Oversubscription Criteria**

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.

1. First priority will be given to children who are Looked After by the Local Authority (LAC) in accordance with Section 22 of the Children Act 1989. Equal priority will also be given to previously Looked After Children.
2. Catholic children who have been baptised in the Catholic church and will have a sibling in the school or at St Richard Gwyn High School at the time the applicant joins the school. (Baptismal certificate required)
3. Catholic children who have been baptised in the Catholic church. (Baptismal certificate required)
4. Christian children who have been baptised in another Christian denomination who will have a sibling in the school or at St Richard Gwyn High School at the time the applicant joins the school. (Baptismal certificate or letter from a minister of religion required)



5. Christian children who have been baptised in another Christian denomination. (Baptismal certificate or letter from a minister of religion required).
6. Children from other faiths who will have a sibling in the school or at St.Richard Gwyn High School at the time the applicant joins the school, 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 from other faiths whose parents wish their children to attend a Catholic school, 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).
8. Children who have a sibling in the school or at St Richard Gwyn High School at the time the applicant joins the school and whose parents are seeking a Catholic environment for their child's education and for whom a Catholic education is the prime consideration.
9. Children whose parents are seeking a Catholic environment for their child's education and for whom a Catholic education is the prime consideration.

### **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.

### **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)**

If it is not possible to offer all children a place in the school, parents will be asked to decide which child should be offered a place or parents may wish to consider an alternative setting for all children.

### **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 30th September 2016.

Applications received outside of the annual allocation of places for in year admissions will remain on the waiting list until the end of term in which the application is made. After this time parents will be expected to make a further application for admission.

### **Right of Appeal**

Details of the procedure to be followed if an appeal against any decision of the Governing Body on admission is contemplated, may be obtained from the Admissions Committee c/o Clerk to the Governing Body. Appeals will be dealt with by an independent panel.

St. Helen's RC Junior School  
Ty-Newydd Road  
Barry  
CF62 8BB

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

### **St. Joseph's RC 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.)

The school has a 26 place Reception class. The minimum age of entry of pupils to the Reception class will be 5 years of age between 1st September and 31st August.

The Education Act 1980, Section (6), gives parents the right to express a preference as to which school their children attend. If the number of applications received for September 2014 matches or is below our indicative admissions number then places will be allocated to all applicants. In the event that the applications for places exceed the school's indicative admissions number the following Oversubscription Criteria will be applied:

**ORDER OF PRIORITY OF ADMISSION:** The Governing Body will give priority of admission as follows:

1. Baptised Catholic children residing in the Parishes of St Joseph's, Penarth and St Mary's Dinas Powys
2. Baptised Roman Catholic children with a brother or sister currently in the

- school
3. Brothers or sisters of children already in the school
  4. Children whose parents are Baptised Catholics
  5. Baptised children from other Christian denominations
  6. Non-Catholic children where the parents understand and accept that their child/children will be educated in an environment that reflects Christian values
  7. In all categories priority will be given to children who are looked after by the Local Authority
  8. 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.

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: Mrs Allison Davies, St. Joseph's RC Primary School, Sully Road, Penarth, Vale of Glamorgan. CF64 2TQ.

### **St Richard Gwyn Catholic High School**

#### **OVERSUBSCRIPTION CRITERIA FOR ENTRY IN SEPTEMBER 2017**

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 parishes of Our Lady and St Illtyd's, Llantwit Major, Cowbridge and Rhoose, St Helen's, Barry, St Mary's Dinas Powys, and St Joseph's Penarth. Our designated feeder schools are St Helen's, Barry and St Joseph's, Penarth.

All applications must be completed using the school's application form. Completed forms should be returned directly to St Richard Gwyn. If posted please obtain proof of postage. Late applications received after the closing date will only be considered 'when a good reason is given'. School Admissions Code No 005/2013. Otherwise they will be considered after all of the applications received on time.

In the event of oversubscription applications will be placed on a waiting list until 30<sup>th</sup> September 2017. Applications will be ranked in accordance to 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 planned admission number is 163. In the event of oversubscription, applications will be prioritised in the following order:

**AN ORIGINAL BIRTH CERTIFICATE IS REQUIRED FOR ALL APPLICATIONS.**

	Descriptor	Evidence required from parent
1	Looked After Children or previously Looked After.	Local Authority Care Order
2	Baptised Catholic children residing within our feeder parishes.	Original baptismal certificate.
3	Children who attend our designated primary feeder schools.	*No further evidence required.
4	Siblings (defined as brother, sister, half-brother and half-sister residing at the same address as the sibling) of students on roll at the time of admission.	*No further evidence required.
5	Baptised Catholic children residing outside our catchment area.	Original baptismal certificate.
6	Members of other Christian denominations and members of other faiths.	Christening (or other initiation) certificate.
7	Children who attend a faith school.	Supporting letter from current Headteacher.
8	Children of a non-faith background whose parents seek a faith based education.	Supporting letter stating why they wish their child to be educated at St Richard Gwyn.

\*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. (Based on a student walking to school using Google maps.)

The closing date for applications is 28<sup>th</sup> November 2016, complying with the local timetable. Decision letters will be issued by 1<sup>st</sup> March 2017. In the event of refusal, parents will have the right of Appeal to an independent panel of the Archdiocese of Cardiff.

Applications for **transfer to the school from another secondary school** during the academic year should be made using the school's application form. The Governing Body Admissions Panel will consider each application. If the number requesting transfer exceeds available places, the Oversubscription Criteria will be used to determine successful applicants. Where the particular year group is full and after governors have considered the application, unsuccessful applicants will be placed on the school's Waiting List. Applicants will remain on the Waiting List until the end of the academic year. In the event that places become available, the applications on the Waiting List will be reviewed against the Oversubscription Criteria and offers made to fill the available places.

### **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 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 measured by calculating the metres based on a student walking to school using Google maps.

## **Stanwell School**

### **Admissions Policy**

This policy has been drawn up in line with the School Admissions Code of 2013.

Pupils will be admitted at the age of 11 without reference to ability or aptitude. The number of intended admissions for the year commencing 1 September 2017 will be 299, which is currently under review as the indicated admissions number.

Where applications for admission exceed the number of places available, the following oversubscription criteria will be applied, in the order set out below, to decide 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 are on the register in one of the designated feeder primary schools (Albert, Evenlode, Sully and Victoria). In the event of oversubscription by applicants from the designated feeder primary schools alone, criteria (4), (5) and (6) would be applied to produce an order of preference.
3. Pupils who are not on the register of one of the designated feeder primary schools but whose parents have satisfied the school by the published closing date for receipt of applications that the pupil will be taking up residence within the catchment area of the designated feeder primary schools. Children of UK service personnel posted to the area must provide proof of the posting with their application form.
4. Pupils who have older brothers and/or sisters on roll. The term 'brothers and sisters' is defined for this purpose as a) fraternal relations who have the same mother and/or father b) adoptive brothers and/or sisters c) stepsisters and/or brothers who live at the same address. Due to large cohort numbers, multiple birth children will always be allocated or refused a place together so that the situation will never arise that one child would be admitted and their sibling(s) not admitted.
5. Pupils of whom the Governors judge there are compelling medical or social grounds for their admission. (Positive recommendation from the Health Authority or the Director of Social Services will be required in such cases).
6. In determining applications for admission in respect of other pupils the Governors give particular regard to the degree of proximity of the pupil's home to the school. This will be measured by quickest driving route from the school's main entrance to the pupil's home.

Page 1 of 2

The school has established arrangements for appeals against non-admission in line with the School Admission Appeals Code of July 2013. In the case of an admission being refused, parents have the right to appeal to an Independent Appeal Panel. Anyone wishing to make such an appeal will be advised in writing at the time their application is refused of the procedures to make such an appeal. If an appeal is unsuccessful, parents must wait until the following academic year before re-applying.

For Year 6 – 7 transition, Stanwell operates the same admissions timetable as the Vale of Glamorgan L.A. Pupils in the designated feeder schools will be given an application pack automatically through their primary schools. Parents of pupils from other primary schools can request an application pack by writing to or telephoning

Miss S Owen, Admissions tutor, at Stanwell School. Similarly, parents of pupils who wish to make an application outside the normal admission round should also contact Miss S Owen.

### Waiting lists

Following the allocation of places during the normal admissions round, pupils will remain on the waiting list until the 30<sup>th</sup> September in the school year in which they apply. If places become available, the oversubscription criteria will be used to determine the allocation of places.

### **Wick and Marcross Church in Wales 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 2017 to 31st August 2018).

The Admission Number for pupils entering the Reception class in any given September is 18.

Once the Reception Year applications exceed 18, 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 dis-apply 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 statement of Special Educational Need, when the school is named as the most appropriate setting, will be admitted before applying the oversubscription criteria.

1. 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.
2. Children who have a sibling\* who is a pupil at the school on the date the applicant child is due to commence school.
3. 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 Llantwit Major, or whose children regularly attend in the company of others. Clergy references will be used to determine regularity of attendance.
4. Children whose parents / guardians live within the historical boundaries of the parishes of Wick and Marcross.
5. Children whose parents / guardians are practising communicants of the Church in Wales living in the Benefice of Llantwit Major but who are in regular attendance at another parish church, or whose children regularly attend another parish church in



the company of others.

6. Children whose parents / guardians are practising communicants of the Church in Wales living outside the Rectorial Benefice of Llantwit Major 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.

7. Children whose parents / guardians are active and practising members in another faith community. References will be used to determine regularity of attendance.

8. 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**

Application forms for admission to the school will be automatically sent to those parents who have recorded their child's details in our registration book during the week commencing Monday 7th November 2016.

Application forms are available on request from the school.

All completed forms must be returned to the school by Monday 9th January 2017 for consideration by the school's governing body admissions committee.

Once all applications have been considered by the admissions committee, notification 2017/2018 intake will be sent to the LA in the week commencing Tuesday 18<sup>th</sup> April 2017 (during the Easter holidays).

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### **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 30th 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.