



School Admissions Policy and arrangements 2020-2021

1. THE ADMISSION AUTHORITY

The entry of children to schools is controlled and administered by an 'admission authority'. In the case of community schools, this is the local authority, that is, Bridgend County Borough Council. In accordance with the Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999, the relevant area for the admission authority is the geographical area of the County Borough of Bridgend.

Where the local authority is the admission authority, the school's governing body is under a duty to implement the local authority's decision on applications, and to act in accordance with the local authority's admission arrangements.

The local authority continuously reviews and reserves the right to amend its admissions procedures for statutory and non-statutory education.

The local authority has no arrangements for the provision of education at schools not maintained by a local authority.

Admission to voluntary controlled school

The one voluntary controlled school in the county borough is Pen y Fai Church in Wales Primary School, which is financed by the local authority. The admission criteria are consistent with that of the local authority, as detailed in this policy, and with the Trust Deed of the school. Appeal arrangements are managed by the local authority and are consistent with the provision of the Trust Deed.

Admission to voluntary aided schools

Within the county borough, there are five voluntary aided schools, which are financed largely by the local authority. The governing body of each voluntary aided school is the admission authority with responsibility for all admission arrangements.

The five voluntary aided schools within the county borough are as follows:

1. St Mary's Catholic Primary School, Bridgend
2. St Mary's and St Patrick's Catholic Primary School, Maesteg
3. St Roberts Catholic Primary School, Aberkenfig
4. Archdeacon John Lewis Church in Wales Primary School, Bridgend
5. Archbishop McGrath Catholic High School

Parents/carers who wish to seek admissions to these schools are advised to contact the relevant school for further information.

Arrangements with other local authorities

The local authority has made the following arrangements with Rhondda Cynon Taf County Borough Council, where surplus admission places are available:

1. Pupils from Abercerdin Primary School may attend Tonyrefail Comprehensive School with Bridgend County Borough Council being responsible for transport costs.
2. Pupils from Dolau Primary School, Brynna Primary School and Llanharan Primary School may attend Pencoed Comprehensive School with Rhondda Cynon Taf County Borough Council being responsible for transport costs.
3. Pupils from the county borough may attend the Welsh Unit at Dolau Primary School with Bridgend County Borough Council being responsible for any transport costs for eligible pupils, but only if such pupils reside closer to Dolau Primary School than to Ysgol Bro Ogwr.

Special schools

The two special schools in the county borough are regional centres with pupils admitted from neighbouring local authorities. Admissions to these schools are not included within or subject to the provisions of this policy.

2. PARENTAL PREFERENCE

The local authority has a statutory duty to have regard to the general principle that pupils are to be educated in accordance with the wishes of their parents, so far as that would be compatible with the provision of efficient education and the avoidance of unreasonable public expenditure (S.9 Education Act 1996).

Within the county borough, each school has an area it serves (its catchment); however, the local authority must allow all parents/carers the opportunity to express a positive preference for the school they would wish their child to attend. In the vast majority of cases, parents/carers are quite happy to choose their catchment school, but it is necessary for that school to be selected by parents/carers on an admission to school or in-year school admission/transfer application. The application allows parents/carers to list more than one school in priority order.

Parents/carers must not automatically assume that a place will be available for their child at a particular school, even though that may be their catchment school. The local authority has a duty to meet the preferences for admission expressed by parents/carers ahead of

those who have expressed no preference. Consequently, for the normal admissions rounds, parents/carers must ensure they record their preference/s on the school admission application and that the application is submitted to the local authority by the stated deadline.

Circumstances in which the duty to comply with parental preference does not apply

The duty of the local authority and school governors to comply with parental preference does not apply where:

- to admit the child would prejudice the provision of efficient education or efficient use of resources;
- the child has been permanently excluded from two or more schools. The requirement to comply with parental preference is dis-applied for a period of two years following the second exclusion. This does not apply to:
 1. children who were below compulsory school age when they were excluded or to pupils who were reinstated after exclusion; or
 2. where to admit would be incompatible with the statutory duty to meet infant class size regulations (see Section 8).

3. SCHOOL CAPACITY

Welsh Government has published a capacity calculation methodology for all schools. This aims to provide a robust and consistent method of assessing the capacity of all schools and is based on existing accommodation at a school and usage. The capacity calculation informs the local authority's calculation of a published admissions number (PAN) for a school.

The local authority must admit pupils up to the published admissions number in each year group in a school. Guidance published in Welsh Government Circular No. 021/2011 states that 'As the admission number reflects the school's ability to accommodate pupils, it should only be exceeded in exceptional circumstances'.

4. THE SCHOOL ADMISSIONS (INFANT CLASS SIZES) (WALES) REGULATIONS 2013

In order to improve educational standards in schools, these regulations limit the number of children in Reception, Year 1 and Year 2 classes when a single teacher is present. The local authority can refuse admission to classes in these year groups on the basis of infant class size prejudice if the published admission number has already been reached.

However, there are certain limited 'exceptions' that allow for the local authority to exceed the normal infant class size limit, eg the admission of children who are looked after or previously looked after.

5. CHILD'S ADDRESS AND PROVISION OF FALSE INFORMATION

When considering whether a child lives in a school's catchment area, it is the child's place of ordinary residence that the local authority considers to be the home address and satisfying the admissions criteria.

Where the child's parents/carers are not living together but have shared responsibility for the child, and the child lives with each parent/carer for part of the periods during which the child receives education, the child will be considered as being ordinarily resident at the places where **each** of the parents/carers is ordinarily resident. Accordingly, the local authority will accept the address of either parent/carer as being the child's place of ordinary residence.

If the child's place of ordinary residence changes after the school admission application has been submitted, the local authority must be notified immediately.

School catchment maps are published on the local authority's website:

www.bridgend.gov.uk/schooladmissions

Where a parent/carer provides fraudulent or intentionally misleading information relating to the child's residence in order to obtain the advantage of a particular school placement, to which the child would otherwise not be entitled, the local authority reserves the right to withdraw the offer of a place. Where a place is withdrawn, the application will be considered afresh based on the accurate place of residence, and a right of appeal will be offered if a place at the preferred school/s is refused. Where there is doubt about the child's place of ordinary residence, the local authority reserves the right to seek further verification from the applicant (such evidence may include, but not necessarily be limited to, a utility bill or council tax statement).

6. APPLICATIONS MADE ON THE BASIS OF A FUTURE CHANGE OF RESIDENCE

Parents/carers will be expected to record the current address at which their child is ordinarily resident on a school admission application.

Where parents/carers are in the process of a house move and are expressing a preference for a school that is the catchment school for the future address, the following evidence **must** be provided to the local authority:

- written evidence from a solicitor that the house sale has been completed, contracts have been exchanged and that a moving date has been agreed such that the child will be resident at the new address by the commencement of the school term to which the application relates; or
- a written tenancy agreement evidencing that the child will be resident at the new address by the commencement of the school term to which the application relates.

All required evidence **must** be received by the local authority prior to the allocation and offer of places. If the evidence is not received prior to the allocation and offer of places, the application will be treated as an out of catchment application for the preferred school/s.

If the evidence does not confirm that the child will be resident at the new address by the commencement of the school term to which the application relates, the application will be treated as an out of catchment application for the preferred school/s.

7. CHILDREN OF UK SERVICE PERSONNEL AND OTHER CROWN SERVANTS (including diplomats)

For normal admissions rounds, the children of UK service personnel and other crown servants will be treated as 'in catchment' **provided that** their application is accompanied by an official Ministry of Defence (MOD) or Foreign and Commonwealth Office (FCO) letter declaring a return date and confirmation of the new address.

Children of UK service personnel and other crown servants (including diplomats) may be given 'excepted status' for infant class size purposes when admitted to a school outside of the normal admissions round.

8. WELSH-MEDIUM EDUCATION

In accordance with statutory requirements, the local authority policy is that every child should have the opportunity to learn and use the Welsh language. Provision is made for this in the following ways:

1. The teaching of Welsh as a second language in English-medium schools.
 - a) At Foundation Phase, Welsh is taught to all pupils. The emphasis is on using the language with purpose and in meaningful situations. In addition, the incidental use of the language during the school day is encouraged.
 - b) At key stage 2, the language is further developed orally, with greater emphasis on reading and writing skills.
 - c) At key stage 3, Welsh is taught to all pupils and at key stage 4 it is compulsory. Opportunities are provided in all schools for pupils to continue their studies for both the 16+ and A level examinations.
2. Provision for Welsh-medium education.
 - a) Welsh-medium education is available at the four Welsh-medium primary schools for all pupils whose parents select that medium of education.
 - b) Parents/carers residing in the catchment area of Ysgol Gymraeg Bro Ogwr may wish for their child/ren to attend the new Ysgol Gynradd Gymraeg Calon Y Cymoedd (formerly Ysgol Gyradd Gymraeg Cwm Garw). The local authority will be responsible for any transport costs for eligible pupils, but only if such pupils reside closer to Ysgol Gynradd Gymraeg Calon Y Cymoedd than to Ysgol Gymraeg Bro Ogwr.
 - c) Parents/carers residing in the east of the county borough may wish for their children to attend the Welsh Unit at Dolau Primary School. The local authority will be responsible for any transport costs for eligible pupils, but only if such pupils reside closer to Dolau than to Ysgol Gymraeg Bro Ogwr.

- d) At Foundation Phase, all subjects are taught and all activities are run through the medium of Welsh.
- e) English is introduced as a subject in key stage 2. Although all the other subjects are taught through the medium of Welsh, standards in English are equally safeguarded.
- f) The arrangement between the local authorities of Bridgend and Rhondda Cynon Taf will allow pupils currently attending Ysgol Gyfun Llanhari to continue their education at the school.

Entry to Welsh-medium schools is controlled by the application of the same admission criteria expressed within the relevant section of this policy.

9. ADMISSION OUTSIDE OF THE NORMAL AGE GROUP

Occasionally, parents/carers may seek a place outside of the normal age group for children who are gifted or talented children, or children who have experienced problems or missed part of a year due to ill health.

The local authority will consider each request carefully and make decisions on the basis of the circumstances of each case. The local authority will consider what is most beneficial for the child and, in every case, will seek information from the parents, the school and an educational psychologist to inform its decision.

Where the local authority considers that an out-of-year group application is appropriate but that application is refused due to no places being available at the school, the parent/carer will be offered a right of appeal. However, there is no right of appeal if a place has been offered, but not in the desired year group (ie where the place offered is in the correct chronological year group for the child's age).

10. OUTCOME OF ADMISSION/TRANSFER APPLICATIONS

Parents/carers will be notified in writing of the outcome of their school admission or in-year school admission/transfer application.

If the application is refused, the notification will set out the reasons for the decision and will advise parents/carers on the appeal process. Parents/carers should note that **there is no right of appeal for non-statutory education, eg nursery education.**

11. WAITING LISTS

The local authority maintains waiting lists for oversubscribed schools. A child will be automatically included in the waiting list unless a parent/carer has expressly advised the local authority that this action is not required.

For the normal admissions rounds, children will remain on the waiting list, for any school at which they have been refused a place, until 30 September 2020. For all applications received outside of the normal admissions round, children will remain on the waiting list for any school at which they have been refused for a period of 3 months from the date of the

refusal. Children will automatically be removed from the waiting list/s after these periods have elapsed.

Submission of a new application does not renew a child's place on a waiting list. If a new application is submitted and is refused, the child will be recorded as a new entry to the waiting list from the date of the refusal.

If additional places become available at a school, they will be allocated to children on the waiting list on the basis of the published oversubscription criteria (see sections 15 and 16) and **not** the length of time a child has been on the waiting list.

12. ADMISSION APPEALS

In the vast majority of cases, children are offered places in line with their parents/carers' preference of school. If, however, a child is unable to gain admission to the preferred school, parents/carers may choose to appeal to an independent panel. Parents/carers may accept a place offered at an alternative school whilst pursuing a place at the preferred school. The independent appeal panel will consider the grounds put forward by parents for the appeal and determine whether the merits of the case outweigh the case presented by the local authority.

Parents/carers are advised to carefully consider the local authority's admissions policy when deciding whether to appeal.

Parents/carers should note that **there is no right of appeal for non-statutory education, eg nursery education.**

School admission appeals are conducted in accordance with the School Admission Appeals Code 2013. [\[hyperlink\]](#)

Registering an appeal

In the case of appeals relating to the refusal of places in a normal admissions round, parents/carers **must** register their appeal with the local authority by the closing date as detailed in section 13.

In the case of appeals relating to the refusal of places outside of the normal admissions rounds, parents/carers **must** register their appeal with the local authority within 10 working days of the date of the written notification of the refusal.

Parents/carers must register their appeal in writing and are able to complete a school admission appeal registration online by signing up to My Account on the Bridgend County Borough Council website. Guidance on completing the registration is available on www.bridgend.gov.uk/schooladmissions

Any parents/carers who do not have access to their own computer/laptop or smart phone, may use the computers available within the libraries in the county borough to sign up to My Account and complete an online registration. A parent/carer who remains unable to access the online registration may contact Bridgend County Borough Council on telephone number 01656 643643 to request a hardcopy registration.

Parents/carers who complete an online school admission appeal registration can have peace of mind that the registration has been received. The local authority cannot be held responsible for the non-receipt of a registration submitted through other means.

A school admission appeal registration may only be made by the parent/s or carers (legal guardian/s). To satisfy the requirement that appeal registration is submitted by the parent/carer, the applicant must also be the My Account holder. Unless already provided to the local authority, legal guardian/s **must** submit official documentation, proving guardianship, at the time the registration is submitted.

The local authority will only accept an appeal registration from a person who is not a parent/carer if it is accompanied by an appropriate written permission from the parents/carers.

Arrangements for the appeal hearing

The local authority will refer the appeal to an independent appeal panel. The clerk to the panel will arrange a time and place for the hearing.

Parents/carers will have the opportunity of attending the panel hearing and making their representations (oral and/or written).

Parents/carers are advised that:

1. They may elect not to attend the appeal meeting and, instead, allow the appeal to be considered on a written statement.
2. The appeal will be decided on the information available if parents/carers have indicated an intention to attend the appeal but do not do so and fail to provide a reasonable explanation.
3. If parents/carers cannot attend on the scheduled date and it is not reasonably practicable to offer an adjourned hearing, the appeal will be decided on the information available.
4. Parents/carers will be given at least 14 days (10 working days) written notice of the meeting of the appeal panel, unless they agree to a shorter period. The parent/carer should confirm this in writing to the clerk to the panel.

Parents/carers may be accompanied at a panel hearing by a friend or adviser or an interpreter, however, local authority councillors are not permitted to attend. Parents/carers are requested to inform the clerk to the independent appeal panel of any representation at least seven days before the hearing.

Organisations such as ACE (The Advisory Centre for Education) may be able to provide assistance to parents/carers in relation to school admission appeals. Information is available from the organisation's website www.ace-ed.org.uk

Repeat appeals

Parents/carers generally do not have a right to a second appeal in respect of the same school and the same academic year except where:

- there were faults in the first appeal process and there is a significant possibility that the outcome might have been affected by the faults (this may be on the recommendation of the Public Services Ombudsman for Wales); or
- a fresh application is accepted because there has been a significant and material change in the circumstances of the parent/carer or child and that application has also been refused. Common examples of where a fresh application is considered are where a family has moved address or there are new medical reasons pertaining to the choice of school.

Parents/carers who appeal unsuccessfully may re-apply for a place at the same school in respect of a later academic year (but subject to the timescales set out in paragraph 4 of section 15). Parents/carers will have a right to appeal if that application is refused.

13. EQUALITIES

The council's admission arrangements seek to achieve full compliance with all relevant legislation and guidance, with regard to equal opportunities and human rights (Equality Act 2010, the Human Rights Act 1998 and the Welsh Language Act 1993).

The council wants its services to be accessible to the whole community and will challenge discrimination in our communities, whether it is based on a person's transgender status, race, sex, disability, age, sexual orientation, religion or belief, pregnancy and maternity marriage or civil partnership.

The council's Corporate Equality Scheme sets out how the council will comply with its Public Sector Equality Duty in the exercise of its functions, having due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the legislation;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- foster good relations between persons who share a relevant protected characteristic and persons who do not.

14. DATA PROTECTION

The local authority regards your privacy as important and complies with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The full Data Protection guidance and principles of the local authority may be viewed on the website www.bridgend.gov.uk

Any information provided by parents/carers on a school admission application, an in-year school admission/transfer application or a school admission appeal registration will be held electronically and used by local authority for the purpose of processing the admission application or admission appeal request.

The local authority will share the information provided on a school admission application or an in-year school admission/transfer application with the relevant schools in accordance with the Fair Processing Statement – Education and Family Support, which is available at <https://www.bridgend.gov.uk/my-council/freedom-of-information/data-protection/>

15. ADMISSION ARRANGEMENTS – NURSERY EDUCATION

Welsh Government requires local authorities to secure a free, part-time, early-years education place for eligible three-year-olds from the term following their third birthday. The place can either be at a local authority-maintained school, or within the non-maintained sector with a registered early years provider. Where parents opt for a place with a registered early year's provider, they will only be eligible to receive funding for a part-time place regardless of whether the place offered is full or part-time. The grant payment in this respect will be made directly to the provider.

Places at local authority-maintained schools are part-time for three-year-olds (Nursery Year 1) and full-time for four-year-olds (Nursery Year 2).

The local authority is committed to the principle of providing local schools for local children and will make every effort to ensure that parents are able to secure a place for their child/ren at the catchment school, where parents/carers have expressed a positive preference for that school.

Parents/carers should note the following:

- Pupils who are admitted to a nursery class of an infant or primary school **will not have an automatic right to continued education at the same school when moving to a Reception class.** All parents/carers of children attending a nursery class, whether residing within or outside the defined catchment area, will be required to complete a school admission application for a primary or infant school, at the appropriate time, indicating their preference for a school.
- There is **no right of appeal** in the case of nursery admissions.

Nursery admission applications

Parents/carers who wish to apply for a nursery place at a voluntary aided school should approach that school directly for an admission application form.

For local authority admissions, a school admission (nursery) application **must** be completed by the parents/carers of eligible children. Parents/carers are able to complete the application online by signing up to My Account on the Bridgend County Borough Council website. Guidance on completing the application is available on www.bridgend.gov.uk/schooladmissions

Any parents/carers who do not have access to their own computer/laptop or smart phone, may use the computers available within the libraries in the county borough to sign up to My Account and complete a school admission (nursery) application. A parent/carer who remains unable to access the online school admission (nursery) application may contact Bridgend County Borough Council on telephone number 01656 643643 to request a hardcopy application.

Parents/carers who complete an online school admission (nursery) application can have peace of mind that the application has been received. The local authority cannot be held responsible for the non-receipt of an application submitted through other means.

A school admission (nursery) application may only be made by the parent/s or carers (legal guardian/s). To satisfy the requirement that the application is submitted by the parent/carer, the applicant must also be the My Account holder. Legal guardian/s **must** required to submit official documentation, proving guardianship, at the time the application is submitted.

The local authority will only accept an application from a person who is not a parent/carer if it accompanied by an appropriate written permission from the parents/carers.

Timetable for nursery admissions 2020-2021

The timetable for nursery admissions is not governed by the School Admissions Code 2013. The local authority's expected timetable for processing applications for nursery admissions is as follows:

Full-time nursery class admissions - pupils born between 1 September 2016 and 31 August 2017, starting in a full-time nursery class in September 2020:

Action	Date
Applications open on	Monday 6 January 2020
Closing date for receipt of applications by the local authority	Friday 27 March 2020
Notification to parents/carers of acceptance/refusal of places (the offer date)	Friday 15 May 2020

Part-time nursery class admissions - pupils born between 1 September 2017 and 31 December 2017, starting in a part-time nursery class in January 2021:

Action	Date
Applications open on	Monday 6 January 2020
Closing date for receipt of applications by the local authority	Friday 27 March 2020
Notification to parents/carers of acceptance/refusal of places	By 31 October 2020

Part-time nursery class admissions - pupils born between 1 January 2018 and 31 March 2018, starting in a part-time nursery class in April 2021:

Action	Date
Applications open on	Monday 6 January 2020
Closing date for receipt of applications by the local authority	Friday 27 March 2020
Notification to parents/carers of acceptance/refusal of places (the offer date)	By 31 October 2020

Late applications (applications submitted after the closing date)

The local authority will accept applications that are received after the relevant published closing date **provided that** the application is received prior to the offers of places being made **and** the local authority is satisfied as to the parents/carers' reasons for the late application.

All other late applications will be processed by the local authority after applications that were received by the closing date. Therefore, late applicants may find that their preferred school is already full, even if the school is their catchment school.

Allocation of full-time nursery places

Children eligible for a full-time nursery place from September 2020 are those born between 1 September 2016 and 31 August 2017 who will attain the age of four in the academic year 2020-2021.

The local authority will normally only admit up to the school's published admission number when allocating full-time nursery places.

Where the number of applications exceeds the number of places available, the local authority will apply the following **oversubscription criteria**, in order of priority, to allocate the places available:

1. Children who are looked after or previously looked after.
2. Children whose place of ordinary residence is within the school's defined catchment area.

Where a school is oversubscribed under this criterion, the local authority will allocate the places in the following order of priority:

- a) Children with siblings attending the school in the academic year 2020-2021.

A sibling is classified as a half or full brother/sister; a step-brother/sister, an adopted brother/sister; or a child living in the same household.

When allocating places, if the last place is offered to a multiple birth child (eg a twin or triplet), the local authority will also admit the other sibling/s.

- b) Proximity to school, as measured by the nearest available safe walking route (from home to the main school gate).

The Council uses software to measure all distances that takes into account assessed safe routes to the school/s.

- 3. Children not currently ordinarily resident within the school's defined catchment area whose parents/carers have satisfied the local authority, by the published closing date for submission of the relevant school admission applications, that the child will be ordinarily resident within the defined catchment area by the commencement of the school term to which the application relates.

Where a school is oversubscribed under this criterion, the local authority will allocate the places in the following order of priority:

- a) Children with siblings attending the school in the academic year 2020-2021.

A sibling is classified as a half or full brother/sister; a step-brother/sister, an adopted brother/sister; or a child living in the same household.

When allocating places, if the last place is offered to a multiple birth child (eg a twin or triplet), the local authority will also admit the other sibling/s.

- b) Proximity to school, as measured by the nearest available safe walking route (from home to the main school gate).

The local authority uses software to measure all distances that takes into account assessed safe routes to the school/s.

- 4. Children recommended for placement for medical, psychological, or social reasons, eg young carers.

To satisfy this criterion, parents/carers **must** provide supporting evidence from a registered health professional. It is expected that the parents/carers provide this evidence at the time the application is submitted. Where there are good reasons why this is not possible, the evidence must be provided prior to the allocation and offer of places. The evidence **must** set out in detail why the named school is the most suitable school and what difficulties would arise if the child had to attend another school.

- 5. Children living outside the school's defined catchment area will be considered for any remaining places in the order of priority set out below:

- a) Children with siblings attending the school in the academic year 2020-2021.

A sibling is classified as a half or full brother/sister; a step-brother/sister, an adopted brother/sister; or a child living in the same household.

When allocating places, if the last place is offered to a multiple birth child (eg a twin or triplet), the local authority will also admit the other sibling/s.

- b) Proximity to school, as measured by the nearest available safe walking route (from home to the main school gate).

The local authority uses software to measure all distances that takes into account assessed safe routes to the school/s.

Allocation of part-time nursery places

In determining the number of part-time nursery places available for allocation in any school, the local authority will take into account the published admission number and the number of full-time nursery pupils already on roll at the school.

Where the number of applications exceeds the number of places available, the local authority will apply the following **oversubscription criteria**, in order of priority, to allocate the places available:

1. Children who are looked after or previously looked after.
2. Children born between 1 September 2017 and 31 December 2017 who will attain the age of three in the academic year 2020-2021 and whose place of ordinary residence is within the school's defined catchment area. **These children will be eligible for a part-time nursery place from January 2021.**

Where a school is over-subscribed the local authority will allocate the places in the following order of priority:

- a) Children with siblings attending the school in the academic year 2020-21.

A sibling is classified as a half or full brother/sister; a step-brother/sister, an adopted brother/sister; or a child living in the same household.

When allocating places, if the last place is offered to a multiple birth child (eg a twin or triplet), the local authority will also admit the other sibling/s.

- b) Proximity to school, as measured by the nearest available safe walking route (from home to the main school gate).

The local authority uses software to measure all distances that takes into account assessed safe routes to the school/s.

3. Children born between 1 January 2018 and 31 March 2018 who will attain the age of three in the academic year 2020-2021 and whose place of ordinary residence is within the school's defined catchment area. **These children will be eligible for a part-time nursery place in April 2021.**

Where a school is over-subscribed the local authority will allocate the places in the following order of priority:

- a) Children with siblings attending the school in the academic year 2020-21.

A sibling is classified as a half or full brother/sister; a step-brother/sister, an adopted brother/sister; or a child living in the same household.

When allocating places, if the last place is offered to a multiple birth child (eg a twin or triplet), the local authority will also admit the other sibling/s.

- b) Proximity to school, as measured by the nearest available safe walking route (from home to the main school gate).

The local authority uses software to measure all distances that takes into account assessed safe routes to the school/s.

4. Children not currently ordinarily resident within the school's defined catchment area whose parents/carers have satisfied the local authority, by the published closing date for submission of the relevant school admission applications, that the child will be ordinarily resident within the defined catchment area by the commencement of the school term to which the application relates.

Where a school is oversubscribed under this criteria, the local authority will allocate the places in the following order of priority:

- a) Children with siblings attending the school in the academic year 2020-2021.

A sibling is classified as a half or full brother/sister; a step-brother/sister, an adopted brother/sister; or a child living in the same household.

When allocating places, if the last place is offered to a multiple birth child (eg a twin or triplet), the local authority will also admit the other sibling/s.

- b) Proximity to school, as measured by the nearest available safe walking route (from home to the main school gate).

The local authority uses software to measure all distances that takes into account assessed safe routes to the school/s.

5. Children recommended for placement for medical, psychological, or social reasons, eg young carers.

To satisfy this criterion, parents/carers **must** provide supporting evidence from a registered health professional. It is expected that the parents/carers provide this evidence at the time the application is submitted. Where there are good reasons why this is not possible, the evidence must be provided prior to the allocation and offer of places. The evidence **must** set out in detail why the named school is the

most suitable school and what difficulties would arise if the child had to attend another school.

6. Children living outside the school's defined catchment area will be considered for any remaining places in the order of priority set out below:

a) Children with siblings attending the school in the academic year 2020-2021.

A sibling is classified as a half or full brother/sister; a step-brother/sister, an adopted brother/sister; or a child living in the same household.

When allocating places, if the last place is offered to a multiple birth child (eg a twin or triplet), the local authority will also admit the other sibling/s.

b) Proximity to school, as measured by the nearest available safe walking route (from home to the main school gate).

The local authority uses software to measure all distances that takes into account assessed safe routes to the school/s.

16. ADMISSION ARRANGEMENTS - NORMAL (STATUTORY) ADMISSIONS ROUNDS

Every child is required by law to receive full-time education from the beginning of the school term after his/her fifth birthday. However, in the county borough, all children are normally admitted to Reception classes in the September following their fourth birthday.

The relevant age groups for the normal admissions rounds in the county borough are:

Infant /primary schools	Reception class	Age 4/5
Junior schools	Year 3	Age 7/8
Secondary schools	Year 7	Age 11/12

Children enter, or transfer, to junior school or to a junior department in a primary school on the first day of the autumn term following their seventh birthday. Where an area is served by separate infant and junior or primary schools, parents of children in an infant school will need to complete a school admission application in order to ensure their request for a place for their child is considered at the time of transfer from the infant school to the respective junior or primary school. In primary schools, the infant and junior sections are simply departments of the same school and children progress through the school from the infants to juniors without having to transfer elsewhere. Parents are therefore **not** required to complete a school admission application, since the children are already regarded as registered pupils in the primary school.

Children normally transfer from primary school to secondary school at the beginning of the academic year following their eleventh birthday.

The local authority is committed to the principle of providing local schools for local children and will make every effort to ensure that parents are able to secure a place for their child (ren) at the catchment school, where parents/carers have expressed a positive

preference for that school. **There is no automatic admission to any primary or secondary school, regardless of the nursery provision, infant school or primary school that a child currently attends.**

School admission applications

Parents/carers who wish to apply for a place at a voluntary aided school should approach that school directly for an admission application form.

For local authority admissions, an admission to school application **must** be completed by the parents/carers of those children who, in September 2020, will be:

- starting school for the first time (this does not include those starting in a nursery class/school); or
- moving from an infant school to a junior or primary school, (this does not apply to those moving from an infant dept. to a junior dept. within the same primary school); or
- moving from a junior or primary school to a secondary school.

Parents/carers are able to complete school admission applications online by signing up to My Account on the Bridgend County Borough Council website. Guidance on completing the application is available on www.bridgend.gov.uk/schooladmissions

Any parents/carers who do not have access to their own computer/laptop or smart phone, may use the computers available within the libraries in the county borough to sign up to My Account and complete a school admission application. A parent/carer who remains unable to access the online school admission application may contact Bridgend County Borough Council on telephone number 01656 643643 to request a hardcopy application.

Parents/carers who complete an online school admission application can have peace of mind that the application has been received. The local authority cannot be held responsible for the non-receipt of an application submitted through other means.

A school admission application may only be made by the parent/s or carers (legal guardian/s). To satisfy the requirement that the school admission (nursery) application is submitted by the parent/carer, the applicant must also be the My Account holder. Legal guardian/s **must** submit official documentation, proving guardianship, at the time the application is submitted.

The local authority will only accept an application from a person who is not a parent/carer if it accompanied by an appropriate written permission from the parents/carers.

Timetable for the normal admissions rounds 2020-2021

The expected timetable to process applications for admissions to primary and secondary schools is as follows:

Secondary school admissions - pupils born between 1 September 2008 and 31 August 2009, transferring from junior/primary school (Year 6) to secondary school (Year 7) in September 2020:

Action	Date
Applications open on	Monday 21 October 2019
Closing date for receipt of applications by the local authority	Friday 24 January 2020
Notification to parents/carers of acceptance/refusal of places (the offer date)	Monday 2 March 2020
Closing date for parents/carers to submit an appeal	Friday 20 March 2020

Junior school admissions - pupils born between 1 September 2012 and 31 August 2013, transferring from infants school (Year 2) to junior school (Year 3) in September 2020:

Action	Date
Applications open on	Tuesday 26 November 2019
Closing date for receipt of applications by the local authority	Friday 13 February 2020
Notification to parents/carers of acceptance/refusal of places (the offer date)	Thursday 16 April 2020
Closing date for parents/carers to submit an appeal	Friday 8 May 2020

Primary school (Reception class) admissions - pupils born between 1 September 2015 and 31 August 2016, starting in a Reception class in September 2020:

Action	Date
Applications open on	Tuesday 26 November 2019
Closing date for receipt of applications by the local authority	Friday 13 February 2020
Notification to parents/carers of acceptance/refusal of places (the offer date)	Thursday 16 April 2020
Closing date for parents/carers to submit an appeal	Friday 8 May 2020

Allocation of places

The local authority will normally only admit up to the school's published admission number when allocating places.

Where the number of applications exceeds the number of places available, the local authority will apply the following **oversubscription criteria**, in order of priority, to allocate the places available:

1. Children who are looked after or previously looked after.
2. Children whose place of ordinary residence is within the school's defined catchment area.

Where a school is oversubscribed under this criteria, the local authority will allocate the places in the following order of priority:

- a) Children with siblings attending the school in the academic year 2020-2021.

A sibling is classified as a half or full brother/sister; a step-brother/sister, an adopted brother/sister; or a child living in the same household.

When allocating places, if the last place is offered to a multiple birth child (eg a twin or triplet), the local authority will also admit the other sibling/s.

- b) Proximity to school, as measured by the nearest available safe walking route (from home to the main school gate).

The local authority uses software to measure all distances that takes into account assessed safe routes to the school/s.

3. Children not currently ordinarily resident within the school's defined catchment area whose parents/carers have satisfied the local authority, by the published closing date for submission of the relevant school admission applications, that the child will be ordinarily resident within the defined catchment area by the commencement of the school term to which the application relates.

Where a school is oversubscribed under this criteria, the local authority will allocate the places in the following order of priority:

- a) Children with siblings attending the school in the academic year 2020-2021.

A sibling is classified as a half or full brother/sister; a step-brother/sister, an adopted brother/sister; or a child living in the same household.

When allocating places, if the last place is offered to a multiple birth child (eg a twin or triplet), the local authority will also admit the other sibling/s.

- b) Proximity to school, as measured by the nearest available safe walking route (from home to the main school gate).

The local authority uses software to measure all distances that takes into account assessed safe routes to the school/s.

4. Children recommended for placement for medical, psychological, or social reasons, eg young carers.

To satisfy this criterion, parents/carers **must** provide supporting evidence from a registered health professional. It is expected that the parents/carers provide this evidence at the time the application is submitted. Where there are good reasons why this is not possible, the evidence must be provided prior to the allocation and offer of places. The evidence **must** set out in detail why the named school is the most suitable school and what difficulties would arise if the child had to attend another school.

5. Children living outside the school's defined catchment area will be considered for any remaining places in the order of priority set out below:

- a) Children with siblings attending the school in the academic year 2020-2021.

A sibling is classified as a half or full brother/sister; a step-brother/sister, an adopted brother/sister; or a child living in the same household.

When allocating places, if the last place is offered to a multiple birth child (eg a twin or triplet), the local authority will also admit the other sibling/s.

- b) Proximity to school, as measured by the nearest available safe walking route (from home to the main school gate).

The local authority uses software to measure all distances that takes into account assessed safe routes to the school/s.

17. ADMISSION ARRANGEMENTS - POST-16 PUPILS

Sixth forms in community schools

The local authority is the admitting authority for post-16 admissions to sixth forms in the community schools within the county borough. However, the individual schools administer the admission arrangements on behalf of the local authority. Therefore, applications in this category should be made directly to the school.

While the local authority has a policy of open access to schools' sixth forms, the individual schools are responsible for determining and issuing entry criteria on sixth form admissions.

Other further education institutions

Admission arrangements are determined by these institutions and applications should be made directly to the institution concerned.

18. ADMISSION ARRANGEMENTS - IN-YEAR ADMISSIONS/TRANSFERS

Parents/carers wishing to request an admission **after the offer date** of the applicable normal admission round **must** complete an in-year school admission/transfer application.

Additionally, parents/carers of children who move into the county borough during the course of an academic year, or parents/carers who wish for their child/ren to move to a different school within the county borough, **must** complete an in-year school admission/transfer application.

Parents/carers who wish to apply for a place at a different school for reasons other than a house move are advised to carefully consider the information available on www.bridgend.gov.uk/schooladmissions. Parents/carers should talk to the headteacher of the pupil's current school about the reasons for a change of school being considered. There is a significant amount of research evidencing that changing schools is disruptive and can have a negative impact on a pupil's attainment. There are many reasons for this. It is particularly important that careful consideration is given to the impacts of moving pupils in Year 10 and Year 11, who would have already made particular GCSE choices.

It is not fair and equitable for the local authority to hold places open for children for undue periods of time. Accordingly, the local authority will only accept 'advance' in-year school admission/transfer applications, ie for a future admission date, where that requested admission date is in the period up to the end of the following half term and the local authority is satisfied as to the reasons for the advance request.

Criteria used for allocating places outside the normal admissions rounds

In-year school admission/transfer applications are considered by the local authority according to the date received.

As changes in pupil numbers on roll occur on a frequent basis, the local authority will not provide information on the availability of places in any year group at any school in advance of an in-year school admission/transfer application being received and fully considered.

If there is no place available in the relevant year group at the requested school, the local authority child will refuse admission to that school unless the circumstances are such that the local authority considers an exception should be made.

Where there is a place in the relevant year group at the requested school but the in-year school admission/transfer application is not made in consequence of a house move, or the local authority determines that there is no need for an immediate move of school, **the local authority will arrange for the child to start at the school at the beginning of the following term.** This is to minimise disruption to the education of both the child and the other children at the school.

In-year school admission/transfer applications

Parents/carers are able to complete an in-year school admission/transfer application online by signing up to My Account on the Bridgend County Borough Council website.

Guidance on completing the application is available on www.bridgend.gov.uk/schooladmissions

Any parents/carers who do not have access to their own computer/laptop or smart phone, may use the computers available within the libraries in the county borough to sign up to My Account and complete an in-year school admission/transfer application. A parent/carer who remains unable to access the online in-year school admission/transfer application may contact Bridgend County Borough Council on telephone number 01656 643643 to request a hardcopy application.

Parents/carers who complete an online in-year school admission/transfer application can have peace of mind that the application has been received. The local authority cannot be held responsible for the non-receipt of an application submitted through other means.

An in-year school admission/transfer application may only be made by the parent/s or carers (legal guardian/s). To satisfy the requirement that the application is submitted by the parent/carer, the applicant must also be the My Account holder. Legal guardian/s **must** submit official documentation, proving guardianship, at the time the application is submitted.

The local authority will only accept an application from a person who is not a parent/carer if it accompanied by an appropriate written permission from the parents/carers.

19. QUERIES

Queries in relation to this policy and the admissions or appeal registration processes may be directed to the Learner Support team as follows:

E-mail: pupilservices@bridgend.gov.uk

Tel No: 01656 642637

Address: Education and Family Support Directorate
Learner Support
Bridgend County Borough Council
Civic Offices
Angel Street
Bridgend
CF31 4WB

This policy is published on the Bridgend County Borough Council website:
www.bridgend.gov.uk/schooladmissions