

Bridgend County Borough Council
Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr



Starting School 2020 – 2021

A guide to Bridgend County Borough Council's
admission arrangements for schools

www.bridgend.gov.uk

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Foreword

Dear Parent/Carer,

All local authorities have an obligation to provide an opportunity for parents/carers to express a preference when choosing a school for their child/ren. This is one of the most important decisions you will take on behalf of your child. This information document has been prepared to assist you with your decisions.

As a parent/carers, you have a right to expect your child to receive a good education, but also important is your interest in your child's work at school, which will provide encouragement for the school and complement the efforts of teachers. I encourage you to take part in your school's parents' association, which will give an opportunity for you to have a closer involvement with the school.

You may be interested to know that there are parent representatives on the governing body of each school and that these are elected by the parents themselves, normally every four years. Each year, you will receive a written report of the work undertaken by the governing body of the school and a meeting will be held for the purpose of giving parents an opportunity to discuss this annual report with the governors.

We hope that your child/ren will settle easily into their new school and that they will derive many benefits from the opportunities offered.

We trust that this booklet will prove to be informative and useful and that it will promote a greater understanding between yourselves and the education service as a whole.



L I Harvey

Mr Lindsay Iorwerth Harvey
Corporate Director,
Education and Family Support



C E Smith

Councillor Dr. Charles Smith
Cabinet Member for
Education and Regeneration

Introduction

As a Council, we think it is important for us to conduct our business in ways which are:

- Fair – taking into account everyone’s needs and situation;
- Ambitious – always trying to improve what we do;
- Customer-focused – remembering that we are here to serve the local community; and
- Efficient – delivering services that are value for money.

We want the county of Bridgend to be a good place in which to be a child or young person, or to bring up a family. Through our schools and education and family support services, we want to help all children and young people to:

- thrive and make the best use of their talents;
- live healthy and safe lives;
- be confident and caring individuals; and
- know and receive their rights.

Parents/carers are a child’s first and enduring teacher. They play a crucial role in helping their children to learn. This role should continue and extend when a child begins school. Our schools offer a great range of quality learning experiences and opportunities, but to make the most of these opportunities and help children and young people to reach their potential, it is important that parents/carers form a productive and supportive partnership with school staff, starting with ensuring that their child attends school.

Regular communication between home and school is an essential part of the partnership, which helps children and young people succeed.

Our aim is for every local school to be a good school, but we recognise that parents have the right to express a preference that their child attends any school listed in this booklet, subject to the admission arrangements specified.

This prospectus aims to provide parents with general information about Bridgend’s primary, secondary and special schools and, more specifically, details about the admission and appeals arrangements governing those schools.

We have included some additional information that may help parents in selecting a school. In some parts of Bridgend, for a range of reasons, there is pressure on school places. This means that, in those areas, parents may not always be successful in getting a place at a preferred school, especially if they do not live in the school’s catchment area.

Information and advice

If you require further information on school admission matters, or would like to provide feedback on this prospectus booklet or the admission process as a whole, we would be pleased to hear from you.

Please e-mail pupilservices@bridgend.gov.uk.

The stages and phases of education

Nursery education

Nursery education is non-statutory.

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 year's provider.

Primary education

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 Bridgend, all children are normally admitted to a reception class in the September following their fourth birthday.

In primary schools, the infant (reception, Year 1 and Year 2) and junior (Years 3 to 6) departments are part of the same school and children progress through the school from the infant to junior department without having to transfer elsewhere.

In Bridgend there are two independent infant schools:

- Bryntirion Infants School; and
- Cefn Glas Infants School.

Children in these schools will need to transfer to junior school or to a junior department in a primary school, on the first day of autumn term following their seventh birthday. Parents/carers of such children need to complete a school admission application to request a place for their child at the time of transfer.

Secondary education

Children normally transfer from primary school to secondary school at the beginning of the school year following their eleventh birthday (Year 7). Parents/carers of such children need to complete a school admission application to request a place for their child at the time of transfer.

Post-16 education

Post-16 education is non-statutory. It is widely available through sixth-forms in community schools in the Bridgend County Borough and other further education institutions.

Foundation phase

The foundation phase is a developmental curriculum for three to seven-year-olds in Wales. It encourages children to be creative, imaginative and to have fun while making learning more effective. Learning through play is a specific focus of the foundation phase. The foundation phase curriculum is statutory in all early years' education provision, including in the private and voluntary sectors.

As the foundation phase curriculum is for three to seven-year-olds, it applies to non-statutory early years and nursery education and the statutory, primary year groups of reception, Year 1 and Year 2.

Key stage 2

Children aged between 7 and 11 (Year groups 3 to 6) follow the national curriculum for Wales at key stage 2. Their education in key stage 2 builds on the experiences and learning gained in the foundation phase.

The curriculum in key stage 2 is designed around subjects and skills. It is designed to provide a firm foundation in language, mathematics and science, giving children the opportunity to achieve their best within a broad and balanced curriculum

Key stage 3

Children aged between 11 and 14 (Year groups 7 to 9) follow the national curriculum for Wales at key stage 3. Their education builds on the experiences and learning gained in primary school and prepares them for making decisions about courses they will follow later in their secondary education.

The curriculum in key stage 3 is designed around subjects and skills. It provides a firm foundation in language, mathematics and science, giving children the opportunity to achieve their best within a broad and balanced curriculum.

Key stage 4

Key Stage 4 covers the two years of school education (Years 10 and 11) that incorporate study for GCSEs and other examinations, when pupils are aged between 14 and 16. In some schools, key stage 4 work is started in Year 9.

Key stage 5

Key Stage 5 covers the two years of education (Years 12 and 13) undertaken by learners aged 16 to 18, at a sixth-form.

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) In the 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.
 - d) At key stage 4, the teaching of Welsh is compulsory.
 - e) Opportunities are provided in all schools for pupils to continue their studies at key stage 5.

2. Provision for Welsh-medium education.
 - a) Welsh-medium education is available at the four Welsh-medium primary schools in the county borough for all children whose parents/carers select this 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) In the foundation phase, all subjects are taught and all activities are run through the medium of Welsh.
 - d) 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.

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

Home-to-school/college transport

General

Summary information is detailed below and it is recommended that parents/carers/learners access the full policy document, which is available at www.bridgend.gov.uk/schooltransport

The local authority's policy complies with the requirements of the Learner Travel (Wales) Measure 2008, which places a statutory duty on local authorities to provide learners with free transport to the nearest suitable school if they reside beyond 'walking distance' to that school.

In the Bridgend County Borough, the term 'nearest suitable school' applies to the catchment school and this can be an English-medium, Welsh-medium, voluntary aided or maintained special school.

Where a pupil attends a school other than the catchment area school as a result of parental preference, the parents/carers have full responsibility for transport costs and arrangements.

If a learner cannot be admitted to their catchment school and, as a result, has to attend another school beyond the 'walking distance' from the home, then transport will only be provided to the next nearest suitable school. This may not be in accordance with the preferred school of the parent/carer and in such circumstances the parent/carer will be responsible for transport costs and arrangements.

Welsh Government has defined the statutory 'walking distance' as two miles for primary-aged learners and three miles for learners of compulsory school age in secondary education. The local authority measures distances by the nearest available, walking route from home to school/college using geographical information system software.

There is no statutory obligation on local authorities to provide transport for nursery-aged learners or those over the age of sixteen.

Learners attending the nearest Welsh-medium school receive free transport in accordance with the local authority's agreed policy on walking distance and available walking routes.

Learners attending the nearest voluntary aided school of the parents/carers' denomination receive free transport in accordance with the local authority's agreed policy on walking distance and available walking routes.

Learners whose families move to an address outside the catchment area of the school they attend, will not continue to be provided with free school transport if that move takes place during primary education, or in Year 7, Year 8 or Year 9 of secondary education. Applications made on behalf of pupils who move in Year 10, Year 11, Year 12 or Year will be considered individually, and if approved, a bus pass would normally be provided.

The local authority aims to provide a reliable system of transportation that carries learners safely, punctually and in reasonable comfort. In all cases, the efficient use of resources dictates the mode of transport provided, subject to any special needs requirements. Transport may be provided by means of contracted school transport services or existing public transport services such as bus, minibus, train, taxi, etc.

Assessing the availability of routes

A route is considered to be available if it is safe (as far as reasonably practicable) for a learner without a disability or learning difficulty to walk the route alone or with an accompanying adult if the learner's age and level of understanding requires this. In determining the comparative safety of a walking route, the local authority conducts assessments of the risks that children might encounter along the route between home and school.

All assessments follow the Learner Travel Statutory Provision and Operational Guidance, June 2014. As routes are reviewed, provision may be withdrawn where, for example, identified hazards have been mitigated against. This will then be classed as an identified and available walking route. Parents will be given advance notice of at least one term of the withdrawal of transport and any withdrawal will normally be implemented to coincide with the start of an academic year.

Special circumstances

The Home-to-School/College Transport Policy details the approach to considering the transport needs of looked after children, children with additional learning needs and/or disabilities and children for whom the provision of transport is recommended on medical grounds.

Transport may be provided to eligible learners attending schools in neighbouring local authorities, where such attendance is consistent with the local authority's admission policy.

The local authority may consider exercising its discretion to assist with the provision of transport for learners who are not otherwise eligible for free transport, where special circumstances are present. Parents/carers need to submit an application if they

consider there are special circumstances. Every application is considered on its own merits.

Transport from home-to-college

All learners aged 16 years, 17 years or 18 years on 1 September and who are attending their first course of full-time study at a further education college in that academic year, will be entitled to free transport subject to them:

- living beyond the three mile distance criterion; and
- attending the nearest college to their home that provides the course.

The usual mode of transport for college students is by bus/train.

Travel Behaviour Code: Learner Travel (Wales) Measure 2008

As part of the above Measure, Welsh Government introduced The Travel Behaviour Code (the Code) to promote safe travel for all children and young people, by setting out the standards of behaviour required by learners when travelling between home and school.

The Code, encourages schools and local authorities to work proactively with learners, their parents and the community to promote positive behaviour. The Code also allows the local authority to temporarily withdraw transport in circumstances where a learner has misbehaved while travelling to school/college.

The local authority will follow the procedures outlined the Code if it is considering withdrawing transport.

The discretionary elements of the local authority's Home-to-School/College Policy are subject to review and may be discontinued. Any proposed changes will be subject to consultation with learners and parents and, if agreed, will usually apply from the start of a school year and will have regard to the Learner Travel Statutory Provision and Operational Guidance – June 2014.

Provision for pupils with additional learning needs

It is the local authority's policy to educate pupils with additional learning needs with others of their own age in their local community, wherever practicable. There will, however, be occasions where the specialised provision required to meet certain needs has to be made in specially designated facilities, possibly outside the local community and, in some exceptional circumstances, outside the Bridgend County Borough. Each case will be considered individually.

Within the context of the policy, the local authority is committed to the following general principles for pupils with additional learning needs:

1. The provision of quality educational opportunities for all children and young people, and a recognition of their entitlement to equal access to a broad, balanced and relevant education irrespective of their gender, race or special need.
2. The provision of advice, guidance, support and appropriate training for governors, headteachers and staff in relation to their duties and responsibilities for pupils with additional learning needs.
3. An acknowledgement that a pupil may, at any time, have educational needs that will require special educational provision.
4. The delivery of a flexible continuum of special educational provision designed to meet the additional learning needs of individual pupils. Within this continuum of special provision it is acknowledged that the majority of pupils with additional learning needs will have those needs met in their school from the school's resources. However, it is also recognised that there are pupils whose additional learning needs require additional or different provision.
5. As with all other admission arrangements, the local authority is classified as the admission authority for special education provision.
6. The maintenance of a range of central services including specialist teachers and educational psychologists within the Inclusion Service to assist with the assessment, monitoring and evaluation of specialist provision.
7. A commitment to the principle of inclusion, which takes into consideration the efficient use of resources.
8. The additional needs of children, including those of pre-school age, will be identified and assessed, and appropriate provision made as early as possible. This will then be monitored and evaluated regularly.

9. Parents/carers will be encouraged to participate in the process of identification, assessment and intervention of their child's additional learning needs. Decisions about how and where a pupil's additional needs might be met will involve parents and take into account the pupil's own views. The process will involve giving guidance about statutory rights and ways in which parents can work in partnership with their child's school.
10. The importance of effective liaison with other agencies, both statutory and voluntary, is recognised in determining the nature of the pupil's additional learning needs, and the provision necessary to respond to those needs.
11. The provision of medical, nursing and paramedical advice, guidance and support is regarded as primarily being the responsibility of the local health services.
12. A recognition of the duty on the local authority in its strategic planning role to monitor and review regularly the provision of special education.

Admission of children to non-mainstream education provision, is not governed by the statutory School Admissions Code 2013 for Wales. Accordingly, the school admissions arrangements detailed in this prospectus, do not apply to such provisions.

Links to other information topics

School meals:

<https://www.bridgend.gov.uk/residents/schools-and-education/school-meals/>

Grants for pupils (free school meals; pupil development grant; distinctive school clothing grant; education maintenance allowance):

<https://www.bridgend.gov.uk/residents/schools-and-education/grants-for-pupils/>

SCHOOL ADMISSION ARRANGEMENTS

PART 1 – General admission arrangements

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 reserves the right to amend its admissions procedures for statutory and non-statutory education, if necessary, and as permitted by the relevant legislation.

The local authority is the admission authority for the one voluntary controlled school in the county borough, which is Pen-Y-Fai Church in Wales Primary School.

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:

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; and
5. Archbishop McGrath Catholic High School.

The admissions policies for these five schools are detailed in PART 6. Parents/carers who wish to seek admission to these schools for their child/ren should contact the relevant school for further information.

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

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 the local authority's School Admissions Policy 2020-2021.

The requirement to apply for a school place

Parents/carers **must** complete an application for a place for their child/ren. A child will not be permitted to start at a school until an application has been received and processed by the local authority and a school place has been offered by the local authority.

Who may apply for a school place?

In respect of applications for nursery children and children of statutory school-age, the application must be made by a parent/carer (legal guardian) of the child. 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.

Applications in respect of post-16 admissions/transfers can be submitted by a parent/carer or the learner.

How to apply for a school place

For both admissions rounds and in-year admissions/transfers, a school admission application **must** be completed by the parents/carers.

Parents/carers are able to complete the relevant 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 application. A parent/carer who remains unable to create a My Account and access the relevant online school admission application may contact Bridgend County Borough Council on telephone number 01656 643643 to request a hardcopy school admission application.

At the point that the 'Submit' button at the end of an online application is selected, an on-screen message confirms that the application is submitted. Therefore, parents/carers who complete an online school admission application can have peace of mind that the application has been received by the local authority. Additionally, the My Account holder can log in at any time and will be able to see the application and that its status is 'Submitted'. It is a parents/carers responsibility to ensure that

applications completed using the functionality in My Account, are 'submitted' and are not left as 'pending'.

The local authority cannot be held responsible for the non-receipt of an application that is not submitted through the online facility.

Choosing a school

Catchment schools/areas

Within the County Borough of Bridgend, each school has an area that it serves – its 'catchment area'.

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

www.bridgend.gov.uk/schooladmissions

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

While most parents/carers choose to send their child/ren to their local/catchment school, they have the right to express a preference for their child/ren to attend any school.

Pupils are not automatically admitted to their catchment school and therefore, parents still need to apply for a preferred place at their catchment school.

Parental preference

The local authority is under a statutory duty to have regard to the general principle that pupils are to be educated in accordance with the wishes of their parents/carers, except in the following circumstances:

- To admit the child would prejudice the provision of efficient education or the efficient use of resources at the school, or to admit would be incompatible with the statutory duty to meet the infant class size limit.
- If 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 children who were below compulsory school age when they were excluded, nor to pupils who were reinstated after exclusion.

For admissions rounds, parents/carers are able to express a first and second preference when applying for a school place. The local authority has a duty to meet the preferences for admissions expressed by parents/carers ahead of those who have not expressed a preference.

Parents/carers must ensure that they return the relevant form expressing their first and second preferences by the deadline and not automatically assume that a place will be available for their child at a particular school, even though it may be their catchment school.

It is strongly recommended that parents/carers select a second preference school. Limiting your choice to just one school does not improve your prospects of gaining a place for your child in that school.

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.

Child's address and the provision of false information regarding a child's address

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

Admissions rounds

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 a school admission application has been submitted, the local authority must be notified immediately.

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).

In-year admissions/transfers

Whether the child's place of ordinary residence is within the preferred school's catchment area or not is of no consequence to the consideration of an in-year admission/transfer application.

Applications made on the basis of a future change of residence

Admissions rounds

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.

In-year admission/transfer applications

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.

Applications made for children not yet living in the UK

In order to consider such applications, the local authority will expect the parent/carer to provide information on:

- whether the application for leave to enter the UK has been or will be successful;
- if applicable, on what terms entry to the UK has been granted; and
- the date when the child is expected to be resident in the UK.

Definition of a sibling

Whether a sibling will be attending the preferred school/s is only relevance to the oversubscription criteria for admissions rounds. It is of no relevance to applications for in-year admission/transfer.

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 in admissions rounds, 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).

Requests for admission outside of the child's chronological age group

Occasionally, parents/carers may seek a school place outside of the chronological group for children who are gifted or talented, 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).

Children of UK service personnel and other Crown servants (including diplomats)

For all admissions rounds, the children of UK service personnel and other crown servants will be treated as 'in catchment' **provided that** the 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.

For in-year admission/transfer requests, children of UK service personnel and other crown servants (including diplomats) may be given 'excepted status' for infant class size purposes.

School capacities

The capacity of a school is the number of pupil places it contains.

Welsh Government has published a capacity calculation methodology for all schools. This provides a robust and consistent method of assessing the capacity of all schools and is based on existing accommodation at a school and usage. However, the method does not apply to nursery or special schools or pupil referral units.

For statutory year groups (reception to Year 11), the capacity calculation informs the local authority's calculation of a published admissions number (PAN) for a school. As the PAN reflects the school's ability to accommodate pupils, the local authority will admit pupils up to the PAN in each statutory year group and will only exceed the PAN in exceptional circumstances.

Infant class size limit

In order to improve educational standards in schools, The School Admission (Infant Class Size) (Wales) Regulations 2013 limit the number of children in reception, Year 1 and Year 2 classes to 30 when a single qualified teacher is present. The local authority can refuse admission to classes in these year groups if an admission would result in the infant class size limit being breached (giving rise to infant class size prejudice). However, the legislation permits certain exceptions to the infant class size limit, eg the admission of children who are looked after or previously looked after.

In relation to the reception year, infant class size prejudice does not arise if the school's admission number has not been exceeded.

Late applications (admissions rounds)

For admissions rounds, 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 and in order of date received. Oversubscription criteria will not apply; if a place is available in the preferred school at the time the application is processed, it will be offered. Therefore, late applicants may find that their preferred school is already full, even if the school is their catchment school.

No applications for admissions rounds will be accepted after 31 August 2021. After this date, an in-year admission/transfer application is required and all considerations applicable to in-year admission/transfer applications will be relevant. The local authority does not accept in-year admission/transfer applications made more than one term in advance of the start date. Consequently, the local authority will begin processing those applications for a part-time nursery class in April 2022 that are received after 31 August 2021, at the start of the spring term 2022.

Notification of the decision

Parents/carers will be notified in writing of the outcome of any school admission application. In respect of applications made for admissions rounds, Welsh Government has specified national 'offer dates' on which applicants will be notified of the outcome.

If a place is refused at the requested school/s, the written notification will provide information regarding the waiting list and the right to register an appeal against the local authority's decision.

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 admissions rounds, children will remain on the waiting list, for any school at which they have been refused a place, until 30 September 2020. Children will automatically be removed from the waiting list/s after this date.

For all in-year admission/transfer applications, children will remain on the waiting list for the school at which they have been refused for a period of three months from the date of the refusal. Children will automatically be removed from the waiting list after these periods have elapsed. Submission of a new application will 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.

Registration of an admission appeal does not extend a child's time on the waiting list.

If a place becomes available at a school and there is more than one child on the waiting list for the year group, the place will be allocated to on the basis of the relevant published oversubscription criteria and **not** the length of time a child has been on the waiting list.

Equalities

The local authority'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).

Data protection

The local authority regards 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/learners 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/>

PART 2 – Nursery admission rounds

General

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.

Parents/carers should note that:

- Pupils who are admitted to a part-time nursery class of an infant or primary school **will not have an automatic right to continued education at the same school when applying for a full-time nursery place.** All parents/carers of children attending a part-time nursery class, whether residing within or outside the defined catchment area, will be required to complete a school admission application for a full-time nursery place at a primary or infant school, at the appropriate time, indicating their preference for a school.
- Pupils who are admitted to a full-time nursery class of an infant or primary school **will not have an automatic right to continued education at the same school when applying for a reception place.** All parents/carers of children attending a full-time nursery class, whether residing within or outside the defined catchment area, will be required to complete a school admission application for a reception place at 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 a refusal of a part-time or full-time nursery place.

The full-time nursery admission round

Eligibility and admission round dates

For the academic year 2020-2021, the table below shows the dates in relation to eligibility and the admission round:

Cohort	Eligible applications	Admission round dates
Full-time nursery starting September 2020	Children born between 01 September 2016 and 31 August 2017. These children will attain the age of four between 01 September 2020 and 31 August 2021.	Applications open – 06 January 2020 Applications close – 27 March 2020 Offer date – 15 May 2020

How places are allocated

The local authority will take into account the size of the nursery accommodation at the school when allocating full-time nursery places but will not normally exceed the school's published admission number (PAN).

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 walking route (from home to the main school gate).

The council uses dedicated software to measure all distances that takes into account assessed available walked 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 walking route (from home to the main school gate).

The local authority uses dedicated software to measure all distances that takes into account assessed available walked 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 walking route (from home to the main school gate).

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

The part-time nursery admission round

Eligibility and admission round dates

A child is eligible for a part-time nursery place from the term following the third birthday, in January or April.

For the academic year 2020-2021, the table below shows the dates in relation to eligibility and the admission round:

Cohort	Eligible applications	Admission round dates
Part-time nursery starting January 2021	Children born between 01 September 2017 and 31 December 2017. These children will attain the age of three between 01 September 2020 and 31 December 2020.	Applications open – 06 January 2020 Applications close – 27 March 2020 Offer date (for places) - 31 October 2020
Part-time nursery starting April 2021	Children born between 01 January 2018 and 31 March 2018. These children will attain the age of three between 01 January 2021 and 31 March 2021.	

Parents/carers must ensure that they return the relevant form expressing their first and second preferences by the closing date not assume that a place will be automatically be available for their child at a particular school, even though it may be their catchment school.

How the local authority handles late applications is detailed in Part 1.

How places are allocated

In determining the number of part-time nursery places available for allocation in any school, the local authority will take into account the available capacity for nursery pupils, the capacity in respect of full-time nursery pupils 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 walking route (from home to the main school gate).

The local authority uses dedicated software to measure all distances that takes into account assessed available walked 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 walking route (from home to the main school gate).

The local authority uses dedicated software to measure all distances that takes into account assessed available walked 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 their 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 walking route (from home to the main school gate).

The local authority uses dedicated software to measure all distances that takes into account assessed available walked 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 walking route (from home to the main school gate).

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

PART 3 – Normal (statutory) admissions rounds

General

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

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.

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.

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.

Eligibility and admission round dates

Secondary admission round

Children born between 1 September 2008 and 31 August 2009 who are 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 admission round

Children 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	Monday 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 admission round

Children born between 1 September 2015 and 31 August 2016, starting in a reception class in September 2020:

Action	Date
Applications open on	Monday 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

How places are allocated

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 walking route (from home to the main school gate).

The local authority uses dedicated software to measure all distances that takes into account assessed available walked 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 their 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 walking route (from home to the main school gate).

The local authority uses dedicated software to measure all distances that takes into account assessed available walked 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 walking route (from home to the main school gate).

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

PART 4 – Sixth-form admissions

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.

PART 5 – In-year admissions / transfers

General

Parents/carers wishing to request an admission outside of an 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 child'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 child's attainment. There are many reasons for this. It is particularly important that careful consideration is given to the impacts of moving children in Year 10 and Year 11, who would have already made particular GCSE choices.

As there are frequent changes in the numbers of pupils on roll, 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.

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 if 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.

How places are allocated

In-year admission/transfer applications are considered by the local authority in strict order of date received.

Whether the child lives within the preferred school's catchment area or not is of no consequence to the consideration of an in-year admission/transfer application.

If there is a place available in the relevant year group at the requested school, the child will be admitted. If there is no place available in the relevant year group at the

requested school, admission will be refused unless the specific circumstances of the child are such that the local authority considers an exception should be applied.

PART 6 – Admission policies for voluntary aided schools

St Mary's Catholic Primary School, Bridgend

This policy refers to admissions in 2020-2021 at St. Mary's Catholic Primary School, which is a Catholic school founded by the Church to provide education for Catholic children. The governing body has sole responsibility for admissions to this school. The Education Act 1980, Section 6, gives parents the right to express **a preference with regard to which school their children attend**. Admission to the school will be made in accordance with parental choice **subject to the order of priority listed below**.

The school tries to allow all who express a desire for a Christian education to come to this school.

All applicants are required to sign a statement to indicate positive support for the aims and ethos of the school as expressed in its Mission Statement.

The criteria for admissions are, in order of priority:

1. Baptised looked after Catholic children.
2. Baptised Catholic children.
3. Looked after children who are baptised in another Christian denomination.
4. Children who are baptised in another Christian denomination.
5. Whose parents/carers wish them to be educated in a Christian school and who support the Catholic ethos of the school.

In considering applications relating to these categories, a priority order may have to be established by reference to:

- a) The age of any sibling in the receiving school; the youngest sibling commanding the highest degree of priority; and
 - b) The proximity of the pupil's home to the receiving school as measured by the shortest practicable walking distance. The governors will use GIS (geographic information system) software system to measure all distances.
- In the above category, 'looked after children' will be given top priority.
 - Applications from children with special needs or additional learning needs will be considered within the context of each of the criteria and in accordance with the governing body's special needs policy.

Parents/carers seeking a Christian education for children under criteria two should expect to provide documentary support from their current priest/minister of religion. If

any child should not be admitted to the school, a parent/carer may appeal in writing to:

The Clerk to the Governors
St Mary's Catholic Primary School
Llangewydd Road,
Bridgend
CF31 4JW

St Mary's and St Patrick's Catholic Primary School

*"The school was founded by and is part of the Catholic Church. The school is to be conducted as a Catholic School in accordance with the canon law and teachings of the Roman Catholic Church, and in accordance with the **TRUST DEED OF THE ARCHDIOCESE OF CARDIFF** and in particular:*

(a) religious education is to be in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;

(b) religious worship is to be in accordance with the rites, practices, disciplines and liturgical norms of the Catholic Church;

and at all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ." (Instrument of Government, 2012)

As a voluntary aided school, the governing body is responsible for admissions to St Mary's and St Patrick's Catholic Primary School and tries to allow all who express a desire for a Christian education to come to this school.

The current published admissions number for the school is 25.

All applications for admission to St Mary's and St Patrick's Catholic Primary School, including those currently in the school's nursery class, must be via an application form available from the school. This form must be submitted for consideration by the published closing date, which can be obtained from the school, found on the application form or from the local authority composite prospectus.

Being a pupil of the nursery at St Mary's and St Patrick's Catholic Primary School does not guarantee a place in, or give priority for admission to, the school's Reception Class.

Children can commence reception class from the September of the school year in which they reach age five. However, admission can be delayed until (but no longer than) the term after the child's fifth birthday.

Oversubscription criteria

If there are more applications for admission than there are places, then the following oversubscription criteria will be used:

1. Baptised Catholic looked after children.
2. Baptised Catholic children.
3. Non-Catholic looked after children.
4. Siblings of baptised Catholic children who will be attending the school at the time of admission (siblings in the lower years commanding greater priority).

5. Children who are baptised or recognised members of other Christian denominations and whose parents/carers wish them to be educated in a Christian school.
6. Children who will have siblings at the school at the time of admission (siblings in lower years commanding greater priority.)
7. All other applicants.

A sibling is classified as a half or full 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 governing body will also admit the other siblings.

If circumstances arise where it is possible to admit some but not all children in any of the above categories, preference will be given to children whose homes are within the shortest walking distance as measured by the current local authority approved GIS (geographic information system) system.

Applications wishing to be considered for priority in categories 1, 2 and 5, will need to provide a copy of baptismal certificate or letter confirming membership from their own minister as appropriate.

All applications received by the application deadline will be considered together and letters containing an offer or refusal of a place will be sent out on the 'common offer' date. Late applications will be considered after those that have met the deadline.

The application deadline and 'common offer' dates can be confirmed by contacting the school or referring to the local authority's composite prospectus.

Successful applicants will be expected to confirm acceptance of an offer of admission by the deadline indicated in the offer letter. Failure to do so may result in the offer being withdrawn and the child's place allocated to another applicant.

Unsuccessful applicants will be placed on a waiting list until 31 August. Any additional places will be allocated in line with the oversubscription criteria as above.

In-year applications for admission will be admitted when there are places. Where more in-year applications are received than there are places, all the applications will be considered against the above oversubscription criteria.

Anyone wishing to appeal a decision of the governing body's Admissions Committee (note, there is no appeal regarding nursery admissions) should complete the appeals form attached to the notification letter. The completed form **must** be returned within 14 days (10 working days) of notification of refusal to:

The Clerk to the Governing Body
St Mary's and St Patrick's Catholic Primary School
Monica Street
Maesteg
CF34 0AY

All appeals will be heard by an independent appeals panel and conducted in accordance with the School Admission Appeals Code 2013.

St Robert's Roman Catholic Primary School

This policy refers to admissions in 2020-2021 at St Robert's Roman Catholic Primary School, Aberkenfig, Bridgend.

St Robert's is a Catholic school founded by the church to provide education for Catholic children. The governing body has sole responsibility for admissions to this school.

Under the Education Act 1980, Section 6 gives parents the right to express a **preference as to which school their children attend**. Admission to the school will be made in accordance with parental choice **subject to the order of priority listed below**.

The school tries to allow all who express a desire for a Christian education to come to this school.

All applicants are required to sign a statement to indicate positive support for the aims and ethos of the school as expressed in its mission statement.

The criteria for admissions are in order of priority:

1. Baptised Catholic children.
2. Children who are baptised in other Christian denominations and whose parents/carers wish them to be educated in a Christian school and who support the Catholic ethos in the school.

In considering applications relating to these categories, a priority order may have to be established by reference to:

- a) The age of sibling in the receiving school; the youngest sibling commanding the highest degree of priority.
 - b) The proximity of the pupil's home to the receiving school as measured by the shortest practicable walking distance.
- In each category, looked after children will be given top priority.
 - Applications from children with special needs or additional learning needs will be considered within the context of each of the criteria and in accordance with the governing body's special needs policy.

Parents/carers seeking a Christian education for children under criteria 2 should expect to provide documentary support from their current priest/minister of religion. If any child should not be admitted to the school, a parent/carer may appeal in writing to:

The Clerk to the Governors
St Robert's Roman Catholic Primary School
Dan y Lan
Aberkenfig
Bridgend
CF32 9AB

Archbishop McGrath Catholic High School

Archbishop McGrath Catholic High School is an English-medium, mixed, voluntary aided secondary school. It serves the parishes of Our Lady's and St Patrick's (Maesteg), St Robert's (Aberkenfig), St Mary's (Bridgend), Our Lady Star of the Sea (Porthcawl) and St Joseph of Arimathea (Pyle).

The Schools Standards and Framework Act 1998, Section 86, gives parents the right to express a preference as to which school their children attend.

Oversubscription criteria and order of priority

Where the number of applicants for admission exceeds the admission number of **131** places available, places will be allocated to applicants in the under-mentioned categories in the following order of priority:

1. Looked after baptised Catholic children
2. Baptised Catholic children.
3. Other looked after children
4. Siblings of baptised Catholic children who will be attending Archbishop McGrath Catholic High School at the time of admission.
5. Children who are attending a Catholic primary school at the time of application and for whom the parents/carers continue to seek a specifically Christian education.
6. Children who are attending a Church in Wales primary school at the time of application and for whom the parents/carers continue to seek a specifically Christian education.
7. Siblings of other children who will be attending Archbishop McGrath Catholic High School at the time of admission.
8. Other children for whom parents/carers seek a specifically Christian education.

Note:

1. Evidence of baptism must be submitted with the application form in all cases.
2. In this context, 'siblings' would share a common mother or father, adopted mother or father, or form part of an established family unit. When allocating places, if the last place is offered to a multiple birth child (eg a twin or triplet), the school will also admit the other sibling(s).

In circumstances where, for reasons of capacity, it is not possible to admit all the children within a particular category, preference will be given those whose homes are closest to the school as determined by the shortest practicable walking route; this is determined using the current Bridgend County Borough Council approved GIS (geographic information system) system.

Application

Application forms and, where appropriate, supporting documentation, must be returned to the school no later than Friday **24 January 2020**. For children attending one of the above Catholic primary schools, the form can be handed into the school. For other applications, the form should be sent directly to the admissions panel at Archbishop McGrath Catholic High School.

Applications received by this date will be considered together and places allocated. Letters confirming the outcome of your application will be sent on Monday 2 March 2020.

Admissions policy

The governing body of the school is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by the requirements of the law, by the advice of the Diocesan trustees and its duty to the school and the Catholic community.

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 panel, a sub-committee of the board of governors. The admissions panel will consider all applications made in accordance with the criteria set out on page two of this document, without reference to the race, gender, ability, disability, social background or aptitude of the child.

Having consulted with the local authority and others in accordance with the requirements of the law, the governing body has set its planned admission number at **131** pupils for the school year commencing September 2018. Places in other year groups are also limited to 131.

Parents/carers wishing to apply for a place for their child for the **start of the academic year 2020-2021** must complete the designated application form in full, and return it to the school no later than the published closing date for applications. Please note that ALL applications **must** be submitted on this form and all applications will be considered at the same time.

Letters will be dispatched on the published 'common offer' date, informing you of the decision of the admissions panel in respect of your application. Where the application is unsuccessful, the reason(s) will be stated clearly in the letter, and you will be provided with information as to how to appeal the decision. Applicants who are not accepted 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 applicants on the waiting list will be reviewed against the oversubscription Criteria and offers made to fill available places.

Applications for **transfer to the school from another secondary school** during the academic year should be made using the specific schools transfer 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, 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.

Parents have a **right of appeal** against a refusal by the governing body to admit their child. If they wish to do so, they should put their appeal in writing to the clerk to the governors at the school within 14 days (10 working days) from the notification date. Appeals will be arranged, with an independent panel and conducted in accordance with the School Admission Appeals Code.

For all successful applications, the data contained in the application form will be stored on the school management information system and used for purposes outlined in the 'fair processes order'. Every effort is made to secure the accuracy and security of personal data held by the School. Under the Data Protection Act, individuals have the **right of access to personal information** held about them, and also the right for any errors to be corrected.

Please send application form (and supporting documentation) to:

The Governors' Admissions Panel
Archbishop McGrath Catholic High School
Oak Tree Way
Brackla
Bridgend
CF31 2DN

Relevant dates referred to in the foregoing can be found via the school's website or from the local authority website.

Archdeacon John Lewis Church in Wales Primary School

a. The admissions authority

The governing body of the Archdeacon John Lewis Voluntary Aided Church in Wales Primary School is the admissions authority for the school. While it has responsibility for its policy and procedures, the governing body must consult annually with other admissions authorities within a three mile radius of the school. This statement and rules are made under the provisions of the education acts, specifically the Welsh Government Code of Practice on School Admissions and Admissions Appeals and in accordance with the Trust Deed and Instrument of Government of the school.

b. Parental preference

Parents/carers who wish their child/children to attend this school must contact the school to obtain the relevant application forms. Parental preference does not apply where:

- To admit the child would prejudice the provision of efficient education or 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 pupils below statutory school age when they were excluded nor does it apply to pupils who were reinstated after exclusion.
- To admit would be incompatible with the statutory duty to meet infant class size limits of 30.

c. Admission to nursery

The school's published admissions number is 30. The admissions number is based on the physical capacity of the school to accommodate pupils and, therefore, should not be exceeded in normal circumstances.

Subject to not exceeding statutory numbers, part-time nursery places are made available to children the term following their third birthday. Full time nursery places are available for children in the September of the academic year in which they will be four.

Admission forms are available from the school and parents who have requested a nursery place will be contacted the term prior to the child's admission. As with all schools, entry into reception class from nursery is not automatic. Parents need not re-apply for a place in reception class as the school's standard admissions form, completed on entry to nursery, will be used. If the application is refused, a letter will set out the reasons for the decision and advise parents/carers on the appeals process.

d. Infant Class Size Regulations

In order to improve educational standards in schools, it is government policy to limit the number of pupils in infant classes to a maximum of 30 pupils per class. Schools may only refuse admission on the basis of infant class size when this number has been reached.

e. Religious education and collective worship

Religious education and collective worship form a central focus of the experiences pupils receive in our school. Religious education and collective worship is in accordance with the denominational teaching and practice of the Church in Wales. More information regarding this can be found in the school's prospectus.

f. Equality of opportunity

The governing body seeks at all times to achieve full compliance with the relevant legislation and guidance with regard to equal opportunities, human rights and the Welsh Language Act.

g. Statutory school age

Children of statutory school age must attend full time education from the term after their fifth birthday.

h. Criteria for determining admissions

The school is open to any child of statutory school age whose parents wish them to be educated in a school with distinctive Christian character and in accordance with the teachings of the Church in Wales. Should there be more applications than there are places available, the governing body will award places to applicants according to their ability to satisfy the following admissions criteria in order of priority.

The school makes every effort to comply with Section 106 of the Education Act 2005 to give priority to looked after children (LAC):

1. Looked after children of practising Anglican families;
2. Children of practising Anglican families;
3. All other looked after children
4. Children of all other faiths who worship regularly;
5. Children who already have a sibling in the school;
6. Children resident within the County Borough of Bridgend whose parents choose to have their child/children educated in a Church in Wales primary school. Priority will be given to those living nearest the school using the GIS (geographical information system) software system to measure distances.

Definitions

- *Regular* – at least twice a month. A clergy reference will also be required.

- *Siblings – a sibling is classed as half or full brother/sister; adopted brother /sister; a child living in the same household.*
- *Living nearest the school – permanent address of parent/carer or legal guardian. Proof of address will be required.*

i. Oversubscription

All unsuccessful applicants have the right of appeal to an independent admission appeal panel. Letters of appeal should be sent to the clerk to the governors at the school within 10 school days.

Parents whose child/children have been unsuccessful in securing a place may ask the school to keep their application on file. If additional places become available these will be allocated using the school's admissions criteria and not on the length of time the name has been on the list.

j. Transfers mid-term/year

Parents who move into the County Borough of Bridgend during the academic year will be required to complete the school's admission form requesting admission to school. If parents move within the County Borough of Bridgend and wish to seek admission to this school a school transfer form will need to be completed too.

Parents/Carers may also wish to apply for a place in this school for reasons other than moving house. In these cases, they will be encouraged to speak to the headteacher to explain the reasons for the change of school and a school transfer form and school admissions form will need to be completed.

k. Admission outside the normal age group

The governing body would not normally expect to admit a child out of his/her normal chronological age group. However, occasionally parents/carers may seek a school place for their child outside their normal year group. The governing body will consider each case individually and make its decision in consultation with the school, parents/carers and any other agencies involved.

This policy will be reviewed by the governing body on an annual basis in consultation with other relevant admissions authorities.

If any child should not be admitted to the school, a parent/carer may appeal in writing to:

The Clerk to the Governors
 Archdeacon John Lewis Church in Wales Primary School
 Brackla Way
 Brackla
 Bridgend
 CF31 2JS

PART 7 – Admission Appeals

Nursery education

No right of appeal arises in respect of the refusal to admit a child to nursery education, on either a full-time or part-time basis.

Statutory education

In the vast majority of cases, children are offered places in line with the 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 registration of an appeal does not extend a child's time on the waiting list for the preferred school. (Please see PART 1 for information relating to waiting lists.)

A parent/carer may request admission to a year group that is different to the chronological-age year group. If the local authority considers that application is appropriate but the 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).

Post-16 (sixth-form) education

As detailed in PART 4, the local authority is the admitting authority for post-16 admissions to sixth-forms in the community schools within the county borough. While the individual schools administer the admission arrangements on behalf of the local authority, and are responsible for determining and issuing entry criteria on sixth-form admissions, the local authority is responsible for handling all appeals in respect of refusals to a preferred sixth-form.

The parents/carers and the learner are able to appeal separately or jointly. However, if there are separate appeal registrations, the appeals will be heard together.

Considering whether to register an appeal

Any person considering whether to register an appeal against the refusal of a place at the preferred school in during the 2020-2021 academic year is strongly recommended to read:

- the local authority's [School Admissions Policy and Arrangements for 2020-2021](#);
- the Welsh Government [School Admissions Code 2013](#); and
- the Welsh Government [School Admission Appeals Code 2013](#).

Any person registering an appeal will be expected to submit their grounds for appealing.

Registering an appeal

Who may register an appeal?

In the case of appeals relating to statutory-age children, the appeal can only be registered by a parent or carer (legal guardian). Unless already provided to the local authority, a legal guardian **must** submit official documentation, proving guardianship, at the time the appeal registration is submitted.

In the case of appeals relating to sixth-form learners, the parents/carers and the learner are able to appeal separately or jointly.

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

Timescales for registering an appeal

For appeals relating to the refusal of places in an admissions round, parents/carers (or learners for sixth-form admissions) **must** register their appeal with the local authority by the relevant closing date, as detailed below:

Refusal decision	Date that the local authority must receive your appeal registration
Secondary admission round (Year 7 for September 2020)	20 March 2020
Reception admission round (Reception class for September 2020)	08 May 2020

Junior admission round (Year 3 class in a junior school for September 2020)	08 May 2020
Sixth-form admission round (Year 12 for September 2020)	No later than 14 calendar days (or 10 working days) of the written notification of the decision
In-year admission/transfer during the 2020-2021 academic year	No later than 14 calendar days (or 10 working days) of the written notification of the decision

There is no obligation on the local authority to accept an appeal registration made outside of these timescales. If an appeal is registered after these timescales, the local authority will expect detailed reason/s for the late registration to be provided. The local authority will consider the reason/s for a late appeal registration and will advise the appellant if the late appeal has, or has not been accepted.

Submitting an appeal registration

Appeals for refusal of a place at a preferred school for the academic year 2020-2021 can be registered 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/learners 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.

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 parent/carer/learner who remains unable to access the online registration may contact Bridgend County Borough Council on telephone number 01656 643643 to request a hardcopy registration form.

Registering an appeal against an admission refusal by voluntary aided school

As detailed in PART 1, the local authority does not handle admissions to the voluntary aided schools, which are:

Archdeacon John Lewis Church in Wales Primary School
St Mary's and St Patrick's Catholic Primary School
St Mary's Catholic Primary School
St Robert's Roman Catholic Primary School
Archbishop McGrath Catholic High School

Parents/carers who have been refused a place for their child/ren at one of these schools, and wish to appeal against that decision, will need to contact the school directly. Relevant details will be in the notification letter received from the school and the school's admissions policy.

The independent admission appeals process

School admission appeals are conducted in accordance with the Welsh Government's School Admission Appeals Code 2013, which is a statutory code.

The local authority will refer the appeal to an independent admission appeal panel for a hearing.

Members of admission appeals panels are entirely independent of the local authority. They are volunteers who are fully trained under the requirements of the School Admission Appeals Code 2013.

The appeals process is administered by the local authority's Legal Services Department and a member of that department acts as the clerk to the panel.

Arrangements for the admission appeal hearing

The clerk to the admission appeal panel will arrange a time and place for the hearing.

Parents/carers/learners will have the opportunity of attending the admission panel hearing and making their representations (oral and/or written) as to why the child should attend the preferred school. However, they may elect not to attend the admission appeal hearing and allow the appeal to be considered on a written statement only.

The appeal will be decided on the information available if parents/carers/learners have indicated an intention to attend the admission appeal hearing but do not do so, and fail to provide a reasonable explanation for not attending.

If parents/carers/learners 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.

Parents/carers/learners will be given at least 14 days (10 working days) written notice of the appeal panel hearing, unless they agree to a shorter period. The parent/carer/learner should confirm this in writing to the clerk to the admission appeal panel.

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

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

The admission appeal panel hearing and decision

When making its decision, the admission appeal panel will be obliged to follow the School Admissions Appeals Code 2013.

The admission appeal panel will firstly consider the case presented by the local authority in relation to prejudice to the efficient education provided at the school and the efficient use of resources, if another child were to be admitted to the relevant year group.

If the admission appeal panel accepts the case made by the local authority, the panel will then consider the case presented by the parent(s)/carer(s)/learner and determine whether the merits of the case outweigh the case presented by the local authority.

Parents/carers should note that an admission appeal panel has limited powers to overturn a decision by the local authority to refuse the admission of a child where infant class size legislation applies.

The decision of the admission appeal panel is legally binding. This means that if an appeal is successful, the child/learner must be admitted to the school.

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/learners 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 the timetables within PART 2. Parents/carers learners will have a right to appeal if that application is also refused.