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# School Admissions Policy 2021-2022

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## 1. The admission authority

The entry of children to schools is controlled and administered by an 'admission authority'. In the case of community schools in Bridgend, the admission authority is Bridgend County Borough Council (also referred to in this document as 'the local authority').

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 decisions on applications, and to act in accordance with the local authority's admission arrangements.

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

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

### 1.1 Admission to voluntary controlled schools

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

### 1.2 Admission to voluntary aided schools

There are five voluntary aided schools in the Bridgend County Borough, which are financed largely by the local authority. These are:

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

The governing body of each voluntary aided school is the admission authority with responsibility for all admission arrangements. Parents/carers who wish to seek admission/s to these schools will need to contact the school/s directly for further information.

### **1.3 Admissions to sixth forms**

The local authority is the admitting authority for post-16 admissions to sixth forms in the community schools within the Bridgend 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.

Admission arrangements for other post-16 further education institutions are determined by those institutions and applications should be made directly to the institution/s concerned.

### **1.4 Admissions to special schools**

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

## **2. Parental preference**

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

Within the Bridgend County Borough, each school has an area it serves (its catchment); however, the local authority must allow all parents/carers the opportunity to express a positive preference for the school they wish their child to attend. While most parents/carers are happy to choose their catchment school, it is necessary for that school to be selected by parents/carers on a school admission or in-year school admission/transfer application. The application allows parents/carers to list more than one school in order of preference. The local authority will offer a place at the highest available preferred school.

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 catchment school, where parents/carers have expressed a positive preference for that school. However, parents/carers must not automatically assume that a place will be available for their child at their catchment school, or any particular school.

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

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

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

1. To admit would be incompatible with the statutory duty to meet infant class size regulations.
2. To admit the child would prejudice the provision of efficient education or efficient use of resources.
3. Where arrangements for entry to a school's sixth form are based wholly on selection by reference to ability or aptitude and compliance with the preference would be incompatible with selection under those arrangements.
4. The child has been permanently excluded from two or more schools. Where this is the case, the local authority is not required to comply with parental preference for a school place for a period of two years from the first school day of the second exclusion.

This disapplication from the requirement to comply with parental preference does not apply to:

- pupils who were below compulsory school age when they were excluded;
- pupils who were reinstated after permanent exclusion or pupils who would have been reinstated following a permanent exclusion had it been practicable to do so;
- pupils with statements of special educational need;
- pupils who are looked after (the application for admission must be made by the corporate parent), or previously looked after children (the application for admission must be accompanied by evidence of the previously looked after status).

## **3. School catchment areas**

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

[www.bridgend.gov.uk/schooladmissions](http://www.bridgend.gov.uk/schooladmissions)

Catchment areas are subject to change, with any changes being subject to consultation prior to implementation.

**There is no right to, or guarantee of, an offer of a place at a child's catchment area school.**

#### **4. School capacity and published admission number**

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 aims to provide a robust and consistent method of assessing the pupil capacity of all community, voluntary aided, voluntary controlled and foundation schools in Wales.

A school's calculated capacity is based on existing accommodation at a school and its usage. For statutory-age year groups (reception to Year 11) the calculated capacity informs the published admissions number for a school.

The local authority must admit pupils up to the published admission number in each statutory-age year group in a school (with the exception of twice-excluded pupils – see section 2).

As the published admission number reflects the school's ability to accommodate pupils, the local authority will only exceed the published admission number in exceptional circumstances.

#### **5. 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 will refuse admission to classes in these year groups if an admission would result in the infant class size limit being breached (ie it would result in infant class size prejudice), unless the situation is such that an exception to the infant class size limit is permitted by the legislation, 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 number of pupils in the reception year has not reached the school's published admission number.

Decisions on the structure of classes at a school is reserved to the headteacher. If a headteacher decides to operate a mixed-age class where some of the pupils in the class

are reception, Year 1 or Year 2 pupils, the infant class size limit will only apply if the majority of the pupils in the class are reception, Year 1 or Year 2 pupils.

## **6. 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.

With regard to school admissions, provision is made for this in the following ways:

1. The teaching of Welsh as a second language in English-medium schools.
2. Welsh-medium education at four Welsh-medium primary schools and one Welsh-medium secondary school located within the Bridgend County Borough.

Parents/carers residing in the catchment area of Ysgol Gymraeg Bro Ogwr may wish for their child/ren to attend Ysgol Gynradd Gymraeg Calon Y Cymoedd. In such a situation, the local authority will be responsible for any home-to-school 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.

Admission to the Welsh-medium schools in the Bridgend County Borough is controlled by the provisions and criteria specified within this policy.

## **7. 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.

## **8. Ensuring fair access**

Particular considerations apply in respect of specific groups of children, as detailed below.

### **8.1 Children from overseas and UK children living abroad**



The local authority will treat applications for such children on an individual basis and in accordance with all applicable Welsh Government legislation/requirements, UK legislation and Home Office rules. Also, any European Union law that may be applicable to the UK.

It should be expected that the local authority will seek information on a range of relevant factors, including but not necessarily limited to:

- when the child is expected to be resident in the UK;
- whether the parents/carers' application for leave to enter the UK has been or will be successful, or if it has been, on what terms entry has been granted.

## **8.2 Children in receipt of a statement of special educational needs (SEN) or a local authority-maintained individual development plan (IDP)**

Where a community school is the named placement in a statement of SEN or a local authority maintained IDP, the local authority will admit the child to that school.

## **8.3 Children with additional learning needs (but without a statement of SEN or a local authority-maintained IDP)**

Applications in respect of such children will be considered in the same way as all applications on the basis of the procedures and admission criteria set out in this policy.

If a child is currently being assessed under the statutory process for a statement of SEN or a local authority-maintained IDP, and at a later date, the local authority concludes that the child should have a statement of SEN or a local authority-maintained IDP, the appropriate school placement will be addressed as part of that statutory process.

## **8.4 Children with disabilities**

The local authority will comply with the reasonable adjustments duty owed to disabled pupils, as defined in the Equality Act 2010.

## **8.5 Children with challenging behaviours**

The local authority will not refuse to admit a child on the basis of his/her behaviour. Such children will include those who are considered to be potentially disruptive, exhibiting challenging behaviours or those who may be considered as requiring assessment for special educational needs.

After admission, a school may consider such disciplinary action as appropriate, in response to challenging behaviour. However, children exhibiting challenging behaviours

may be disabled as defined by the Equality Act 2010 and require reasonable adjustments to be made for them in school.

## 8.6 Looked after and previously looked after children

In respect of looked after children, the following provisions apply even if the corporate parent is Bridgend County Borough Council.

### Admissions rounds

Applications in respect of looked after and previously looked after children are prioritised under the applicable oversubscription criteria, **subject to**:

1. The application for a looked after child is completed and submitted by the corporate parent (ie the local authority with responsibility for looking after the child) and supporting evidence is provided (a Care Order or Interim Care Order).
2. The application for a previously looked after children is accompanied by supporting evidence from the former corporate parent.

### In-year admissions/transfers

In accordance with the statutory School Admissions Code 2013, where in-year admission/transfer of a looked after child is being sought, the corporate parent must consult with the local authority before making the application. This is to ensure the appropriateness of the preferred school in light of the child's background and circumstances. This consultation and completion of an application is also required in respect of looked after children who have been permanently excluded from two or more schools.

Additionally, in the case of a looked after child who has been permanently excluded from two or more schools, the corporate parent must also consult with the governing body of the identified school.

In both instances, the consultation need not be onerous.

For applications for in-year admission/transfers in respect of looked after children, a place will be offered at the agreed school and an exception to the infant class size limit (if relevant) will be applied, **subject to** the application having been completed and submitted by the corporate parent (ie the local authority with responsibility for the child) and supporting evidence having been provided (a Care Order or Interim Care Order).

For applications for in-year admission/transfers in respect of previously looked after children, a place will be offered at the preferred school and an exception to the infant class size limit (if relevant) will be applied, **subject to** the application being accompanied by supporting evidence from the former corporate parent.

The relevant supporting evidence referred to above must be submitted with the application.

## 8.7 Gypsy and Traveller children

When considering admission applications relating to Gypsy and Traveller children, the local authority will take account of Welsh Government Circular No: 003/2008 (Moving Forward – Gypsy Traveller Education) and sections 3.25 and 3.26 of the statutory School Admissions Code for Wales, 2013.

## 8.8 Children of serving UK service personnel and other serving Crown Servants (including diplomats)

‘UK service personnel’ refers to persons serving in the military forces. ‘Crown Servants’ are officers of the UK government, including diplomats.

There is no automatic right to a place at a preferred school for children of serving UK service personnel and other serving Crown Servants.

The local authority will accept a ‘unit’ postal address for applications from serving service personnel in the absence of a new home postal address.

For normal admissions rounds, the local authority will treat children of serving UK service personnel and serving Crown Servants as if they are already resident at a future address **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 home. The local authority will allocate a school place in accordance with the applicable criteria for the relevant admission round.

In respect of in-year admission/transfer applications for children of serving UK service personnel and serving Crown Servants:

- such children will be given ‘excepted status’ for infant class size limit purposes (if relevant), if admitted to a preferred school;
- if the application is unsuccessful and a place at the preferred school is refused, the parents/carers may appeal against the decision and any appeal hearing would be heard as a normal prejudice appeal.

Applications for children of former UK service personnel or former Crown Servants will be treated as all other applications.

## **8.9 All vulnerable or hard-to-place children**

The provisions of this policy will apply. However, in accordance with the requirements of the statutory School Admissions Code 2013, the local authority is additionally required to maintain fair access protocols for such children. The local authority has a panel whose role is to recommend placements that can meet the needs of these children.

## **8.10 School 'managed moves'**

The local authority has a separate policy for the managed moves (transfers) of pupils between schools.

Managed moves of pupils are treated differently to regular admissions. The pupil will remain on roll at the current school during the managed move period. At the end of the managed move period, if the managed move is deemed successful, the pupil will be placed on roll at the receiving school. If the managed move is deemed to have been unsuccessful, the pupil will return to the school at which they are on roll.

The Managed Move Policy does not apply in any instances where the parent/carer completes a school admission application; the School Admissions Policy applies in all such cases.

## **9. Requests for admission outside of the normal age group**

Occasionally, a parent/carer or school may seek a place outside of the chronological age group for a child who they consider to be gifted/talented or experiencing problems, or who has missed part of a school year, for example, 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 consider information from the parents/carers, the school and an educational psychologist to inform its decision.

If the local authority decides that an out-of-year group application is appropriate, but that application is refused due to no places being available in the requested year group at the school, the parents/carers have a statutory right of appeal. However, there is no right of appeal if the local authority has offered a place but not in the requested year group (ie where the place offered is in the correct year group for the child's chronological age).

## **10. Information or circumstances that the local authority does not consider when making admission decisions**

The following is not an exhaustive list, but details the principle information and circumstances that have no bearing on admission decisions:

- Any school that the child has previously attended.
- Any particular school that the child might attend in the future.
- A parent/carer communicating to any school that there is an intention to apply for a place at the school.
- An invitation to, or attendance by a child, at a 'taster'/transition day at any school.
- Allowance by any school of a visit by the parents/carers and/or child.
- Any indication either explicitly given, or assumed by a parent/carer to have been given, by a school that there are places available at the school in any year group, with the exception of sixth form places.

## **11. Equalities**

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

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

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

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

## **12. Data protection and information sharing**

The local authority 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](http://www.bridgend.gov.uk)

Any information recorded by an applicant in a school admission application will be held electronically and used by the local authority for the purpose of processing the application.

The local authority will share the information provided in a school admission application with the relevant school/s 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/>

## 13. Admissions rounds

### 13.1 Submission of applications

#### The requirement to apply for a school place

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

A separate application is required for each child.

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.

#### The applicant

In respect of applications for nursery children and children of statutory school-age, the application must be made by a 'parent' of the child, as defined by Section 576 of the Education Act 1996. This states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child.

Therefore, for the purposes of education law, a 'parent' is deemed to include:

- all biological parents, whether they are married or not;
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative;
- any person who has care of a child or young person but is not a biological parent and does not have parental responsibility.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part-time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The local authority uses the term 'parent/carer' throughout this policy to reflect the legal definition of 'parent', as detailed above.

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

An applicant will be required to make a declaration of the relationship to the child and provide such information as the local authority requires, including documentation, evidencing that relationship, at the time the admission application is submitted.

The local authority expects that the parents/carers of a child reach agreement about the preferred school/s and who will submit the application, before a school admission application is submitted. The local authority will not intervene in disputes between parents/carers over school applications and will expect that these are resolved privately. If parents/carers cannot agree and a Court order stating who should be making the application and what the school preference/s should be has not been obtained, the local authority will proceed to accept the application from the parent/carer in receipt of Child Benefit for the child.

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

### How to apply

Applications can be completed online through sign up to 'My Account' on the Bridgend County Borough Council website.

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 the local authority and request a hardcopy school admission application.

If parents/carers permit completion and submission of a school admission application for their child through the My Account of a third party, the My Account holder will be deemed to be submitting the application on behalf of, and with the full authority of, the parents/carers of the child. In these circumstances, the parents/carers will be considered as accepting responsibility for the consequence of any errors or deficiencies in the completion of the application and/or the submission of the application.

**The local authority accepts no responsibility for the non-receipt of an application that is not submitted through the online facility.**

### Late applications

All applications should be submitted in time for receipt by the local authority by the relevant published closing dates.

The local authority will accept late 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 not be accepted for inclusion in the allocation of places that will be notified to applicants on the relevant published offer dates. Such applications will be processed by the local authority after the relevant published offer 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 that are received by the local authority after 31 August 2021 will be processed. 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, all applications for a part-time nursery class in April 2022 that are received after 31 August 2021 will not be processed until the spring term 2022.

Applications in respect of looked after children and previously looked after children or children with a statement of SEN or an IDP that names a specific school will not be treated as late applications regardless of when the application is received.

### **13.2 Nursery class admissions rounds**

Nursery education is non-statutory; however, in Wales, children are entitled to a free, part-time, early-years education place from the start of the term following their third birthday. The place can either be at a local authority-maintained school ('LA-maintained'), or within the non-maintained sector with a registered early year's provider. **This policy applies only to admissions to nursery classes in LA-maintained schools.**

The local authority is the admissions authority for nursery classes in LA-maintained schools in Bridgend County Borough. Parents/carers who wish to apply for a nursery place at a voluntary aided school must approach that school directly.

Places at LA-maintained schools are part-time for three-year-olds (Nursery Year 1) and full-time for four-year-olds (Nursery Year 2). Although nursery education is non-statutory, the local authority expects all children who are offered a part-time place to attend for five half days per school week and all children who are offered a full-time place to attend for five full days per school week.



A school admission (nursery) application **must** be completed by the parents/carers of eligible children for admissions to nursery classes in LA-maintained schools.

A child will only be permitted to attend a nursery class at a LA-maintained school if the relevant application has been submitted **and** the local authority has formally offered a place at that school.

Children who are admitted to a part-time nursery class of a LA-maintained school **do not have an automatic right to a full-time nursery place at the same school.** All parents/carers of children attending a part-time nursery class, whether residing within or outside the defined catchment area, must complete a school admission application for a full-time nursery year place, at the appropriate time, indicating their school preference/s.

Children who are admitted to a full-time nursery class of a LA-maintained school **do not have an automatic right to a reception year place at the same school.** All parents/carers of children attending a full-time nursery class, whether residing within or outside the defined catchment area, must complete a school admission application for a reception year place, at the appropriate time, indicating their school preference/s.

As nursery education is non-statutory, parents/carers have **no right of appeal** in respect of decisions on nursery class admissions.

#### [Timetable for nursery admissions 2021-2022](#)

The timetable for nursery admissions is not governed by the School Admissions Code 2013. The local authority's expected timetable for processing applications for nursery admissions for 2021-2022 is as follows:

#### **Full-time nursery class admissions - pupils born between 1 September 2017 and 31 August 2018, starting in a full-time nursery class in September 2021:**

<b>Action</b>	<b>Date</b>
Opening date for submission of applications	09:00 hours, Monday, 11 January 2021
Closing date for receipt of applications by the local authority	16:30 hours, Friday, 26 March 2021
Notification to applicants of offer or refusal of places (the 'offer date')	Monday, 17 May 2021

**Part-time nursery class admissions - pupils born between 1 September 2018 and 31 December 2018, starting in a part-time nursery class in January 2022:**

Action	Date
Opening date for submission of applications	10:00 hours, Monday, 11 January 2021
Closing date for receipt of applications by the local authority	16:00 hours, Friday, 26 March 2021
Notification to applicants of offer or refusal of places	By 29 October 2021

**Part-time nursery class admissions - pupils born between 1 January 2019 and 31 March 2019, starting in a part-time nursery class in April 2022:**

Action	Date
Opening date for submission of applications	10:00 hours, Monday, 11 January 2021
Closing date for receipt of applications by the local authority	16:00 hours, Friday, 26 March 2021
Notification to applicants of offer or refusal of places	By 29 October 2021

[Allocation of full-time nursery class places](#)

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

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

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

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

- a) Children who will have a sibling at the school in any age group from the reception year to Year 6 in the academic year 2021-2022.

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

- b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.
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 who will have a sibling at the school in any age group from the reception year to Year 6 in the academic year 2021-2022.

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

- b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.
4. Children recommended for placement for medical, psychological, or compelling social reasons.
  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 who will have a sibling at the school in any age group from reception year to Year 6 in the academic year 2021-2022.

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

- b) Proximity to school, as measured by the shortest available walking route from place of ordinary residence to the nearest openly accessible school gate.

## Allocation of part-time nursery class places

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

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

1. Children who are looked after or previously looked after.
  
2. Children born between 1 September 2018 and 31 December 2018 who will attain the age of three in the academic year 2021-2022 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 2022.**

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

- a) Children who will have a sibling at the school in any age group from the reception year to Year 6 in the academic year 2021-2022.

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

- b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

3. Children born between 1 January 2019 and 31 March 2019 who will attain the age of three in the academic year 2021-2022 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 2022.**

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

- a) Children who will have a sibling at the school in any age group from the reception year to Year 6 in the academic year 2021-2022.

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

- b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.
4. Children not currently ordinarily resident within the school's defined catchment area whose parents/carers have satisfied the local authority, by the published closing date for submission of the relevant school admission applications, that the child will be ordinarily resident within the defined catchment area by the commencement of the school term to which the application relates.

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

- a) Children who will have a sibling at the school in any age group from the reception year to Year 6 in the academic year 2021-2022.

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

- b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.
5. Children recommended for placement for medical, psychological, or compelling social reasons.
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 who will have a sibling at the school in any age group from the reception year to Year 6 in the academic year 2021-2022.

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

- b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

### **13.3 Primary/infant school admission round (reception year)**

The relevant age group for the reception year is 4-5 years.

Every child is required by law to receive full-time education from the beginning of the school term after his/her fifth birthday. In the Bridgend County Borough, children are normally admitted to the reception year in the September following their fourth birthday.

However, parents/carers have the option of deferring their child's entry to the reception year until later in the same school year. The deferment cannot continue beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original admission application was accepted by the local authority. Where the parent/carer wishes to defer the child's entry to the reception year as detailed, the local authority will hold a place for the child.

An application for a reception year place must be submitted. **There is no automatic admission to the reception year at any primary or infant school, regardless of the school at which the child may be attending a nursery class.**

### Timetable for reception year admissions for September 2021

The expected timetable for children born between 1 September 2016 and 31 August 2017, entering a reception class in September 2021 is as follows:

Action	Date
Opening date for submission of applications	10:00 hours, Monday, 23 November 2020
Closing date for receipt of applications by the local authority	16:00 hours, Friday, 12 February 2021
Notification to applicants of offer or refusal of places (the 'offer date')	Friday, 16 April 2021
Closing date for parents/carers to submit an appeal	16:00 hours, Friday, 7 May 2021

### Allocation of reception year places for September 2021

The local authority will admit children up to the school's published admission number and will only exceed the published admission number in exceptional circumstances.

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 who will have a sibling at the school in any age group from Year 1 to Year 6 in respect of primary schools, or Year 1 and Year 2 in respect of infants schools, attending the school in the academic year 2021-2022.

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

- b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

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

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

- a) Children who will have a sibling at the school in any age group from Year 1 to Year 6 in respect of primary schools, or Year 1 and Year 2 in respect of infants schools, attending the school in the academic year 2021-2022.

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

- b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

4. Children recommended for placement for medical, psychological, or compelling social reasons.

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 who will have a sibling at the school in any age group from Year 1 to Year 6 in respect of primary schools, or Year 1 and Year 2 in respect of infants schools, attending the school in the academic year 2021-2022.

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

- b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

### 13.4 Junior school admission round (Year 3)

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/carers are therefore **not** required to complete a school admission application, since the children are already regarded as registered pupils in the primary school.

Children attending Year 2 in an infant school do not automatically transfer to Year 3 at junior school. An application for a Year 3 place at junior school must be submitted. **There is no automatic admission to a junior school or any primary school regardless of the infant school or primary school that a child currently attends.**

Children normally enter Year 3 in junior school at the beginning of the academic year following their seventh birthday.

If parents/carers do not wish their child to attend Year 3 at junior school and instead wish for their child to attend Year 3 at a standard primary school, an in-year admission/transfer application must be submitted. Parents/carers should note that places in Year 3 in a standard primary school may be very limited or unavailable. Also, that the local authority will not make admission decisions in respect of in-year admission/transfer applications for a September 2021 start date until Easter 2021.

#### Timetable for Year 3 junior school admissions for September 2021

The expected timetable for children born between 1 September 2013 and 31 August 2014, moving from infants school (Year 2) to junior school (Year 3) in September 2021 is as follows:

Action	Date
Opening date for submission of applications	10:00 hours, Monday, 23 November 2020
Closing date for receipt of applications by the local authority	16:00 hours, Friday, 12 February 2021
Notification to applicants of offer or refusal of places (the 'offer date')	Friday, 16 April 2021
Closing date for parents/carers to submit an appeal	16:00 hours, Friday, 7 May 2021



## Allocation of Year 3 junior school places for September 2021

The local authority will admit children up to the school's published admission number and will only exceed the published admission number in exceptional circumstances.

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:

- c) Children who will have a sibling at the school in any age group from Year 4 to Year 6 attending the school in the academic year 2021-2022.

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

- d) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

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

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

- b) Children who will have a sibling at the school in any age group from Year 4 to Year 6 attending the school in the academic year 2021-2022.

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

- c) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

4. Children recommended for placement for medical, psychological, or compelling social reasons.
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:
  - b) Children who will have a sibling at the school in any age group from Year 4 to Year 6 attending the school in the academic year 2021-2022.

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

- c) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

### 13.5 Secondary school admission round (Year 7)

Children normally enter Year 7 in secondary school at the beginning of the academic year following their eleventh birthday.

An application for a Year 7 place must be submitted. **There is no automatic admission to any secondary school, regardless of the primary or junior school that a child currently attends.**

#### Timetable for Year 7 secondary school admissions for September 2021

The expected timetable for children born between 1 September 2010 and 31 August 2011, transferring from junior/primary school (Year 6) to secondary school (Year 7) in September 2021 is as follows:

Action	Date
Opening date for submission of applications	10:00 hours, Monday, 19 October 2020
Closing date for receipt of applications by the local authority	16:00 hours, Friday, 22 January 2021
Notification to applicants of offer or refusal of places (the 'offer date')	Monday, 1 March 2021
Closing date for parents/carers to submit an appeal	16:00 hours, Friday, 19 March 2021

## Allocation of Year 7 secondary school places for September 2021

The local authority will admit children up to the school's published admission number and will only exceed the published admission number in exceptional circumstances.

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:

- e) Children who will have a sibling at the school in any age group from Year 8 to Year 11 attending the school in the academic year 2021-2022.

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

- f) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

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

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

- c) Children who will have a sibling at the school in any age group from Year 8 to Year 11 attending the school in the academic year 2021-2022.

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

- d) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

4. Children recommended for placement for medical, psychological, or compelling social reasons.
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:
  - c) Children who will have a sibling at the school in any age group from Year 8 to Year 11 attending the school in the academic year 2021-2022.

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

- d) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

## **14. Explanations of oversubscription criteria**

### **14.1 Looked after and previously looked after children**

The local authority is under a duty to give looked after and previously looked after children the highest priority in the oversubscription criteria.

In the case of a looked after child, the school admission application must be completed and submitted by the corporate parent (ie the local authority with responsibility for the child) and supporting evidence must be provided (a Care Order or Interim Care Order).

In the case of previously looked after children, the school admission application must be accompanied by supporting evidence from the former corporate parent.

The relevant supporting evidence must be submitted with the application.

### **14.2 Child's address / place of ordinary residence**

Applicants must record the current address at which the child is ordinarily resident on a school admission application.

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.

### Changes to the child's address / place of ordinary residence

If the child's place of ordinary residence changes after the school admission application has been submitted:

1. The local authority must be notified immediately in writing (email or letter).
2. If the change is notified to the local authority before the closing date for the admission round, the change will be taken into consideration in the application of oversubscription criteria and the allocation of places.
3. If the change is notified to the local authority after the closing date for the admission round, the place of ordinary residence recorded on the application will be used in the application of oversubscription criteria and the allocation of places. The applicant will have the option to complete and submit a late application if the allocated place is at a school that is no longer the preferred school, which would be subject to the provisions relevant to late applications (see section xx).
4. If the applicant does not inform the local authority of a change of ordinary residence prior to the child date on which the child would start school, the local authority will take the action detailed below under 'provision of false or misleading information'.

### Applications made on the basis of a future change in the place of ordinary residence

The local authority will only accept such applications in the circumstances where the applicant is in the process of a house move at the time that the application is submitted and is 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 required 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.

#### Provision of false or misleading information

Where a parent/carer provides fraudulent or intentionally misleading information relating to the child's place of ordinary residence (this includes the failure to notify the local authority of changes to the place of ordinary 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 ordinary 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 in the form of documentary evidence, which may include, but not necessarily be limited to, a utility bill or council tax statement. If the local authority is not satisfied by the evidence provided and a place has already been offered, the local authority reserves the right to withdraw the offer.

### 14.3 Siblings

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.

An application will be considered under the sibling criterion if the following conditions are met:

1. the full sibling details are recorded on the application; and
2. the sibling and the child who is the subject of the application would be attending the same school at the same time and the sibling is of statutory school-age (ie for nursery and primary school applications, the sibling must be in the reception year to Year 6; for junior school applications, the sibling must be in Year 4 to Year 6; for secondary school applications, the sibling must be in Year 7 to Year 11.)

#### Provision of false or misleading information

Where a parent/carer provides fraudulent or intentionally misleading information relating to the sibling criterion 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 information, and a right of appeal will be offered if a place at the preferred school/s is refused.

#### **14.4 Multiple birth children**

A multiple birth is defined as the birth of more than one baby from a single pregnancy (eg the birth of twins, triplets etc).

#### **14.5 Proximity to school**

The measurement will be from the child's place of ordinary residence to the nearest openly accessible school gate through which pupils may enter the school grounds.

In respect of residences that are within blocks of flats, the distance will be calculated from the front entrance of each flat.

The distances will be calculated to four decimal places.

The local authority uses software to measure all distances within the Bridgend County Borough that takes into account the available walking routes to the school/s.

For applications where the child's place of ordinary residence is outside the Bridgend County Borough, the distance will be measured using publicly-available web-based services.

#### **14.6 Children recommended for placement for medical, psychological, or compelling social reasons**

To satisfy this criterion, applicants must provide supporting evidence from a registered health professional or a social worker that states the reasons why the named school is the most suitable school and what difficulties would arise if the child had to attend another school. The evidence must be dated no more than three months prior to the application submission date.

Applications in respect of young carers will be considered under this criterion subject to provision of the necessary evidence, as set out above.

The local authority expects the applicant to provide the required evidence at the time the application is submitted. If this is not possible, the local authority must be advised of and satisfied as to the reasons and the required evidence must then be provided prior to the closing date of the admission round. If the required evidence is not provided to the local authority before the closing of the admission round, the application will not be prioritised under this criterion.

## 15. The offer process for admissions rounds

### 15.1 Offer dates

The School Admissions Code 2013 sets out how admission authorities in Wales must identify the offer date for primary school (reception), junior school and secondary school admissions rounds. The relevant offer dates for all admissions rounds for 2021-2022 are detailed in section 13.

### 15.2 Communication of the outcome

Parents/carers who submit an application by the published closing date of an admission round, or parents/carers whose late application has been accepted by the local authority for inclusion in the allocation of places, will be notified in writing of the outcome of their school admission or in-year school admission/transfer application.

Parents/carers may not expect that the outcome of their application will be communicated verbally.

If the application is refused, the notification will set out the reasons for the decision and will advise parents/carers on the appeal process. As nursery education is non-statutory, **parents/carers have no right of appeal in respect of unsuccessful nursery class applications.**

### 15.3 Waiting lists

The local authority maintains waiting lists for oversubscribed schools. If a place at the preferred school is not offered, the child will be automatically included in the waiting list for the school unless the parent/carer expressly advises 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.

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



## 16. In-year admissions / transfers

### 16.1 Circumstances in which an in-year admission/transfer application is required

An in-year admission/transfer application **must** be completed in any of the following circumstances:

1. If a child moves into Bridgend County Borough during the course of an academic year and the parents/carers wish the child to attend a school for which the local authority is the admission authority.
2. If the parents/carers wish their child/ren to move to a different school within the Bridgend County Borough during the course of an academic year and the parents/carers wish the child to move to a school for which the local authority is the admission authority.
3. If an application for an admission round has not been completed and submitted to the local authority by 31 August 2021 (ie an application is being submitted on or after the official start date of the 2021-2022 academic year).

### 16.2 School transfers

Parents/carers who wish to apply for a place at a different school for reasons other than a change of ordinary residence are advised to carefully consider the information available on [www.bridgend.gov.uk/schooladmissions](http://www.bridgend.gov.uk/schooladmissions).

Parents/carers should talk to the headteacher of the pupil's current school about the reasons for a change of school being considered. There is a significant amount of research evidencing that changing schools is disruptive and can have a negative impact on a pupil's attainment. There are many reasons for this. It is particularly important that careful consideration is given to the impacts of moving pupils in Year 10 and Year 11, who would have already begun to study for their chosen GCSE subjects, as those GCSE subjects may not be available at a different school.

### 16.3 'Advance' requests

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.

### 16.4 Availability of places

The local authority will admit children up to the school's published admission number and will only exceed the published admission number in exceptional circumstances.

As the number of pupils on roll in any school can change on a frequent basis, the local authority will not provide information on the availability of places in any year group at any school in advance of an in-year school admission/transfer application being submitted.

## 16.5 Consideration of applications

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

For in-year admissions/transfers, whether the child lives in or out of the catchment area of the requested school is of no relevance to the local authority's decision on whether a place at the requested school can be offered.

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

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

## 16.6 Communication of the outcome

Applicants will be notified in writing of the outcome of their in-year school admission/transfer application within 15 school days or 28 calendar days of the date of the application being received, whichever is the sooner.

Parents/carers may not expect that the outcome of their application will be communicated verbally.

If the application is refused, the notification will set out the reasons for the decision and will advise parents/carers on the appeal process. As nursery education is non-statutory, **parents/carers have no right of appeal in respect of unsuccessful nursery class applications.**

## 16.7 Waiting lists

The local authority maintains waiting lists for oversubscribed schools. If a place at the preferred school is not offered, the child will be automatically included in the waiting list for

the school unless the parent/carer expressly advises the local authority that this action is not required.

For all in-year admission/transfer applications, children will remain on the waiting list for any school at which they have been refused for a period of 3 months from the date of the refusal. Children will automatically be removed from the waiting list/s after these periods have elapsed.

Submission of a new in-year admission/transfer application does not renew a child's place on a waiting list. If a new in-year admission/transfer 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, irrespective of the date for the admission appeal hearing.

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

## 17. Admission appeals

### 17.1 General

School admission appeals are conducted in accordance with Welsh Government's School Admission Appeals Code 2013.

Any person who is considering an appeal is strongly recommended to read this School Admissions Policy 2021-2022, the School Admissions Code 2013 and the School Admission Appeals Code 2013 in full.

In the vast majority of cases, children are offered places in line with the expressed preference for a specific school. If, however, a child is unable to gain admission to the preferred school, parents/carers or post-16 learners may choose to appeal to an independent appeal panel.

Parents/carers/ or post-16 learners may accept a place offered at an alternative school while pursuing a place at the preferred school. The independent appeal panel will consider the grounds put forward by appellant/s and determine whether the merits of the case outweigh the case presented by the local authority.

As nursery education is non-statutory, parents/carers have **no right of appeal** in respect of decisions on nursery class admissions.

## 17.2 Registering an appeal

### Persons who may register an appeal

In respect of appeal registrations for children of statutory school-age, the appeal must be registered by the parent/carer, as defined in section 13.

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

The person registering the appeal will be required to make a declaration of the relationship to the child and provide such information as the local authority requires, including documentation, evidencing that relationship, at the time the appeal registration is submitted. The person registering the appeal will not be required to submit such if it has already been submitted in support of the admission application.

Appeals in respect of post-16 admissions/transfers can be registered by either a parent/carer or the learner.

### Timescale for registering an appeal

In the case of appeals relating to the refusal of places in an admissions round, the appeal **must** be registered with the local authority by the closing date as detailed in section 13.

In the case of appeals relating to the refusal of a place following submission of an in-year admission/transfer application, the appeal **must** be registered with the local authority within 10 working days of the date of the written notification of the refusal.

### How to register an appeal

An appeal must be registered in writing.

Persons registering an appeal are able to complete a school admission appeal registration online by signing up to My Account on the Bridgend County Borough Council website.

Guidance on completing the registration is available on:

[www.bridgend.gov.uk/schooladmissions](http://www.bridgend.gov.uk/schooladmissions)

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

**The local authority accepts no responsibility for the non-receipt of an appeal**

**registration that is not submitted through the online facility.**

### **17.3 Arrangements for the appeal hearing**

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

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

Appellants are advised that:

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

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

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

### **17.4 Repeat appeals**

Parents/carers and post-16 learners 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 and post-16 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 section 13). Parents/carers and post-16 learners will have a right to appeal if that application is refused.

Any information provided by an appellant a school admission appeal registration will be held electronically and used by local authority for the purpose of processing the admission appeal request.

## **18. The Bridgend Admission Forum**

The local authority is under a statutory duty to establish an admission forum.

The Bridgend Admission Forum is constituted in accordance with Annex D of the statutory School Admissions Code 2013.

The role of the forum is to help ensure that the school admissions system in Bridgend is fair, straightforward and easy for parents/carers to understand. The forum is responsible for monitoring the local authority's compliance with the statutory School Admissions Code 2013 and may advise the local authority on ways in which admission arrangements could be improved.

The terms of reference, meeting agendas, meeting minutes and annual reports of the Bridgend Admission Forum are published on the local authority's website at:

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

## **19. Additional information**

In addition to the sources of information already detailed, the local authority's Starting School Prospectus for 2021-2022 provides further and additional information on matters associated with school admissions and starting school.

## **20. Queries**

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

E-mail: [pupilservices@bridgend.gov.uk](mailto:pupilservices@bridgend.gov.uk)

Tel No: 01656 642637

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

This policy is published on the Bridgend County Borough Council website:  
[www.bridgend.gov.uk/schooladmissions](http://www.bridgend.gov.uk/schooladmissions)