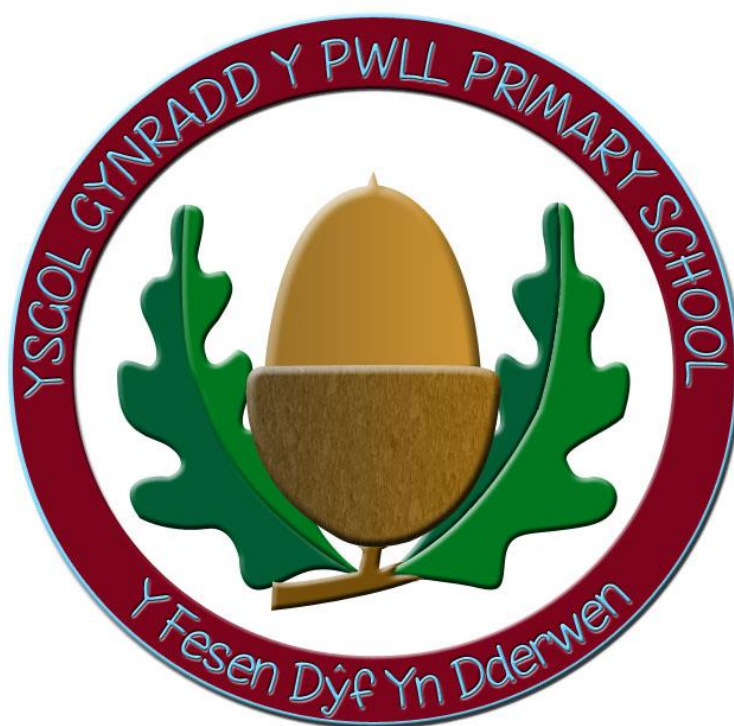


Pwll Primary School

Policy for Admissions



Introduction

Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our Admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. These were revised in January 2003 and come into force in September 2004.

2 Aims

At Pwll Primary School we seek to be an inclusive school, welcoming children from all backgrounds and abilities. For this reason all applications are treated on merit, and in a sensitive manner. Furthermore a child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

2.1 The only restriction we place on entry is that of number - If the number of children applying for entry exceeds the places we have available. It is our wish for all parents to find a place for their child at the school of their choice.

3 How parents can apply for their child to be admitted to our school

Pwll CP School is a community school, and it determines the admission arrangements in agreement with the LEA. The Admissions Authority for our school is therefore the LEA, which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the LEA or from the school. A copy of the most recent LEA Admissions Policy is included for reference in this policy document.

3.1 The LEA's annual admissions prospectus informs parents on how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained from the Local Education Department, and should be returned by the date stipulated on that form. The school will notify parents of the decision as soon as all the applications have been considered.

3.2 Children can enter into Pwll Primary School at the start of the term in which they become four. There are three admission dates per year, September, January and April (i.e. when each term begins). Therefore, parents who would like their child to be admitted to this school during the term their child is four should contact the school at least a term beforehand, but preferably a year in advance.

4 Admission appeals

If we do not offer a child a place in Pwll CP School, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase by too much. If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LEA. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals, which came into force in September 2004.)

5 The standard number

The 'standard number' is the number of children the LEA considers the school can accommodate. The standard number for Pwll CP School is (under review) in mainstream (+ 24 in our ATF provision). We keep this number under review, and the governors will apply to change the number if circumstances change.

Please see

<https://www.gov.wales/sites/default/files/publications/2018-03/school-admissions-code.pdf>
for further information.

Department for Education and Children

School Admission Handbook

Community and Voluntary Controlled Schools in Carmarthenshire

(June 2015)

Section 1 – Key Facts

- 1) Admission to school is not an automatic process. **There is no guarantee of a place at a school.**
- 2) There are **limits on the number of pupils who can be admitted to a school** in any one year. Once that limit is reached no further pupils will be admitted.
- 3) You **must make an application to an admissions authority** for your child to be admitted to a school. A community or voluntary controlled school cannot grant admission to a pupil.
- 4) For community and voluntary controlled schools the admissions authority is **the County Council.**
- 5) For **voluntary aided schools** the admission authority is the governing body of that school and is not covered by the contents of this booklet. Advice relating to the admission process is available from the school governing body.
- 6) If you have a child who is due to start in a **nursery class in a school** in **January 2017, April 2017 or September 2017** you **must** apply to the admissions authority by **31st January, 2016**. If you have a child who is due to start **primary school** in **September 2016, January 2017 or April 2017** then you **must** apply to the admissions authority by **31st January, 2016**.
- 7) Should you have a child transferring to a **secondary school** in **September 2016** then you must return the transfer form by **1st December, 2015**.
- 8) If you make an application after these dates your application will be treated as being late and will be considered after those received before the deadline. **This will reduce the chances of obtaining a place for your child at a school of your choice.**
- 9) If you are offered a place for your child you must **sign and return** the form accepting the offer of a place **to the admissions authority** by the date specified **or the offer of a place will be withdrawn** and the place offered to another pupil.
- 10) If you have a child with additional learning needs then you are advised to contact the Headteacher of the school or the Department's Family Support Worker.

Section 2 – At what age can pupils start school?

1. Early Years/Nursery Children – 3 year olds

Pupils will be admitted on a **part-time basis at the beginning of the term following their third birthday** where early years/nursery provision is made in a nursery school, a nursery or early years' class in a community or voluntary controlled school.

The dates for admission are as follows:-

- Admission will be in January (Spring Term) if their 3rd birthday is between 1st September and 31st December;
- Admission will be in April (Summer Term) if their 3rd birthday is between 1st January and 31st March; and
- Admission will be in September (Autumn Term) if their 3rd birthday is between 1st April and 31st August.

Applications should be made to the **admissions authority** by the 31st January in the year before they are due to start e.g. if your child is due to start in an early years/nursery class in January 2017, April 2017 or September 2017 then you must apply to the admissions authority by **31st January, 2016**.

2. Reception Class Children – 4 and 5 year olds

Where there is no early years/nursery provision, pupils will be admitted on a full time basis at the following times:-

- September if their 4th birthday is between 1st September and 31st December;
- January for those who have their 4th birthday between 1st January and 31st March; and
- April for those who have their birthday during 1st April and 31st August.

BY LAW parents must arrange for pupils who are five years of age to receive full time education at the beginning of the following school terms:-

- Autumn Term for those who are 5 years old between 1st April and 31st August;
- Spring Term for those who are 5 years old between 1st September and 31st December; and
- Summer Term for those who are 5 years old between 1st January and 31st March.

Section 3 - Choosing a school

- **Every school has a designated catchment area** which it serves.
- If the **pupil resides within the designated catchment area** of a school then you will stand a better chance of the application for admission to the school being successful. **There is, however, no guarantee of a place.**
- Pupils who **reside with the catchment area of a school** will, subject to age and distance criteria, **stand a better chance of qualifying for free transport** to and from school.
- Parents can **state a preference for a school, which is not the designated catchment area school. Subject to the limit on the number of pupils** who can be admitted into the school **not being exceeded** and the correct procedures being followed, **then admission**

will be granted.

- Where a **parent chooses a school which is not the nearest or catchment area school**, then the parent will be responsible for **transporting** the child to and from schools.
- When a **pupil transfers** to the **secondary school** then consideration of eligibility for **admission** to that school and also for **free home to school transport** will be based on **home address** and **not** the **primary school attended**.

Section 4 – When to apply

- Primary/Nursery – for all pupils by the **31st January** in the year before the child is due to start school.
- Secondary – by the **1st December** for transfer to secondary school in the following September.

Section 5 – How to apply for a place at a school

- For community and voluntary controlled schools:-
- on line at www.carmarthenshire.gov.wales
- with the help of the school
- by contacting the School Governance and Admissions Unit at the Department for Education and Children, Building 2, St David's Park, Jobs Well Road, Carmarthen, SA31 3HB.
- For voluntary aided schools - by contacting the governing body of the school.
- For schools not in Carmarthenshire – by contacting the admissions authority for that area.

Section 6 – Completing the application form

- A pupil's home address is considered to be a residential property that is the child's only or main residency and is either
 - (i) owned by the child's parent(s) or the person with a defined legal parental responsibility for the child; or
 - (ii) leased to or rented by the child's parent(s) or the person with legal parental responsibility under a written agreement, signed by the landlord and tenant, of not less than six months duration.
- In applying for admission there will be a need to provide proof of address and you will be asked for this at the time an offer of a place is made.
- Moving residency/change of address – if you intend changing residency and are applying for admission to a school based on a new address, then the council will accept either a solicitor's letter stating that contracts have been exchanged and specifying a completion date, or a signed and dated tenancy agreement. If you cannot provide proof of address by the date given for the receipt of applications then the application will be based on the current address.
- Shared responsibility – where there is shared parental responsibility for a child, and the child lives with both parents, or person with a legal parental

responsibility for the child, for part of the week, then the main residence will be determined as the address where the child lives for the majority of the school week.

- If a school place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent address, then the place will be withdrawn and the place may be offered to another child.

Section 7 – Awarding Places

- The admissions authority will consider the applications it has received by the deadline date of 31st January, 2016 for primary schools and 1st December, 2015 for transfers from primary to secondary schools.
- The applications received will be considered against the admission number, which places a limit on the number of pupils who can be admitted to a school in any one year group.
- The authority will grant admission if the number of applications is less than the admission number limit.
- If there are more applications than places available then the admissions authority will prioritise applications and award places as follows:-
 - a) Looked-After Children;
 - b) Children with a statement of educational needs naming the school as the specific and nearest provider;
 - c) Children who live in the school's catchment area and have siblings registered at the school at the time of requested admission;
 - d) Children who live in the school's catchment area but do not have a sibling registered at the school at the time of requested admission;
 - e) Children who live outside the school's catchment area but have a sibling at the school at the time of requested admission;
 - f) Children who live outside the school's catchment area but who do not have a sibling at the school at the time of requested admission.

Distance – the distance from home to school will be used to determine priority, with those living nearest the school being given priority and a place before those living further away from the school.

Siblings – half or full brother/sister or an adoptive brother or sister.

Multiple Births – in cases where there is one place available and the next place is for twins/triplets the LA will admit both/all children.

Children of UK Service Personnel – will be treated as in catchment if accompanied by an official MOD letter declaring a definite return date and confirmation of address.

Section 8 - Appeals

- If your application for the admission of a child of statutory school age to a community or voluntary controlled school is not granted by the admissions authority, then you can ask for the case to be reviewed by an Independent Admission Appeal Panel within a time period which will be specified in the letter which you receive from the Authority refusing admission. The Independent Admission Appeal Panel can overturn the decision not to admit a pupil.

- It is important to note, however, that there is no right of appeal for the admission of a pupil to early years/nursery provision for a pupil who is below statutory school age.

Section 9 – School Transport

Eligibility – most pupils will qualify for assistance with transport to and from school if they meet all of the following criteria:-

- are residents of Carmarthenshire;
- are of compulsory school age; and
- live over the statutory walking distance from the nearest or catchment area school.

Section 10 – Further Information

Should you require any further information relating to the admission process then this can be found in the latest version of the Information for Parents booklet. Copies of this document are available:-

- online at www.carmarthenshire.gov.wales;
- at your local library;
- at your local school; or
- from the School Governance and Admissions Unit.