



Ysgol Penglais School

Pupil Admission Policy

Signed: 
(Chair of Governors on behalf of the governing body)

Date: 18 | 11 | 16

To be reviewed: November 2017 (by the full governing body)



The following are arrangements for the admissions to Community and Voluntary Controlled Schools in Ceredigion for the 2016/17 academic year.

1. Admissions Policy

- a) The Local Authority (LA) is the admissions authority, except in Voluntary Aided schools where the governing body is the admission authority.
- b) Parents may express a preference for a school and the admission authority must meet that preference unless to do so would prejudice the provision of efficient education or the efficient use of resources. If there is room and resources in the school the place will be provided. All prospective parents should express a preference in writing (School Admission Forms are available at each school and on the Ceredigion County Council website: www.ceredigion.gov.uk)

Parents will be informed in writing by the LA of the outcome of their admission application.

- c) Places will be allocated up to the school's admission number. However, should the number of applications exceed the admission number, the following oversubscription criteria, listed in priority order, will be used to allocate places:

- looked after children and previously looked after children; - the school for which a preference has been expressed is the nearest suitable school and the child will have a sibling* in the school at the time of admission; the school for which a preference has been expressed is the nearest suitable school; - children for whom the school is not the nearest suitable school but will have a sibling* in the school at the time of admission.

(*Siblings includes half-siblings, step siblings, adoptive and foster children living in the same house.)

Where more than one child meets these criteria and applicants still remain then the child living nearest to the school will be admitted.

All distances will be measured by the shortest walking distance between the main school gate and the point where the child's dwelling meets the public highway.

Should the Authority not be able to offer a place to a child at their first choice of school during the normal admission round their name will be kept on a waiting list until the 30th of September. Priority for places will be given according to the above criteria and not according to the date on which application for a place was originally submitted.

Overseas pupils shall be admitted to a school where appropriate provision can reasonably be made to meet their needs. The LA does not permit admissions by selection or banding nor based on the interview of parents or financial contribution to the school.

2. Admission Number and Capacity



Admission numbers are calculated based on the Welsh Government formula which is directly linked to the school's capacity. Admission numbers for 2016/17 are attached.

3. School Admission Dates

In Wales all children are entitled to part time nursery education following their third birthday. Parents should contact the Local Authority for information about the location of nursery provision.

The Law does not require a child to start school until the term following the child's fifth birthday. The date compulsory school age is reached, is determined by dates set by the Welsh Government for the Autumn, Spring and Summer terms. These dates are 31st August, 31st December and 31st March.

In Ceredigion children may be admitted to the reception class of a school in the term following their fourth birthday.

4. Deadline for Receipt of Primary Admission Applications

The deadline for receipt of applications for admissions to primary schools in January, April or September 2016 will be 30th April 2015. Applications for admission during the 2017 calendar year will be required by 29th January 2016. Admissions will take place termly. (School Admission Forms are available at each school and on the Ceredigion County Council website: www.ceredigion.gov.uk)

All applications received for a particular school are considered together following the deadline. In the event of oversubscription, the criteria shown in paragraph 1 c) above are applied.

5. Twins or other siblings from a Multiple Birth

If the final place allocated up to the admission number is one of a multiple birth, then the Authority will also admit the other sibling(s).

6. Transfer from School Based Nursery Units to Mainstream School

Where a child attends a School Based Nursery Unit, transfer into mainstream school at statutory age is not automatic. An application form should be submitted by the appropriate deadline for consideration with other expression of preference received. The admission criteria will be applied if there are more applications than places available.

7. Admissions to Secondary Schools

Parents of year 6 pupils are invited to express their preference for a secondary school during the Autumn Term of the year before the pupil is due to transfer. Forms



are distributed via the primary school to parents. The deadline for receipt of applications is the last school day in the Autumn Term (as indicated on the form). The national offer day, for secondary school places, is the 1st March (or next working day).

8. Early and Late Applications

Priority will not be given to applications based on the date order in which they were received. Applications submitted after the closing date will be considered after the applications submitted on time.

9. Admissions at Other Times

Admission to school outside the normal cycle e.g. for those moving into the County, will be considered in the same way as those applying for entry at the usual time.

10. Transfer between Schools

Parents may request a transfer at any time. However in the first instance, parents are advised to discuss the matter with the Headteacher of their current school. If parents still wish to pursue the transfer then they are required to complete and submit a School Admission Form.

11. Deferred Entry

Parents may apply for a school place for a child who is not of compulsory school age (5) and the admissions authority, at the request of the parent, may agree to the child deferring entry to the reception class until he/she is of compulsory school age. The effect of this is that the place is held for that child and is not available for another child. Applications for deferred entry must be submitted by the same closing date as non-deferred applications.

12. Children of UK Service personnel and other Crown Servants (including diplomats)

Families of UK Service personnel and other Crown Servants are subject to frequent movement within the UK and from abroad, often at relatively short notice.

As a result, applications for school places for the approaching school year will be considered if accompanied by an official Ministry of Defence or Foreign and Commonwealth Office letter declaring a return date. School places will then be allocated in advance if the applicant would meet the criteria when they move to their destination.

Unit postal addresses for applications from service personnel will also be accepted, in the absence of a new home postal address.

13. Excluded Pupils

The LA can direct a school to accept a pupil who has been permanently excluded from two or more schools "during the period of two years beginning with the date on which the latest of the exclusion took effect".



14. Appeals

If parents are unsuccessful in obtaining a place for their child at a preferred school they will be notified in writing of the reason(s) why a place has not been secured and of their right of an independent appeal. Letters of appeal should be sent by parents to the Head of Learning Services within 10 working days of the date of notification that an application for a place was unsuccessful.

15. Admission Forum

The Ceredigion Admission Forum meets twice a year to discuss local admission issues. Headteachers, governors, parents and diocesan authorities are represented.