



Admissions Policy

2019-2020

ADMISSION ARRANGEMENTS 2019-2020 **(Nursery classes based at local authority schools)**

The local authority, the LA, is the admitting authority for all community schools in the area.

Admission to nursery classes

Parents/carers who require a place in a nursery class will be required to submit an admission application.

Parents/carers can either apply on-line for a place at the catchment school or express a preference for a placement at an alternative school. Support can be provided for parents who need assistance if necessary. Requests for places will be granted unless to do so would prejudice the provision of efficient education or the efficient use of resources.

There is **no right of appeal** following the refusal of an application for a place in a nursery class.

The number of nursery places available may differ to the admission number for the rest of the year groups within a school (Reception to Year 6)

(a) Oversubscription Criteria – nursery classes in Community Schools[†]

If more applications have been received for any school than there are places available, the following order of priority will apply:

1. Children who are in the care of a local authority i.e. looked after children (LAC), or previously looked after*.
2. Children who live within the school's defined catchment area. There is no guarantee of a catchment place. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
3. Children who have a brother or sister of statutory school age**** attending the school at the date of their admission***. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
4. Other children for whom a place has been requested for whom criteria 1 to 3 above do not apply. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.

*Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

** The measurements will be taken from outside the entrance to the property (house or flat) to the nearest official school entrance. The local authority GIS computer programme is used when undertaking the measurement.

*** A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children are twins/triplets then the LA will admit both/all children.

**** Statutory school age is defined as pupils who are between age 5 and 16 i.e. pupils in any year group between and including Reception to Year 11.

Note that schools have a duty to admit children with a Statement of Special Educational Needs who have been placed in a school by the LA and these pupils are counted towards the number admitted up to the admission number unless they are placed in a Special Teaching Facility with planned places.

Requests for admission to voluntary aided schools will be determined by reference to admission criteria set by the governing body. The governing bodies of Voluntary Aided Schools are responsible for determining their own admission arrangements.

(b) Admission Procedures – nursery places in Community Schools[†]

Parents/carers can apply for a place for their child at the catchment school or state a preference for an alternative placement using the admission application.

Requests for admission will be granted provided there are places available. Where admission requests exceed the number of places available, places will be allocated in accordance with the LAs oversubscription criteria.

The main residential address should be used when applying. Addresses which have restrictions on occupancy such as chalets on holiday parks with seasonal restrictions on occupancy cannot be used as a permanent address.

Children attending the nursery class of a school will not have an automatic right of admission to full time education at the same school. Parents/carers will need to apply for a place along with other applicants at the appropriate time.

Admissions will not be determined on the basis of selection criteria involving the sitting of tests, viewing of school reports, or interviewing pupils with or without parents/carers for the purpose of assessing ability or aptitude.

Waiting Lists

For all admissions, where parents/carers are refused a place for their child/children they are automatically placed on the waiting list. Pupils names will remain on the waiting list for the whole academic year and will only be removed if a parent/carer confirms in writing that they no longer wish their child/rens' name to remain on the waiting list. If a place becomes available it will be allocated by the LA in accordance with the oversubscription criteria.

The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements.

NB: The oversubscription criteria does not apply to pupils for whom the LA holds a Statement of Special Educational Needs although the rights of parents/carers to be involved in the placement of their child are protected in law. The LA in consultation with parents/carers and schools will determine the

school at which education is to be provided. The LA reserves the right to name a school which is not the catchment area school. (Correct at time of publishing. Any impact of new legislation will be considered when available).

Note: A catchment review will be necessary in line with the Band B Capital programme. A full statutory consultation process will be undertaken as required when timeframes for various projects have been agreed. Parents and pupils as well as staff and governors and the wider community will be given an opportunity to engage in the consultation process and notification of changes to catchment will be published in order that parents have information available to them when selecting a school for their child/ren. Catchment changes will not take effect until September 2020 at the earliest.

[†] Community schools - funded and maintained entirely by LAs.

ADMISSION ARRANGEMENTS 2019-2020 (Reception)

The local authority, the LA, is the admitting authority for all community schools in the area.

Each child about to commence full time education will be invited to apply for a place at a school maintained by the LA.

Parents/carers can either apply on-line for a place at the catchment school or express a preference for a placement at an alternative school. Support can be provided for parents who need assistance if necessary. Requests for a place will be granted unless to do so would:

- prejudice the provision of efficient education or the efficient use of resources, and
- for voluntary aided schools, be incompatible with the admission arrangement agreed between the governing body and the LA.

Those parents who apply on time for a place at any school will be given priority over those who have not.

(a) Admission Limits – Community Schools[†]

All schools must admit up to their admission number in the year of entry (i.e. Reception classes in primary schools). In the year of entry a child will be refused a place once the admission number has been reached. Parents/carers who are refused a place at the school must be given right of appeal.

The admission number applies to all year groups (except nursery).

(b) Oversubscription Criteria – Community Schools[†]

If more applications have been received for any school than there are places available, the following order of priority will apply:

1. Children who are in the care of a local authority i.e. looked after children (LAC), or are previously looked after*.
2. Children who live within the school's defined catchment area. There is no guarantee of a catchment place. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
3. Children who have a brother or sister of statutory school age**** attending the school at the date of their admission.*** If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
4. Other children for whom a place has been requested for whom criteria 1 to 3 above do not apply. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**

*Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

**The measurements will be taken from outside the entrance to the property (house or flat) to the nearest official school entrance. The local authority GIS computer programme is used when undertaking the measurement.

***A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children are twins/triplets then the LA will admit both/all children.

**** Statutory school age is defined as pupils who are between age 5 and 16 i.e. pupils in any year group between and including Reception to Year 11.

The LA **will not** provide transport or make any contribution towards transport costs for children admitted from outside the school's defined catchment area. However, if the catchment area school is full in the year group, transport will be provided to the nearest school with room if that school is more than 2 miles from the home address.

Children who have a Statement of Special Educational Needs

The oversubscription criteria does not apply to pupils for whom the LA holds a Statement of Special Educational Needs although the rights of parents to be involved in the placement of their child are protected in law. The LA in consultation with Parents/carers and schools will determine the school at which education is to be provided. The LA reserves the right to name a school which is not the catchment area school.

Schools have a duty to admit children with a Statement of Special Educational Needs who have been placed in a school by the LA and these pupils are counted towards the number admitted up to the admission number unless they are placed in a Special Teaching Facility with planned places.

(Correct at time of publishing. Any impact of new legislation will be considered when available).

Voluntary Aided Schools (church schools - Roman Catholic, Church in Wales)

Requests for admission to voluntary aided schools will be determined by reference to admission criteria set by the governing Body. (The governing bodies of Voluntary Aided Schools are responsible for determining their own admission arrangements).

(c) Admission Procedures – Community Schools[†]

Parents/carers will be asked to apply on line for a place for their child at the catchment school or to state a preference for an alternative placement using the admission application.

Requests for admission will be granted provided there are places available. Where admission requests exceed the number of places available, as determined by the published admission number, applications will be allocated by applying the LAs oversubscription criteria.

The main residential address should be used when applying. Addresses which have restrictions on occupancy such as chalets on holiday parks with seasonal restrictions on occupancy cannot be used as a permanent address.

Children attending the nursery class of a school will not have an automatic right of admission to full time education at the same school. Parents/carers will need to apply for a place along with other applicants.

Although the LA permits pupils to start reception full time at the start of the academic year in which they become five, the law does not require a child to start school until the start of term following the child's fifth birthday. Therefore, if the parent of a reception age child wishes to defer entry until later in the school year a place must be allocated to this child and this place is not available to be offered to another child. Entry cannot however be deferred beyond the beginning of the term after the child's fifth birthday nor beyond the academic year for which the original application was accepted.

Requests for admission to reception submitted on or before the administrative closing date, **30 November 2018** will be processed collectively and places allocated according to the above oversubscription criteria. In this respect, no advantage shall be gained from the early submission of an admission request. Requests submitted after the closing date will be processed in date order once all on time applications have been dealt with.

Admissions will not be determined on the basis of selection criteria involving the sitting of tests, viewing of school reports, or interviewing pupils with or without parents/carers for the purpose of assessing ability or aptitude. Parents/carers who have applied by the **30 November 2018** will be advised whether they have been allocated a place by the **16 April 2019**.

Right of Appeal

Parents/carers will be informed, in writing, as to whether their application has been successful. Where their application has been refused parents/carers will be informed in writing that they have right of appeal to an independent appeal panel. If they exercise that right, the appeal must be forwarded to the School and Governor Team at the Civic Centre by **14 May 2019**. The appeal will be considered by an independent appeal panel of 3 or 5 people comprising lay members, and persons with experience in education.

Please note:

Because of the statutory class size maximum of 30, there are very restricted circumstances in which an appeal for a place in an infant class (Reception, Year 1 and Year 2) can be successful.

Waiting Lists

For all admissions, where parents/carers are refused a place for their child/children they are automatically placed on the waiting list and an opportunity to meet with an independent appeal panel is offered. Pupils names will remain on the waiting list for the whole academic year and will only be removed if they are successful at appeal or if a parent confirms in writing that they no longer wish their child/ren's name to remain on the waiting list. If

a place becomes available it will be allocated by the LA in accordance with the oversubscription criteria.

The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements.

Note: A catchment review will be necessary in line with the Band B Capital programme. A full statutory consultation process will be undertaken as required when timeframes for various projects have been agreed. Parents and pupils as well as staff and governors and the wider community will be given an opportunity to engage in the consultation process and notification of changes to catchment will be published in order that parents have information available to them when selecting a school for their child/ren. Catchment changes will not take effect until September 2020 at the earliest.

† Community schools - funded and maintained entirely by LAs.

ADMISSION ARRANGEMENTS 2019-2020 (Year 7)

The local authority, the LA, is the admitting authority for all community schools in the area.

Each child about to transfer from primary to secondary education will be invited to apply for a place at a school maintained by the LA.

Parents/carers can either apply on-line for a place at the catchment school or express a preference for a placement at an alternative school. Support can be provided for parents who need assistance if necessary. Requests for a place will be granted unless to do so would:

- prejudice the provision of efficient education or the efficient use of resources, and
- for voluntary aided schools, be incompatible with the admission arrangement agreed between the governing Body and the LA.

Those parents who apply on time for a place at any school will be given priority over those who have not.

(a) Admission Limits – Community Schools[†]

Availability of places is determined by reference to the school's admission number. Schools must admit up to the admission number in the year of entry (i.e. Year 7 in secondary school) and must not exceed this number. Parents/carers who are refused a place at the school must be given right of appeal.

The admission number applies to all year groups.

(b) Oversubscription Criteria – Community Schools[†]

If more applications have been received for any school than there are places available, the following order of priority will apply:

1. Children who are in the care of a local authority i.e. looked after children (LAC) or previously looked after*.
2. Children who live within the school's defined catchment area. There is no guarantee of a catchment place. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
3. Children who have a brother or sister of statutory school age**** attending the school at the date of their admission***. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
4. Children attending a designated partner primary school but who live outside the catchment area of that school. Attending a feeder primary school does not guarantee a place in the associated secondary school.

If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.

5. Other children for whom criteria 1 to 4 above do not apply. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.

*Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

**The measurement will be taken from outside the entrance to the property (house or flat) to the nearest official school entrance. The local authority GIS computer programme is used when undertaking the measurement.

*** A brother or a sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children for that place are twins/triplets, the LA will admit both/all children.

**** Statutory school age is defined as pupils who are between age 5 and 16 i.e. pupils in any year group between and including Reception to Year 11.

The LA **will not** provide transport or make any contribution towards transport costs for children admitted from outside the school's defined catchment area. However, if the catchment area is full in the year group, transport will be provided to the nearest school with room if that school is more than 3 miles walking distance from the home address.

Children who have a Statement of Special Educational Needs

The oversubscription criteria does not apply to pupils for whom the LA holds a Statement of Special Educational Needs although the rights of parents/carers to be involved in the placement of their child are protected in law. The LA in consultation with parents/carers and schools will determine the school at which education is to be provided. The LA reserves the right to name a school which is not the catchment area school.

Schools have a duty to admit children with a Statement of Special Educational Needs who have been placed in a school by the LA and these pupils are counted towards the number admitted up to the admission number unless they are placed in a Special Teaching Facility with planned places.

(Correct at time of publishing. Any impact of new legislation will be considered when available).

Voluntary Aided Schools (church schools - Roman Catholic, Church in Wales)

Requests for admission to voluntary aided schools will be determined by reference to admission criteria set by the governing body. (The governing bodies of Voluntary Aided Schools are responsible for determining their own admission arrangements).

(c) Admission Procedures – Community Schools[†]

Parents/carers will be asked to apply on line for a place for their child at the catchment school or to state a preference for an alternative placement using the admission application.

Requests for admission will be granted provided there are places available as determined by the published admission number. Where admission requests exceed the number of places available, places will be allocated by applying the LAs oversubscription criteria.

The main residential address should be used when applying. Addresses which have restrictions on occupancy such as chalets on holiday parks with seasonal restrictions on occupancy cannot be used as a permanent address.

Applications for admission to the relevant age group (i.e. the age group at which children are normally admitted to the school) submitted on or before the administrative closing date, **30 November 2018** will be processed collectively. In this respect, no advantage shall be gained from the early submission of an admission request. Requests submitted after the closing date will be processed in date order once all on time applications have been dealt with.

Admissions will not be determined on the basis of selection criteria involving the sitting of tests, viewing of school reports, or interviewing pupils with or without parents/carers for the purpose of assessing ability or aptitude.

The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements. Parents/carers who have applied by the **30 November 2018** will be advised whether they have been allocated a place on the **1 March 2019**.

Right of Appeal

Parents/carers will be informed, in writing, as to whether their application has been successful. Where their application has been refused parents will be informed in writing that they have right of appeal to an independent appeal panel. If they exercise that right, the appeal must be forwarded to the School and Governor Team at Civic Centre by **29 March 2019**. The appeal will be considered by an independent appeal panel of 3 or 5 people comprising lay members, and persons with experience in education.

Waiting Lists

For all admissions, where parents/carers are refused a place for their child/children they are automatically placed on the waiting list and an opportunity to meet with an Independent Appeal Panel is offered. Pupils names will remain on the waiting list for the whole academic year and will only be removed if they are successful at appeal or if a parent confirms in writing that they no longer wish their child/ren's name to remain on the waiting list. If a place becomes available it will be allocated by the LA in accordance with the oversubscription criteria.

The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements.

Note: A catchment review will be necessary in line with the Band B Capital programme. A full statutory consultation process will be undertaken as required when timeframes for various projects have been agreed. Parents and pupils as well as staff and governors and the wider community will be given an opportunity to engage in the consultation process and notification of changes to catchment will be published in order that parents have information available to them when selecting a school for their child/ren. Catchment changes will not take effect until September 2020 at the earliest.

† Community schools - funded and maintained entirely by LAs.

ADMISSION ARRANGEMENTS 2019-2020 (In Year Transfer)

The local authority, the LA, is the admitting authority for all community schools in the area.

Admission to Community Schools[†] – (Primary and Secondary)

Parents/carers who require a school place will be required to submit an admission application. Parents/carers can either apply on-line for a place at the catchment school or express a preference for a placement at an alternative school. Support can be provided for parents who need assistance if necessary. Requests will be granted unless to do so would:

- prejudice the provision of efficient education or the efficient use of resources, and
- for voluntary aided schools, be incompatible with the admission arrangement agreed between the governing body and the LA.

(a) Admission Limits – Community Schools[†]

Availability of places is determined by reference to the school's admission number. A child will be refused a place once the admission number has been reached. Parents/carers who are refused a place at the school must be given right of appeal (**there is no right of appeal for nursery**).

The admission number applies to all year groups. These arrangements apply to pupils transferring in years reception to year 11.

(b) Oversubscription Criteria – Community Schools[†]

If more applications have been received for any school than there are places available, the following order of priority will apply:

1. Children who are in the care of a local authority i.e. looked after children (LAC), or are previously looked after*.
2. Children who live within the school's defined catchment area. There is no guarantee of a catchment place. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
3. Children who have a brother or sister of statutory school age**** attending the school at the date of their admission.*** If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
4. Children attending a designated partner primary school but who live outside the catchment area of that school. Attending a feeder primary school does not guarantee a place in the associated secondary school. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.

5. Other children for whom a place has been requested for whom criteria 1 to 4 above do not apply. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**

*Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

**The measurements will be taken from outside the entrance to the property (house or flat) to the nearest official school entrance. The local authority GIS computer programme is used when undertaking the measurement.

***A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children are twins/triplets then the LA will admit both/all children.

**** Statutory school age is defined as pupils who are between age 5 and 16 i.e. pupils in any year group between and including Reception to Year 11.

The LA **will not** provide transport or make any contribution towards transport costs for children admitted from outside the school's defined catchment area. However, if the catchment area school is full in the year group, transport will be provided to the nearest school with room if that school is more than 2 miles for primary or 3 miles for secondary from the home address.

Children who have a Statement of Special Educational Needs

The oversubscription criteria does not apply to pupils for whom the LA holds a Statement of Special Educational Needs although the rights of parents to be involved in the placement of their child are protected in law. The LA in consultation with Parents/carers and schools will determine the school at which education is to be provided. The LA reserves the right to name a school which is not the catchment area school.

Schools have a duty to admit children with a Statement of Special Educational Needs who have been placed in a school by the LA and these pupils are counted towards the number admitted up to the admission number unless they are placed in a Special Teaching Facility with planned places.

(Correct at time of publishing. Any impact of new legislation will be considered when available).

Voluntary Aided Schools (church schools - Roman Catholic, Church in Wales)

Requests for admission to voluntary aided schools will be determined by reference to admission criteria set by the governing body. (The governing bodies of Voluntary Aided Schools are responsible for determining their own admission arrangements).

(c) Admission Procedures – Community Schools[†]

Parents/carers will be asked to apply for a place for their child at the catchment school or to state a preference for an alternative placement using the admission application.

Requests for admission will be granted provided there are places available. Where admission requests exceed the number of places available, as determined by the published admission number, applications will be allocated by applying the LAs oversubscription criteria.

Children attending the nursery class of a school will not have an automatic right of admission to full time education at the same school. Parents/carers will need to apply for a place along with other applicants at the appropriate time.

Attending a feeder primary school does not guarantee a place in the associated secondary school.

Admissions will not be determined on the basis of selection criteria involving the sitting of tests, viewing of school reports, or interviewing pupils with or without Parents/carers for the purpose of assessing ability or aptitude.

Right of Appeal

Parents/carers will be informed, in writing, as to whether their application has been successful. Where their application has been refused parents/carers will be informed in writing that they have right of appeal to an independent appeal panel (**there is no right of appeal for nursery**). If they exercise that right, the appeal must be forwarded to the School and Governor Team at the Civic Centre. The appeal will be considered by an independent appeal panel of 3 or 5 people comprising lay members, and persons with experience in education.

Please note:

Because of the statutory class size maximum of 30, there are very restricted circumstances in which an appeal for a place in an infant class (Reception, Year 1 and Year 2) can be successful.

Waiting Lists

For all admissions, where parents/carers are refused a place for their child/children they are automatically placed on the waiting list and an opportunity to meet with an independent appeal panel is offered (**there is no right of appeal for nursery**). Pupils names will remain on the waiting list for the whole academic year and will only be removed if they are successful at appeal or if a parent confirms in writing that they no longer wish their child/ren's name to remain on the waiting list. If a place becomes available it will be allocated by the LA in accordance with the oversubscription criteria.

The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements.

Note: A catchment review will be necessary in line with the Band B Capital programme. A full statutory consultation process will be undertaken as required when timeframes for various projects have been agreed. Parents and pupils as well as staff and governors and the wider community will be given an opportunity to engage in the consultation process and notification of changes to catchment will be published in order that parents have information

available to them when selecting a school for their child/ren. Catchment changes will not take effect until September 2020 at the earliest.

† Community schools - funded and maintained entirely by LAs.

Admissions to Sixth Form Criteria for Entry

Application Closing Date

Pupils can apply for a place at a sixth form at a Swansea school in the spring term prior to them seeking a place for the following September. Closing dates for applications will be determined by individual schools.

Provisional Offer

Pupils will be offered a provisional place. This provisional place will be subject to achieving certain specified entry qualifications as published by each individual school. For further information on specific entry qualifications contact the school directly.

GCSE/Equivalent Results

When GCSE grades are published i.e. the third Thursday in August ordinarily, it will be necessary for individual pupils to contact the school of choice to confirm grades at GCSE or equivalent examination results.

Choice of Subjects

Pupils who have achieved satisfactory grades at GCSE or equivalent will be given a firm offer of a place in the sixth form at the school of choice where places are available. It must be noted, however, that it may not be possible to study all the chosen subjects at the school of choice. It may be necessary for students to link with a sixth form at another school to pursue some subject choices.

Students who have achieved satisfactory grades at GCSE or equivalent but are unable to study all subject choices at the school of choice can be offered an alternative choice of subjects being taught at the particular premises. Alternatively, these students can seek a place at an alternative venue i.e. another Swansea school sixth form or Gower College.

Pupils will not be required to sit an entrance interview.

Admission Limits – Sixth Forms

All school sixth forms can admit up to their admission number subject to students achieving the entry requirement specified by the school (details are available from individual schools). Parents and pupils who are refused a place at the school sixth form must be given the right of appeal.

Admission Arrangements

The arrangements for admission into Year 12 and 13 for maintained community schools are delegated to the establishments directly. Details on admission arrangements for Voluntary Aided Schools may be obtained directly from the establishments concerned and will form part of their admissions policies.

Waiting List

If a school sixth form is over-subscribed and the school cannot meet the demand for courses a waiting list will be maintained. Applicants who have met the entry criteria (see above) but who have been refused a place due to the limit on places available

will be offered an opportunity to put their name on a waiting list. In the event that a place/s become/s available, pupil/s whose name/s are on the waiting list will be offered a place in accordance with the oversubscription criteria (see below).

Oversubscription Criteria

For pupils who achieve the specified entry qualifications, where more applications have been received for any school sixth form than there are places available, the following order of priority will apply:

1. Pupils who are looked after by a local authority (LAC) or are previously looked after*.
2. Pupils who live within the school's defined catchment area. There is no guarantee of a catchment place. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority.**
3. Pupils who have a brother or sister of statutory school age *** attending the school at the date of their admission ****. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority **
4. Pupils who attended the school in year 11 but who live outside the catchment area of that school. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority.**
5. Other pupils for whom a place has been requested for whom criteria 1 to 4 above do not apply. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority.**

*Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

**All distances are measured electronically taking the distance from home to school by the shortest available walking route. The measurements will be taken from outside the entrance of the property (house or flat) to the nearest official school entrance.

***Statutory school age is defined as pupils who are between age 5 and 16 i.e. pupils in any year group between and including Reception to Year 11.

****A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible pupils are twins/triplets then the LA will admit both/all pupils.

NOTE: Pupils with Statements of Special Educational Needs may transfer to sixth forms in Swansea schools. The decision to transfer is made by the local authority in consultation with the relevant school.

Note: A catchment review will be necessary in line with the Band B Capital programme. A full statutory consultation process will be undertaken as required when timeframes for various projects have been agreed. Parents and pupils as well as staff and governors and the wider community will be given an opportunity to

engage in the consultation process and notification of changes to catchment will be published in order that parents have information available to them when selecting a school for their child/ren. Catchment changes will not take effect until September 2020 at the earliest.



Education Department / Adran Addysg

**SCHEDULE OF EVENTS FOR ADMISSION ARRANGEMENTS 2019-2020
PRIMARY SCHOOLS (Reception)**

4 December 2017	Issue of admission arrangements to schools for consultation.
26 January 2018	Return of consultation responses to local authority (LA)
30 January – 10 February 2018	Period for LA to resolve queries
1 March 2018	Report of consultation to Corporate Briefing.
22 March 2018	Determination of admission arrangements by Council
27 Awst 2018	Information for parents made available to schools and parents/carers on City and County of Swansea website or by hard copy (available on request)
8 October 2018	Parents/carers are invited to apply for a school place
8 October – 30 November 2018	A period of eight weeks for parents to make their admission applications
30 November 2018	Deadline for parents/carers to submit admission application to the School and Governor Team, Civic Centre
16 April 2019	Local authority notifies parents/carers of primary school place offered. (All Wales offer date).
EASTER HOLIDAY 15 April – 26 April 2019	
14 May 2019	Date by which parents/carers lodge appeal



Education Department / Adran Addysg

**AMSERLEN DIGWYDDIADAU AR GYFER TREFNIADAU DERBYN 2019-2020
YSGOLION CYNRADD (Derbyn)**

4 Rhagfyr 2017	Rhoi'r trefniadau derbyn i ysgolion ar gyfer ymgynghori
26 Ionawr 2018	Dychwelyd ymatebion i'r ymgynghoriad i awdurdod lleol (ALI)
30 Ionawr – 10 Chwefror 2018	Cyfnod i'r ALI ddatrys ymholiadau
1 Mawrth 2018	Adroddiad ar yr ymgynghori i Briffio Corfforaethol
22 Mawrth 2018	Y cyngor yn pennu'r Trefniadau Derbyn
27 Awst 2018	Gwybodaeth i rieni ar gael i ysgolion a rhieni/gofalwyr ar wefan Dinas a Sir Abertawe neu ar gopi caled (ar gael ar gais)
8 Hydref 2018	Gwahoddir rhieni/gwarcheidwaid i gyflwyno cais am le yn yr ysgol
8 Hydref – 30 Tachwedd 2018	Cyfnod o wyth wythnos i rieni gyflwyno eu ceisiadau derbyn
30 Tachwedd 2018	Y dyddiad cau i rieni/ofalwyr gyflwyno cais am le i'r Tîm Ysgolion a Llywodraethwyr, y Ganolfan Ddinesig
16 Ebrill 2019	Yr awdurdod lleol yn dweud wrth rieni/ofalwyr am y lleoedd a gynigiwyd mewn ysgolion cynradd. (Dyddiad cynnig Cymru Gyfan)
GWYLIAU'R PASG 15 - 26 Ebrill 2019	
14 Mai 2019	Dyddiad olaf i rieni/warcheidwaid gyflwyno apêl

**CITY AND COUNTY OF SWANSEA
PRIMARY SCHOOLS**

**ADMISSION NUMBERS
2019-2020**

Birchgrove Primary	60
Bishopston Primary	38
Blaenymaes Primary	37
Brynhyfryd Primary	60
Brynmill Primary	45
Burlais Primary	75
Cadle Primary	51
Casllwchwr Primary	30
Christchurch Ch. in Wales	14
Cila Primary	17
Clase Primary	36
Clwyd Primary	37
Clydach Primary	35
Craigcefnparc Primary	13
Craigfelen Primary	26
Crwys Primary	26
Cwm Glas Primary	40
Cwmrhydyceirw Primary	65
Danygraig Primary	40
Dunvant Primary	46
Gendros Primary	43
Glais Primary	15
Glyncollen Primary	30
Gors Community	44
Gorseinon Primary	45
Gowerton Primary	49
Grange Primary	30
Gwyyrosydd Primary	58
Hafod Primary	30
Hendrefoilan Primary	30
Knelston Primary	19
Llangyfelach Primary	30
Llanrhidian Primary	19
Mayals Primary	30
Morrison Primary	26
Newton Primary	30
Oystermouth Primary	30
Parkland Primary	60
Pen y Fro Primary	30
Penclawdd Primary	30

Pengelli Primary	15
Penllergaer Primary	45
Pennard Primary	30
Pentrechwyth Primary	24
Pentre'r Graig Primary	45
Penyrheol Primary	43
Plasmarl Primary	25
Pontarddulais Primary	60
Pontlliw Primary	26
Pontybrenin Primary	45
Portmead Primary	35
Sea View Community Primary	29
Sketty Primary	60
St. David's Primary	30
St. Helen's Primary	30
St. Illtyd's Primary	30
St. Joseph's Cathedral Primary	60
St. Joseph's Primary (Clydach)	30
St. Thomas' Primary	55
Talycopa Primary	30
Terrace Road Primary	45
Townhill Primary	60
Trallwn Primary	39
Tre Uchaf Primary	29
Waun Wen Primary	29
Waunarlwydd Primary	41
Whitestone Primary	27
Ynystawe Primary	24
YGG Bryniago	31
YGG Bryn-y-Mor	37
YG y Cwm*	29
YGG Felindre	13
YGG Gellionnen	43
YGG Llwynderw	45
YGG Lon Las	75
YGG Pontybrenin	71
YGG Tan-y-lan&	18
YGG Tirdeunaw	59
YGG Y Login Fach	30

**CITY AND COUNTY OF SWANSEA
SECONDARY SCHOOLS**

**ADMISSION NUMBERS
2019-2020**

Birchgrove Comprehensive	161
Bishop Gore Comprehensive	240
Bishop Vaughan Comprehensive	228
Bishopston Comprehensive	219
Cefn Hengoed Comprehensive	165
Dylan Thomas Community	127
Gowerton Comprehensive	211
Morrison Comprehensive	218
Olchfa Comprehensive	283
Pentrehafod Comprehensive	200
Penyrheol Comprehensive	195
Pontarddulais Comprehensive	160
Ysgol Gyfun Bryn Tawe	193
Ysgol Gyfun Gwyr	167



Admissions Policy

This policy will be monitored and reviewed in line with school's policy review cycle.

Policy approved by Curriculum/Resources Committee on-----

Policy ratified by Governors on-----

This policy will be reviewed in -----

Signed:-----

Signed-----

Headteacher
Governors

Chair of

