

PEMBROKESHIRE COUNTY COUNCIL



School Admission Arrangements for 2018/19

The following arrangements are proposed for admissions to Community and Voluntary Controlled Schools in Pembrokeshire for the 2018/19 academic year.

1. Admissions Policy

- a) The local authority 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. In essence, if there is sufficient capacity and resources available in the school, the place will be provided. All parents of prospective pupils should express a preference by utilising the Council's online admissions system.
- c) Places will be allocated up to the school's admission number without application of any conditions. However, should the number of applications submitted by the published deadline exceed the admission number, the following oversubscription criteria, listed in priority order, will be used to allocate places in community and voluntary controlled schools:
 1. Current and former Looked After pupils of authorities in Wales and England in accordance with Section 22 of the Children Act 1989.
 2. Pupils with a statement of Special Educational Needs that names the school.
 3. Exceptional medical, psychological or additional learning needs (see note 1).
 4. Pupils living in the catchment area of the school who will have a sibling of statutory school age at the school at the time of admission (see note 2).
 5. Pupils living in the catchment area of the school who have attended a feeder school (see note 3).
 6. Pupils living in the catchment area of the school.
 7. Pupils living outside the catchment area of the school who will have a sibling of statutory school age at the school at the time of admission (see note 2).
 8. Pupils living outside of the catchment area of the school who have attended a feeder school (see note 3).
 9. Pupils living outside of the catchment area of the school.

Where preference exceeds places available, priority will be given under each oversubscription category to multiple birth siblings (i.e. twins, triplets etc.). If the last child to be admitted up to the Admission Number is one of a multiple birth then the Authority will also admit the other sibling (s).

For the oversubscription categories that include a sibling criteria (categories 4 and 7), if preferences exceed places available priority will be given to those pupils who are closest in age to the older sibling already at the school (e.g. for a primary school admission, a

pupil with a sibling in year 3 would have higher priority than a pupil with a sibling in year 6; for a secondary school admission a pupil with a sibling in year 9 would have higher priority than a pupil with a sibling in year 11).

In the case of a tie in any category, places will be offered to pupils living nearest to the school, measured by the shortest walking distance from the nearest available school gate to the point where the pupil's private dwelling meets the public highway.

Notes

1. **Medical or Psychological Needs**

A medical or psychological need can be for either the child or their parents. To be considered under this criterion parents **must** provide independent supporting evidence **at the time of application** which sets out why the preferred school is the most suitable school for the child and the difficulties that would be caused if the child had to attend a different school.

Supporting evidence which would be considered appropriate would include:

- a) Letter or report from one of the following registered health professionals: Specialist Consultant, Community Paediatrician, Psychologist, Educational Psychologist, Psychiatrist, Physiotherapist, Occupational Therapist. The letter or report must be based on the professional's own knowledge of the child / parent's condition and circumstances. Please note that reports from family doctors are **NOT** accepted for this purpose.
- b) Letter or report from a registered social work professional which must be based on their own knowledge of the child / parent's condition and circumstances.

No priority will be given under this criterion if the required evidence is not produced at the time of application.

Additional Learning Needs

Needs must be confirmed by the LA's Inclusion Service.

2. **Sibling**

A sibling is a full, half or step brother or sister, or adopted or foster children, living in the same household at the time of admission.

3. **Feeder School**

A feeder school is a primary school within the same 'cluster of schools' as a secondary school, or an infant school feeding a junior school.

- d) Schools' catchment maps are available on-line at www.pembrokeshire.gov.uk. Information on catchment areas can also be obtained from the Admissions Officer at County Hall, Haverfordwest.
- e) Applicants will be informed of the outcome of their application in writing. Where an application is unsuccessful the applicant will be informed of the reason for the decision and of their right of appeal to an independent appeals panel, however, there is no right of appeal in respect of nursery education.

2 **Admission Number and Capacity**

Admission numbers are based on the “Measuring the Capacity of Schools in Wales” regulations and relate directly to the school’s capacity. Admission numbers for Community and Voluntary Controlled schools for 2018/19 are appended below (these will be added following the annual review of school capacities during the autumn term).

3. School Admission Dates

The Government has set dates by which children must attain the age of 5 to be of compulsory school age in the following school term: these dates are 31st August, 31st December and 31st March.

All pupils who have attained the age of 4 on or before 31st August 2018 may start in the Reception class full time from September 2018. Parents may however defer entry until the term after their child reaches compulsory school age i.e.

- a child who is 5 between 1st September - 31st December 2017 may start in the spring term 2018
- a child who is 5 between 1st January - 31st March 2018 may start in the summer term 2018
- a child who is 5 between 1st April - 31st August 2018 may start in the autumn term 2018 (note that in this case the child will join at the start of Year 1 instead of in the Reception class).

Many schools have nursery classes that pupils may join on a part-time basis after they have attained the age of 3. The eligibility dates above also apply to these admissions and will determine the term in which the child can start. Those children born between 1st September and 31st March may attend nursery provision full time in the term following their 4th birthday.

4. Admissions to Primary Education - Reception Class

The deadline for receipt of applications for admissions to Reception classes in September 2018 will be 31st January 2018. This deadline will apply for applications for all pupils who will attain the age of 5 between 1st September 2018 and 31st August 2019, even if the parents wish to defer entry until their child reaches compulsory school age as described above.

All applications received for a particular school will be considered together following the deadline. The oversubscription criteria will be applied if there are more applications than places available. Priority will not be given to applications based on the date order in which they were received.

Parents will be notified of the result of their application on the common offer date of 16th April 2018.

Children attending the nursery class of a school **will not** have an automatic right to a place in the Reception class at the same school. Parents will need to apply for a place along with other applicants.

5. Admissions to Nursery Education

The deadline for receipt of applications for admissions to nursery classes during 2019 will be 30th April 2018. This deadline will apply for applications for all pupils who will attain the age of 3 between 1st September 2018 and 31st August 2019.

All applications received for a particular school will be considered together following the deadline. The oversubscription criteria will be applied if there are more applications than places available. Priority will not be given to applications based on the date order in which they were received.

Parents will be notified in writing of the result of their application by 31st July 2018. Admissions will take place termly based on both the child's age and the school's nursery class arrangements. Parents will be notified of the term in which their child can start.

6. Admissions to Junior Education

Where there are separate infant and junior schools, parents of year 2 pupils in infant schools are invited to express their preference for a junior school place in the autumn term prior to transfer. Forms are distributed and returned via the infant school.

The deadline for receipt of applications for a junior school place in September 2018 will be 22nd December 2017.

The processing of applications will take place during the spring term 2018. The oversubscription criteria will be applied if there are more applications than places available in a particular school.

Parents will be notified in writing of the result of their application on 1st March 2018.

7. Admissions to Secondary Education

Parents of year 6 pupils are invited to express their preference for a secondary school in the autumn term prior to transfer. The method of application will be either via the new online system or the completion of application forms. In the case of the latter, forms are distributed and returned via the primary school.

The deadline for receipt of applications for a secondary school place in September 2018 will be 22nd December 2017.

The processing of applications will take place during the spring term 2018. The oversubscription criteria will be applied if there are more applications than places available in a particular school.

Parents will be notified in writing of the result of their application on the common offer date of 1st March 2018.

8. Late Applications

Late applications will be considered after all applications received by the specified closing date unless there are exceptional reasons why the application is late, which must be explained at the time of application.

Late applications will be considered on the basis of the published oversubscription criteria, having regard to current/prospective pupil numbers at the time of application.

9. Waiting Lists

Should the Authority not be able to offer a place to a child at their preferred school during the normal admission round due to oversubscription, their name will be placed on a waiting list until 30th September at the start of the relevant academic year. Priority for any places which become available will be given according to the oversubscription criteria and not according to the date on which the application for a place was originally submitted.

For applications received outside the normal admission round, waiting lists are held until the end of the Summer term of the academic year the place was requested. Names will remain on the list until the first date after the term in which the application was received (e.g. applications received in September will be held on the waiting list until 31st January, etc.).

10. Change of Preferred School

If a preference for a particular school is changed after the original application is made, this should be stated in writing to the Admissions Officer. If such a change takes place after the closing date for receipt of applications it will be treated as a late application.

11. Admissions to Portfield School and School Based Learning Resource Centres (attached units)

Admissions to Portfield Special School and designated Learning Resource Centres attached to mainstream schools are dealt with by the Authority's Inclusion Service on the basis of pupils' assessed level of learning difficulties and complex needs. The criteria shown above **do not** apply.

12. Transfers Between Schools

Parents may request a transfer at any time. Unless the transfer is due to a change of address, the Authority will normally only allow transfer from one Pembrokeshire school to another at the beginning of a term. All transfer requests are subject to normal admission procedures and places being available in the requested school.

If an immediate transfer is requested and is not due to a change of address, a protocol involving the Pupil Support Service is applied. Parents will be invited to discuss the transfer request with a Pupil Support Officer, who will determine if an immediate transfer should be granted. If an immediate transfer is not approved by the Pupil Support Officer then the transfer may only take place at the start of the following term.

A guidance leaflet for parents seeking to transfer their child (Changing Schools – a guide for parents) is available from the school or the Admissions Officer and online at www.pembrokeshire.gov.uk.

Upon agreeing to a school transfer request and parents being informed by letter, it will be assumed that parents will be accepting the place for their child at the preferred school and that they no longer require a place at the current school. If circumstances change and a place at a different school, or the previous school is required, a new application must be made. Parents should note that the place in the school their child is leaving may already have been allocated to someone else.

13. Deferred Entry to Reception Classes

Parents applying for a reception class place for their child (during or after the normal admission round for these places) may request that entry is deferred until their child is of compulsory school age (term after 5th birthday). The admissions authority will in these circumstances hold the agreed place for the child so that the place is not available for another child.

14. Early Applications

Parents may apply for a place for their child in nursery at any time from birth, and reception classes one year prior to the Autumn admission date. Applications received in advance of the normal admission rounds (based on the child's date of birth) will be acknowledged, held on file and processed at the appropriate time. No priority is given to early applications.

15. Holding of Places

Outside of the normal admission round places will not be held for more than one term. Parents requesting a future admission (for example due to a move into the area) may only do so a term in advance of when the place is required e.g. if a place is required in the spring term the application should be submitted no earlier than the start of the preceding autumn term.

Applications received more than a term in advance of when the place is required will be acknowledged and parents advised that the application will be processed at the appropriate time.

16. Appeals

Appeals against admissions decisions will be heard by an independent appeals panel. Letters of appeal should be sent to the Director for Children and Schools within 10 working days of the date of notification that an application for a place was unsuccessful. Arrangements for the appeals panel to meet are made through the Legal Services department of Pembrokeshire County Council, and will be heard within 30 school days of the specified closing date for the receipt of appeals. During the summer holidays appeals will be heard within 30 working days of the appeal being received in writing.

17. Admission Forum

The Pembrokeshire Admission Forum meets twice a year to discuss local admission issues and to monitor the Admission Authority's compliance with the School Admissions Code of Practice. Headteachers, governors, parents and diocesan authorities are represented. Terms of reference and minutes of forum meetings are published online at www.pembrokeshire.gov.uk

18. Consultation

All community and voluntary controlled schools have a right to be consulted about the admission arrangements of all admission authorities within the County of Pembrokeshire. The right of community and voluntary controlled schools to object to these arrangements is limited to an objection to their own admission number and to the admission arrangements for voluntary aided schools. Admission authorities of aided schools may be exempt from consultation for up to two years subject to specific conditions being met.

19. Further Information

For further information contact:

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e-mail: admissions@pembrokeshire.gov.uk

SCHOOL ADMISSION ARRANGEMENTS 2018-19
TREFNIADAU DERBYNIADAU I YSGOLION 2018-19

No./ Nif.	SCHOOL / YSGOL	Admissions Number / Nifer Derbyn 2018-19
2203	SAGESTON CP	17
2209	YSGOL GYNRADD GYMUNEDOL EGLWYSWRW	20
2212	GOODWICK	19
2214	FENTON CP	50
2220	JOHNSTON CP	30
2222	LAMPHEY PRIMARY	29
2223	YSGOL GYMUNEDOL BRYNCONIN	12
2228	HOOK CP	15
2231	YSGOL LLANYCHLLWYDOG	4
2233	YSGOL GYMUNEDOL MAENCLOCHOG	16
2237	MILFORD HAVEN JUNIOR	93
2242	NARBERTH CP	47
2243	YSGOL BRO INGLI	15
2250	PUNCHESTON CP	10
2253	YSGOL LLANDUDOCH	18
2254	WOLFSCASTLE CP	5
2258	SAUNDERSFOOT CP	40
2260	STEPASIDE CP	28
2261	TEMPLETON CP	16
2265	THE MEADS INFANT & NURSERY SCHOOL	100
2266	TAVERNSPITE CP	29
2267	MOUNT AIREY CP	58
2270	YSGOL GYMUNEDOL CROESGOCH	17
2271	BROAD HAVEN PRIMARY	17
2273	ROCH CP	22
2384	COASTLANDS SCHOOL/ YSGOL Y GLANNAU	12
2385	YSGOL CLYDAU	10
2386	PEMBROKE DOCK COMMUNITY SCHOOL	89
2387	MONKTON PRIORY CP	26
2388	YSGOL GELLI AUR/GOLDEN GROVE COMMUNITY SCHOOL	E40 / W15
2389	YSGOL GLANNAU GWAUN	E12 / W21
2390	YSGOL Y FRENNI	30
2391	PRENDERGAST COMMUNITY SCHOOL	64
2392	PENNAR COMMUNITY SCHOOL	38

No./ Nif.	SCHOOL / YSGOL	Admissions Number / Nifer Derbyn 2018-19
2393	NEYLAND COMMUNITY SCHOOL	47
2395	YSGOL HAFAN Y MÔR	30
3035	CILGERRAN CHURCH IN WALES VC	19
3036	COSHESTON VC	8
3040	CLEDDAU REACH VC	30
3042	MANORBIER CHURCH IN WALES VC	12
3050	SPITTAL CHURCH IN WALES VC	25
3053	HAVERFORDWEST CHURCH IN WALES VC	39
3055	ST FLORENCE CHURCH IN WALES VC	13
3058	YSGOL GER Y LLAN	21
3059	TENBY CHURCH IN WALES VOLUNTARY CONTROLLED PRIMARY SCHOOL	45
TBA	ANGLE PENINSULA VOLUNTARY CONTROLLED PRIMARY SCHOOL - NEW	17
TBA	HAKIN/HUBBERSTON VOLUNTARY CONTROLLED PRIMARY SCHOOL - NEW	68
TBA	WELSH MEDIUM 3-16 SCHOOL IN HAVERFORDWEST - NEW	45 Primary 120 Secondary
4031	YSGOL BRO GWAUN	105
4035	THE GREENHILL SCHOOL	214
4038	PEMBROKE SCHOOL	227
4055	SIR THOMAS PICTON	218
4063	MILFORD HAVEN SCHOOL	209
4064	YSGOL Y PRESELI	167
4511	TASKER MILWARD VC	148

