



# **Guide to Education Services 2021**

The information in this Guide is to help you understand the arrangements for admitting children to schools in Flintshire. It explains your rights and responsibilities and will answer many of your questions.

Although every effort is made to ensure that information is correct at the same time of publication there may be changes to the details or procedures outlined. Due to School Modernisation, some school capacities and Admission Numbers may be subject to change

If there is anything in this Guide which is not clear, or you have any other questions, please do not hesitate to contact:-

**Admission Enquiries**

**Secondary Schools: 01352 704068**  
**Primary School: 01352 704073**  
**admissions@flintshire.gov.uk**

**School Transport**

**01352 704532**  
**school.transport@flintshire.gov.uk**

**Free School Meals, school uniform grants**

**benefits@flintshire.gov.uk**

**Senior Manager Inclusion & Progression**

**01352 704017**

This Guide is also available online at **[www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions)**

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### **Admissions Timetable 2020/21**

Admission Phase	Admission forms available to parents w/c	Parents' consideration period	Closing date for receipt of completed forms	Allocation period by LA/ admitting authority	Parents informed by ("Offer date")
Secondary	07/09/20	07/09/20-06/11/20	06/11/20	09/11/20-08/01/21	01/03/21
Reception	28/09/20	28/09/20-20/11/20	20/11/20	23/11/20-26/02/21	16/04/21
Nursery	28/09/20	28/09/20-19/02/21	19/02/21	22/02/21-25/03/21	07/05/21

Application forms must be returned to the Local Authority by the closing date. Your child may have less opportunity to be allocated to your preferred school if your application is received after the closing date. Late applications received after the end of the allocation period will not be processed until after the "offer dates".

#### **1. How to apply**

Arrangements must be made to enable parents to express a preference for a school they wish their child/children to attend. By law, parents who express a preference are given priority for admission over those who do not. In the case of sixth form admissions, expression of a preference can be made by either a parent or a young person or both and should be done by contacting the School concerned.

You can access the applications forms in accordance with the above timetable on the Flintshire County Council web site ([www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions)). This is the preferred method of application. This form should be used if you are a resident in Flintshire and you wish to express a preference for a Flintshire school OR if your child currently attends a Flintshire school. If you wish to apply for a school in Cheshire West and Chester, you must use their application form as we are unable to process applications for schools in Cheshire West and Chester. Parents are strongly advised to express more than one preference. They must be listed in a preferred order. Only the highest preference that can be met will be used to offer a place. **Listing the same school multiple times does not result in a better chance of being offered that school.**

#### **2. Neighbouring Authorities**

Flintshire works closely with neighbouring Local Authorities to coordinate admission arrangements in Wales. Information will be passed on to the appropriate admissions authority. Please note that neighbouring local authorities' timetables may be different to that above. If the school for which you wish to express a preference is in another County please contact the respective Local Authority to ensure you do not miss the closing date:

Denbighshire County Council – [admissions@denbighshire.gov.uk](mailto:admissions@denbighshire.gov.uk); Tel : 01824 706000  
Wrexham County Borough Council – [admissions@wrexham.gov.uk](mailto:admissions@wrexham.gov.uk); Tel: 01978 298991  
Cheshire West & Chester Council\* – [admissions@cheshirewestandchester.gov.uk](mailto:admissions@cheshirewestandchester.gov.uk); Tel: 0300 123 7039

\* If you wish to apply for a school in Cheshire West and Chester, you must use their application form as we are unable to process applications for schools in Cheshire West and Chester.

#### **3. Late Applications**

Late applications will be considered after those received by the closing date. If the Local Authority considers that there are good reasons for the application form being late it will be considered with the "on time applications". In all cases, supporting evidence must be provided.

All late applications will be ranked in accordance with the oversubscription criteria and any places which are available will be offered to the highest ranking applicants up to the end of the allocation period. If the Admission Number for the requested school has been reached, parents will be offered the right to an appeal. A waiting list will also be maintained for that school if necessary and any places that become available will be offered to the highest ranking applicant on the list in accordance with the oversubscription criteria.

#### **4. The Process for offering school places**

All pupils will be admitted if the Admission Number has not been reached. The Admission Number for each school relates to the number of children that can be admitted to each year group during the school year. The Admission Number for a school is calculated using the capacity assessment method in the Welsh Government's guidance document 'Measuring the Capacity of Schools in Wales'. All school Admission Numbers are included on the 'Schools List' ([www.flintshire.gov.uk/schooladmissions](http://www.flintshire.gov.uk/schooladmissions)).

If more parents express a preference for a school than there are places available and the Admission Number is reached, the Local Authority applies the published oversubscription criteria to rank all preferences expressed to see who can be offered a place. All preferences received will be considered on the basis of equal preferences. This means that in the first instance, all preferences will be considered against the relevant oversubscription criteria only, ie without reference to the preferred ranking. If a place can be offered at more than one of the preferences expressed (because a preferred school is undersubscribed or because the applicant has a high enough priority against the criteria for an oversubscribed school, or because a school receives the same number of applications as the number of places available), the place offered will be for the school ranked highest on the application.

#### **Please Note:**

**Expressing a preference does not guarantee a place at your preferred school if that school is oversubscribed. If more parents apply for places at the school than the number of places available, the Local Authority will apply the oversubscription criteria for allocating places as set out in the policy.**

#### **5. Voluntary Aided Faith and Foundation Schools**

If you express a preference for a voluntary aided school (Catholic or Church in Wales) or foundation school in Flintshire the relevant school will be sent your details. You may also be required to complete a Supplementary Information Form which is available direct from the school. The timetable for admissions (above) also applies to voluntary aided and foundation schools. These schools are responsible for considering your child's application against others received in accordance with their own oversubscription criteria. The school governors should use the school's own oversubscription criteria to rank applications and make offers of places. Any preferences not met will be returned to the local authority and will be treated equally with other preferences expressed for Flintshire Community Schools.

#### **6. Policy for Admissions to Schools**

The County Council, as the Local Authority, is responsible for determining the arrangements for admissions to all Community Primary, Welsh Medium Primary, Secondary, Welsh Medium Secondary, Special Schools and Voluntary Controlled Schools. The Local Authority will consult annually with school Governing Bodies and the Diocesan Education Authorities in relation to admissions.

The Local Authority will comply with statutory requirements and the Welsh Government School Admissions Code and will take account of the expression of parental preference in the context of its duty to ensure the provision of effective education and the efficient use of education resources. When considering applications, the Local Authority will observe the provisions of the School Admissions Code which states that admission authorities should admit to the school's admission number and will rarely be able to prove prejudice as a ground for refusing an additional pupil while the numbers remain below the admission number.

Under the School Admissions Code, it may be reasonable in exceptional circumstances for the local authority, with the agreement of the Headteacher, to exercise discretion to admit more pupils than the admission number indicates, subject to such admissions not adversely affecting the school in the longer term including but not exclusively the duty to comply with infant class size legal requirements.

The Local Authority will comply with its duty to ensure the provision of effective education and the efficient use of resources. In so doing, the Local Authority will have regard to the total resources, including accommodation and staffing, available to each school and any constraints imposed by the school organisation and curriculum. It will also consider the resource implications for the authority and impact on other education policies.

When a parent gives fraudulent or intentionally misleading information in order to obtain a place at a school for their child, the Local Authority reserves the right to withdraw the offer of a place. Where a place is withdrawn on the basis of misleading information, the application must be considered afresh and a right of appeal offered if a place is refused.

## **7. Welsh Language Policy for all schools**

The Authority's Welsh Language Policy aims to ensure that all pupils reach a standard of bilingualism. It will be the responsibility of the Authority, in conjunction with the Headteacher and the School Governors, to ensure the teaching of both Welsh and English is in accordance with National Curriculum requirements.

Primary Education will be provided for all children mainly through the medium of English, or mainly through the medium of Welsh. Secondary Education will be provided for all children mainly through the medium of English, or mainly through the medium of Welsh. To ensure continuity with the primary schools, Welsh will be taught as a second language in all secondary schools where the main medium of instruction is English.

Flintshire County Council, working in partnership with schools will provide parents with full information and understanding of the advantages of Welsh medium education and the opportunities which exist within Flintshire, explaining clearly that:

- there is no need for parents to be Welsh speakers for their children to take advantage of this opportunity;
- receiving education in a designated Welsh medium school enables pupils to become fully bilingual;
- there are intellectual advantages to being equally fluent in two languages.

Pupils who have received their education through the medium of Welsh in primary school transfer to the Welsh medium Secondary School (Ysgol Maes Garmon) at Key Stage 3. Pupils can transfer from English medium primary schools to the Welsh medium Secondary School where they will be offered the immersion scheme that is available at the end of Year 6 and all the way through Year 7. For further details about the scheme please contact Ysgol Maes Garmon Tel: 01352 750678.

## **8. Admission Phases**

### **8.1 Early Entitlement to Education**

A part-time education place is available for every child the term after his/her third birthday.

<b>Children born in...</b>	<b>Entitled to...</b>
Autumn Term	2 terms of educational provision (Spring and Summer)
Spring Term	1 term of educational provision (Summer)

Children born in the Summer term receive their education entitlement in the school nursery classes in the Autumn term after their 3<sup>rd</sup> birthday. Parents may state a preference for an approved setting which may be a pre school playgroup (English or Welsh), a private day nursery, a 'network' childminder or school nursery class. Applications for early entitlement are made directly to the setting. Forms are available all year.

#### **Notes:**

- 1. Admission to an Early Entitlement setting at a particular school does not guarantee subsequent admission to nursery at that school. A fresh application will be required.**
- 2. No transport is provided.**

For further information on approved settings please contact: Family Information Service Tel: 01352 703500.

### **8.2 Nursery**

Local Authorities in Wales have a duty to provide sufficient nursery places in their area. A child becomes eligible for a place at a nursery class in the September following the child's 3<sup>rd</sup> birthday. Nursery education is not compulsory and parents have no right of appeal regarding nursery admissions under the School Standards and Framework Act 1998.

Nursery schooling in all schools/units will be provided on the basis of 5 x 2.5 hour sessions per week for each child. Places are available in Nursery classes at all Flintshire primary schools, up to the Admission Number for each school.

Parents may express a preference for any nursery irrespective of where the child's home is in relation to the school. However, expressing a preference does not guarantee a place at that nursery. In the event of oversubscription, applications for nursery places will be dealt with by applying the oversubscription criteria in respect of primary schools as set out in this Guide.

**Notes:**

- 1. Admission to a nursery class at a particular Primary School does not guarantee subsequent admission to reception class at that school. A fresh application will be required.**
- 2. No transport is provided.**

### **8.3 Primary**

The Authority will admit a child to a maintained primary school at the beginning of the school year if the child has achieved his/her 4<sup>th</sup> birthday on or before August 31<sup>st</sup> of that calendar year.

Once a reception place has been offered and accepted, parents may defer their child's entry until the start of the term following the child's 5<sup>th</sup> birthday. Parents are not able to defer entry beyond this point, nor beyond the academic year for which the original application was accepted.

In accordance with legislation, infant class sizes (Reception, Year 1 and Year 2) are restricted to a limit of no more than 30 per school teacher. In respect of junior classes (Year 3 to Year 6), the target is no more than 30 per school teacher.

### **8.4 Secondary**

Pupils will normally be transferred from a primary to a secondary school in the September following their 11<sup>th</sup> birthday.

## **9. Oversubscription Criteria**

All pupils will be admitted if the Admission Number has not been reached. However, if the Admission Number has been reached, applications will be considered against the oversubscription criteria, which are listed in priority order.

### **Criteria to be applied in order of priority by the Local Authority for admission to Nursery, Primary and Secondary Schools:**

- a) Looked after children (children in care) and previously looked after children;
- b) pupils for whom the preferred school is the nearest appropriate school to the pupil's home address;
- c) pupils who will have a sister or brother attending the preferred school on the expected admission date. The 'sibling rule' will only be applied for the statutory period of education i.e. up to Year 11;
- d) pupils for whom the preferred school is not the nearest to their home address. Pupils will be admitted in order of proximity to that alternative school and up to its Admission Number.

### **Tie-breaker**

If there are more applicants than places in any of the above categories, priority will be given to applicants living nearest the school, measured from the child's home address to the recognised main entrance of the school.

If the authority is unable to comply with the parental preference(s) expressed then the parent will be asked to consider available places at alternative schools.

Where a school is named in a Statement of Special Educational Needs, the local authority has a duty to admit the child to that school.

### **For the allocation of places, the nearest appropriate school is interpreted as:**

- (a) the school nearest to the child's home measured from child's home address to the centre point of the school building;**
- (b) the nearest Welsh medium school where parents wish their children to receive their education through the medium of Welsh;**
- (c) the nearest Denominational school where parents wish to have their children educated in a denominational school.**

**When making a decision about the 'nearest suitable school' the Local Authority will accept**

**only the pupil's home address and not that, for example, of childminder or grandparents.**

## **10. Definitions**

### **10.1 Home Address**

The address on the application form must be the child's current permanent place of residence.

Permanent means where your child physically resides and sleeps for the majority of the week. This will usually be the Parents' address.

PLEASE NOTE: only the person(s) with parental responsibility for a child ("Parents") can apply for admission. Where there is shared parental responsibility all Parents should be in agreement about the preferences listed in the application. It is the Parents' responsibility to come to this agreement. If there is equal, shared custody of the child, it is left to the parents to decide which address to use but we may ask to see a valid Court Order or other evidence to confirm this arrangement exists. If you cannot agree which school your child should attend with another Parent, you should immediately take your own legal advice regarding making an urgent application to the Court.

Addresses may be checked against records held on the Council Tax Database. In addition, Parents may be asked to prove residency at an address using, for example, any of the following documentation: Solicitor's correspondence confirming that completion has taken place on the purchase of a property, Tenancy Agreement, Mortgage Statement, Council Tax correspondence, Utility Supplier correspondence or such other evidence as the Local Authority deems appropriate. Please note any documents provided must be relevant, current and relate to the address noted on the application form. The documents must also identify you by name and must be the most recent ones available and no older than 3 months when stated.

It is strongly recommended that photocopies of documents are provided in all cases as the Council cannot guarantee the safe return of original documents through the return post.

If the Local Authority is not satisfied with the evidence provided including, but not exclusively, if you have not followed the terms of this policy then your child's application will not be accepted and will be withdrawn.

Parents are advised that a school place may be lawfully withdrawn if the information given on their application form is fraudulent and/or misleading. Please be advised that intentionally providing false information on an application form can be a criminal offence under the Fraud Act 2006. All applications where there is doubt about the address being given will be investigated by the Local Authority. The responsibility lies with the Parents to provide sufficient documentary evidence to support permanent residence at the address used. The use of false, misleading, or inaccurate information including omissions may lead the Local Authority to also withdraw an offer of a place in the event an offer had previously been made.

Should you move after applying but during the allocation period you must provide us with proof of your new address. Acceptable evidence includes for example: a solicitor's letter confirming that completion has taken place on the purchase of a property, or a copy of the current rental agreement, signed by both the Tenants and the Landlords, showing the address of the property and the start date of the tenancy. Please note any documents provided must be relevant, current and relate to the address noted on the application form. The documents must also identify you by name and must be the most recent ones available and no older than 3 months when stated.

### **10.2 Distance**

The Council uses a Geographical Information System (GIS) to calculate the shortest home to school distance in miles. This is integrated into the Capita ONE software. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) and Ordnance Survey (OS) Address Point Data. The starting point for a route assessment is determined as the nearest point on the walking route network from the pupil's address (usually the main entrance to the property), to the centre point of the school building. The network is updated annually.

**It should be noted that transport will only be provided in accordance with the Council's Transport Policy. Where, as a result of parental preference, a pupil attends a school other than the nearest appropriate school, as recognised by Flintshire County Council, it must be understood that parents accept full responsibility for transport costs and arrangements.**



### **10.3 Sibling (brother/sister)**

A sibling is defined as a full, half, step, foster or adopted brother or sister living together as one household at the same address and where the elder sibling is of statutory school age and will still be registered at the preferred school when the younger child is eligible to attend. In considering siblings, first priority will be given to applications from multiple birth children.

### **10.4 Multiple Birth Children**

Twins, triplets, quadruplets, etc, residing at the same address and applying for places in the same year group will be given priority for admission in the main admissions round under the 'sibling' criteria. If it is not possible to offer places to all multiple birth children residing at the same address and applying for places in the same year group, the Authority will offer places for all of those multiple birth children at the next nearest appropriate school with available places.

### **11. Admissions to schools other than those maintained by the Local Authority**

Parents wishing to express a preference for a school in a County other than Flintshire should still use the Flintshire preference form and it will be passed to the relevant Local Authority, with the exception of Cheshire West and Chester Council who request you contact them directly. Please be aware of each Authority's admission time table and closing dates.

### **12. Notifying Parents**

The outcome of an application for admission will be notified to parents in writing by letter/email. Where the application has been refused, the letter/email will set out the reasons for the decision and the right of appeal and a return proforma will be sent. Parents will be asked to decide by a specified date one or more of the following options:-

- Place child's name on a waiting list;
- proceed to appeal and place child's name on a waiting list;
- accept the place offered at an alternative school for which preference has been expressed;
- make a new application for an alternative school.

### **13. Waiting Lists**

Waiting lists for oversubscribed schools will consist of those children whose parents have specifically requested in writing, preferably email, to be placed on the school's waiting list and those for whom an appeal form has been received. Waiting lists will be maintained until 30 September in the school year concerned. After that date, any parents still wishing to be considered for a place must specifically request in writing to remain on a waiting list. If places become available they will be allocated according to the oversubscription criteria and not according to the date when the application was submitted or when a child's name was added to the waiting list.

In the main admissions round, waiting lists will be prepared and any secondary places which become available after 1 March (offer date) will be allocated after 1 April. The waiting lists will then be updated and any further places which become available will be allocated after 1 May. For primary, any reception places which become available after 16 April (offer date) will be allocated after 16 May. The waiting lists will then be updated and any further places which become available will be allocated after 16 June.

Where applications to transfer between schools outside the normal admission stages are refused, the Local Authority will, in agreement with the parent, place the child's name on a waiting list which will remain open until the end of the school term\* for which the application was made. After that date, parents must specifically request that their child's name remains on the waiting list for an additional school term otherwise the name will be removed.

\*If the application is made at the end of a school term, the child's name may remain on the waiting list until the end of the following term.

### **14. Admission of Pupils from outside Flintshire**

Pupils applying for admission to a school in Flintshire who do not reside in Flintshire will be offered a place at a school in accordance with the admissions policy.

#### **15. Change of School within Flintshire during the year**

Schools in Flintshire have agreed a protocol with the local authority for transfers from one nominated school to another other than at the normal transition point (Reception and Year 7). A parent seeking such a transfer should initially speak to the headteacher of the child's current school to discuss the reasons for that transfer. If, following this discussion, the parent wishes to continue the process, the parent must make an online transfer application. If the admission number for the year group in the requested school has already been reached, the application may be refused and parents will be offered a place at an alternative school. In such circumstances a parent would also have the right of appeal, as outlined below.

#### **16. Admissions other than in September each year**

For pupils moving into the area at times other than the normal admission round (September of each year), the Local Authority will endeavour to meet parental preferences as far as possible. Where a school is oversubscribed, parents will be offered a place at an alternative school. The parent may then accept the alternative placement, or may give notice of appeal.

**The Local Authority does not encourage transfers between schools, and a change of school mid-term can seriously disrupt the continuity of a child's education. If parents feel that a problem at school is so serious as to necessitate a change they are urged to take all reasonable steps to resolve the issue with the school first and then to seek advice from the Admissions Team if necessary before applying for a transfer. In cases involving school transfer requests that do not involve a house move the Local Authority reserves the right to arrange for the child to start the new school at the beginning of the next half term to minimise disruption to their own and other children's education. All secondary schools have mid-year transition programmes that will support pupils who are undertaking a mid-phase transfer. The programmes include extended visits to school by parents/carers and pupils.**

#### **17. Appeals Procedure**

If the Authority is unable to comply with the parental preference the parent will be given the reason in writing and advised about available places at an alternative school. The parent may then accept the alternative place and may give notice of appeal. Information on how to appeal will be provided. Details describing the appeals procedure are also available on [www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions). Alternatively, please contact the Admissions Team on 01352 704068 / 704073.

Appeals must be made in writing giving reasons, and sent to the Admissions Team. Appeals will be heard within 30 school days of the appeal being received in writing (or within 30 working days if received during the school summer holidays). Every effort will be made to hear appeals as quickly as possible. The parent, accompanied by a friend if desired, will be given an opportunity to appear before an Independent Appeal Panel. The decision of the Independent Panel will be notified to the parent in writing and is final and binding on all parties.

#### **Breakdown of outcomes of appeals for entry to Reception and Year 7 in September 2020**

##### **Reception**

School	Number of appeals	Successful
Mountain Lane Primary	8	2
Broughton Primary	3	3
Ysgol Penyffordd	3	3
<b>TOTAL</b>	<b>14</b>	<b>8</b>

##### **Secondary**

School	Number of appeals	Successful
Castell Alun High School	14	0
Mold Alun	10	7
<b>TOTAL</b>	<b>24</b>	<b>7</b>

## **18. Provision for Children with Additional Needs**

The Authority must have regard to the Code of Practice for Special Educational Needs when identifying, assessing and providing for children with additional needs. Some children may require special educational provision which is over and above that which a mainstream school could reasonably be expected to provide. The Local Authority will assess the needs of such pupils in accordance with the guidelines laid down by the Code of Practice. Where the assessment indicates this to be necessary, it will arrange for extra provision to be made for them. This provision will be included in a statement of special educational need for the child concerned. This document is negotiated with parents and schools. It states the child's needs and how and where those needs will be met.

All Governing Bodies have a Governor with responsibility for the Special Needs Policy, which parents are entitled to see. Each school has an Additional Needs Co-ordinator who oversees the day to day operation of the policy. Parents who wish to discuss any aspect of their child's additional educational needs should first contact his or her Headteacher.

## **19. Admissions to Special Schools**

Special Schools will normally only admit pupils with a statement of special educational need issued under the 1996 Education Act. In exceptional circumstances, they will admit pupils who are being assessed under the 1996 Education Act. The statementing procedure is administered by the Inclusion Service at County Hall. (Telephone: 01352 704028/704029).

## **20. Foundation and Voluntary Aided Schools' Admissions Policies**

### **Ysgol Derwen Foundation Primary School**

#### **The Admission Number for Ysgol Derwen is 28**

The governing body will act in accordance with the Admissions Code regarding the discharge of their duties in respect of admissions and will give full recognition to the expression of parental preference in the context of its duty to ensure the provision of effective education and the efficient use of educational resources.

The governing body will not refuse applicants to the school unless the school has reached its Admission Number of 28. The governing body will not expand the school to meet demand which does not meet the admissions criteria and will admit pupils of the relevant age group up to the Admission Number of 28.

#### **Procedure**

- Arrangements will be in place annually to accept pupils for admission to the school. Expressing a preference does not guarantee a place at the school. If the school is oversubscribed, then the oversubscription criteria will come into operation.
- Applications must be made on an official application form (electronically or hard copy) obtainable from the school office or the school website [www.derwenprimaryschool.com](http://www.derwenprimaryschool.com) and those who apply in this manner will have priority over those who do not.
- All applications for Nursery and Reception places must be received by the published date.
- Places for full time education in Reception will be considered in accordance with the criteria up to the School's Admissions Number.
- In cases when the school is oversubscribed, arrangements will be made for parents to discuss the matter with the head teacher and to be provided with information about the appeals procedure.

**Parents who apply for a place other than at the normal stages of admission will be given the same opportunities as those outlined above.**

### **OVERSUBSCRIPTION CRITERIA - Nursery**

Pupils will be admitted to non-statutory part-time nursery education in the September following the child's 3<sup>rd</sup> birthday. Nursery education is not compulsory and parents have no right of appeal regarding nursery admissions under the School Standards and Framework Act 1998. Where applications for admissions exceed the number of places available (Admission Number of 28) the following criteria will be applied, in the order set out below.

1. The School will consider the needs of a "looked after child" or "previously looked after child" (child in care)

- and pupils with a statement of educational needs for whom the school is the nearest appropriate school to the pupils home address.
2. Pupils for whom the school is the nearest appropriate school to the pupil's home address.
  3. Pupils who will have a sister or brother attending the preferred school on the expected admission date. The 'sibling rule' will only be applied for the statutory period of education i.e. up to Year 11.
  4. Pupils for whom the preferred school is not the nearest to their home address. Pupils will be admitted in order of proximity to that alternative school and up to its Admission Number.

#### **Nearest Appropriate School**

An appropriate school is deemed to be the school closest to the pupils home address which provides education for the relevant age, ability and aptitude of a pupil and for any Additional Needs he/she may have.

#### **Distance From School**

Within each category priority will be given to those living nearer the School.

Distance from the school will be measured from the child's home address to the recognised main entrance of the school. This will be the shortest distance by all-purpose public highway and all other rights of way with paved and/or metalled surface. Public footpaths and bridleways across fields are specifically excluded.

Ysgol Derwen uses the same system as Flintshire County Council as an aid when calculating the distance from school to the child's home address. Routefinder is a network analysis system fully integrated into the Geographical Information System(GIS) which calculates the Home to School distance. The shortest route is calculated from the applicant's home address to the recognised main entrance of the school.

#### **Siblings (Brother/Sister)**

A sibling is defined as a full, half, step, adopted or foster brother or sister living together as one household at the same address and where the elder sibling is of statutory school age and will still be registered at Ysgol Derwen when the younger child is eligible to attend. In considering siblings, first priority will be given to applications from multiple birth children.

#### **Multiple Birth Children**

Twins, triplets, quadruplets, etc, residing at the same address and applying for places in the same year group will be given priority for admission in the main admissions round under the 'sibling' criteria. If it is not possible to offer places to all multiple birth children residing at the same address and applying for places in the same year group, Ysgol Derwen will contact the Authority with the view to offer places for all of those multiple birth children at the next nearest appropriate school with available places.

#### **Child's Permanent Home Address**

When applying for a place at the school, the governing body will only accept the pupil's permanent home address and not that, for example, of childminder, grandparent, relative or friend. Parents will be asked to provide official documentation at the time of application demonstrating home address. Parents are advised that a school place may be lawfully withdrawn if the information given on the application form is fraudulent or misleading.

#### **Accepting or Declining Places Offered**

Parents will be required to accept or decline the school place offered by Ysgol Derwen. Once an offer of a place is made, parents have 14 days only in which to accept that place in writing. Failure to do so within this period will mean that the place will be offered to another applicant as appropriate.

#### **Application Forms**

Application forms for Nursery Class admission are available from the school office or on the school website [www.derwenprimaryschool.com](http://www.derwenprimaryschool.com). These will be available in accordance with the published dates. Parents will be asked to provide official documentation showing their child/children's date of birth.

#### **Waiting Lists**

If a parent is refused a place for their child at Ysgol Derwen during the normal admission round, the school, in agreement with the parent, place the child's name on a waiting list until 30<sup>th</sup> September in the school year in which they apply. If additional places become available while the waiting list is in operation, and before any appeals are heard, these will be allocated to applicants on the waiting list in accordance with the oversubscription criteria and not according to the date the application was submitted. Parents can accept a place at an alternative school and still pursue an appeal at Ysgol Derwen. Placing a name on the waiting list however is not a guarantee of an eventual place at the school and does not affect the parents right of appeal.

**Note:**

Admission to the Nursery Class does not guarantee subsequent admission to Reception Class at the school. A separate application must be made for transfer from the Nursery Class to Reception Class.

#### **Admissions Timetable**

Please refer to the local authority's timetable.

Application forms must be returned to the school by the closing date. Your child may have less opportunity to be allocated to the school if your application is received after the closing date.

#### **Late Applications**

Late applications will be considered after those received by the closing date. The school will consider late applications if there are good reasons for the application form being late, the reason/s must be included with the application form, for example, exceptional medical reasons preventing an earlier application, recent move of house – supporting evidence must be provided.

*If the Admission Number for the school has been reached, all late applications will be ranked in accordance with the admission criteria and any available places will be offered to the highest ranking applicants up to the end of the allocation period.*

#### **Reception**

Pupils will be admitted to full time education in the year in which they attain the age of 5. Where applications for admissions exceed the number of places available the following criteria will be applied, in the order set out below up to the admission number of 28.

1. The School will consider the needs of a "looked after child" or a "previously looked after child" (child in care) and pupils with a statement of educational needs for whom the school is the nearest appropriate school to the pupils home address.
2. Pupils for whom the school is the nearest appropriate school to the pupil's home address
3. Pupils who will have a sister or brother attending the preferred school on the expected admission date. The 'sibling rule' will only be applied for the statutory period of education i.e. up to Year 11.
4. Pupils for whom the preferred school is not the nearest to their home address. Pupils will be admitted in order of proximity to that alternative school and up to its Admission Number.

Please note: attendance at nursery does not guarantee a place in reception.

#### **Nearest Appropriate School**

An appropriate school is deemed to be the school closest to the pupils home address which provides education for the relevant age, ability and aptitude of a pupil and for any Additional Needs he/she may have.

#### **Distance From School**

Within each category priority will be given to those living nearer the School. Distance from the school will be measured from the child's home address to the recognised main entrance of the school. This will be the shortest distance by all-purpose public highway and all other rights of way with paved and/or metalled surface. Public footpaths and bridleways across fields are specifically excluded.

Ysgol Derwen uses the same system as Flintshire County Council as an aid when calculating the distance from school to the child's home address. Routefinder is a network analysis system fully integrated into the Geographical Information System (GIS) which calculates the Home to School distance. The shortest route is calculated from the applicant's home address to the recognised main entrance of the school.

#### **Siblings (Brother/Sister)**

A sibling is defined as a full, half, step, adopted or foster brother or sister living together as one household at the same address and where the elder sibling is of statutory school age and will still be registered at Ysgol Derwen when the younger child is eligible to attend. In considering siblings, first priority will be given to applications from multiple birth children.

#### **Multiple Birth Children**

Twins, triplets, quadruplets, etc, residing at the same address and applying for places in the same year group will be given priority for admission in the main admissions round under the 'sibling' criteria. If it is not possible to offer places to all multiple birth children residing at the same address and applying for places in the same year group, Ysgol Derwen will contact the Authority with the view to offer places for all of those multiple birth children at the next nearest appropriate school with available places.

### **Child's Permanent Home Address**

When applying for a place at the school, the governing body will only accept the pupil's permanent home address and not that, for example, of childminder, grandparent, relative or friend. Parents will be asked to provide official documentation at the time of application, demonstrating home address. Parents are advised that a school place may be lawfully withdrawn if the information given on the application form is fraudulent or misleading.

### **Accepting or Declining Places Offered**

Parents will be required to accept or decline the school place offered by Ysgol Derwen. Once an offer of a place is made, parents have 14 days only in which to accept that place in writing. Failure to do so within this period will mean that the place will be offered to another applicant as appropriate.

Parents must be aware that they have the right to defer entry to school until the term following the child's 5<sup>th</sup> birthday if they so wish.

### **Application Forms**

Application forms for Nursery Class admission are available from the school office or on the school website [www.derwenprimaryschool.com](http://www.derwenprimaryschool.com). These will be available in accordance with the published dates. Parents will be asked to provide official documentation showing their child/children's date of birth.

### **Waiting Lists**

If a parent is refused a place for their child at Ysgol Derwen during the normal admission round, the school, in agreement with the parent, place the child's name on a waiting list until 30<sup>th</sup> September in the school year in which they apply. If additional places become available while the waiting list is in operation, and before any appeals are heard, they will be allocated to applicants on the waiting list in accordance with the over-subscription criteria and not according to the date the application was submitted.

Parents can accept a place at an alternative school and still pursue an appeal at Ysgol Derwen. Placing a name on the waiting list however is not a guarantee of an eventual place at the school and does not affect the parents right of appeal.

### **Admissions Timetable**

Please refer to the local authority's timetable.

Application forms must be returned to the school by the closing date. Your child may have less opportunity to be allocated to the school if your application is received after the closing date.

### **Late Applications**

Late applications will be considered after those received by the closing date. The school will consider late applications if there are good reasons for the application form being late, the reason/s must be included with the application form, for example, exceptional medical reasons preventing an earlier application, recent move of house – supporting evidence must be provided.

If the Admission Number for the school has been reached, all late applications will be ranked in accordance with the admission criteria and any available places will be offered to the highest ranking applicants up to the end of the allocation period.

### **Provision for Children with Additional Needs**

The Local Authority must have regard to the Code of Practice for Special Educational Needs when identifying, assessing and providing for children with additional needs. Some children may require special educational provision which is over and above that which a mainstream school could reasonably be expected to provide. The Local Authority will assess the needs of such pupils in accordance with the guidelines laid down by the Code of Practice. Where the assessment indicates this to be necessary, it will arrange for extra provision to be made to them. This provision will be included in a statement of special educational need for the child concerned. This document is negotiated with parents and schools. It states the child's needs and how and where those needs will be met.

### **Appeal Procedure for Statutory Full Time Education**

- If the governing body is able to comply with the wish of the parent, then the child will be admitted to the school.
- If the governing body is unable to comply with the wish of the parent, the parent may, if they wish, give notice of appeal.
- The request for the appeal must be sent to the Chair of Governors c/o Ysgol Derwen/Derwen Foundation Primary School, within 14 calendar days of the date of the letter indicating refusal of the preference

application for a place at the school.

- The request, together with reasons for the appeal, must be made in writing.
- The appeal will take place as soon as possible, after receipt of appeal request. Parents will receive 14 days notification of the appeal panel's meeting. (Parents can waive their right to 14 days notification if they agree in writing).
- The appeal panel shall consist of 3 people independent of the school and appointed by the L.A.
- The head-teacher and/or admissions panel may provide evidence to the appeal panel.
- The parents will be given an opportunity to appear before the independent appeal panel. They may be accompanied by a friend if desired.
- The decision of the independent appeal panel will be final.

## **Denominational Schools – over-subscription criteria**

### **Church in Wales Primary Schools**

#### **Hawarden Village Church School - Admissions Policy 2021-2022**

Hawarden Village Church School accepts pupils between the ages of 3 and 11 years of age.

As a Church in Wales Voluntary Aided School, the admissions committee established by the governing body of the School is responsible for the admission of pupils. A parental preference form for nursery and primary school admission will be available on line (preferred method of application) on [www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions) or by contacting the Admissions Team ([admissions@flintshire.gov.uk](mailto:admissions@flintshire.gov.uk); 01352 704068/704073). Forms will be available according to the admissions timetable as set out in the Flintshire County Council Admissions Guide.

#### **Admissions Timetable**

The Local Authority (LA) admission timetable is followed for the processing of applications. See [www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions)

#### **Admission to Reception**

Pupils are admitted to Reception in the academic year in which they are five, i.e. any child who attains the age of four by 31st August can be admitted in September. Once a reception place has been offered and accepted, parents may defer their child's entry until the start of the term following the child's 5th birthday. Parents are not able to defer entry beyond this point, or beyond the academic year for which the original application was accepted.

The School Standards and Framework Act 1998 requires LAs and Governing Bodies to admit pupils up to the school's admission number (AN). The Admission Number relates to the number of children that can be admitted to each year group during the school year and is calculated using the capacity assessment method in the Welsh Government's guidance document 'Measuring the Capacity of Schools in Wales'. The Admission Number (AN) for our school is 60.

Looked after and previously looked after children are a priority. In the case of oversubscription, these children will be admitted before all others, except those with a statement of special education needs naming our school.

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 'Moving Forward - Gypsy Traveller Education'.

Our school will not discriminate based on gender, or against applicants on the basis of race, colour, nationality or national or ethnic origin.

All applicants will be admitted to the school unless the number of applications exceeds the admission number (AN).

All preferences received will be considered on the basis of equal preferences. Expressing a preference for our school does not guarantee a place if our school is oversubscribed.

In the event that the number of applications exceeds the number of places available, then the following oversubscription criteria will be applied in the order set out below, to decide which pupils to admit.

Where our school is named in a Statement of Special Educational Needs, the school has a duty to admit that child.

#### **Oversubscription Criteria**

- a) Looked after children and previously looked after children
- b) Pupils with an elder sibling who is of statutory school age and will still be registered at our school when the younger child is eligible to attend. (see "Definitions" section of the policy)
- c) Pupils who live in the Mission Area of Borderlands and for whom this is the nearest suitable Church in Wales school to their home address. (see "Definitions" section of the policy)
- d) Pupils whose parents (see "Definitions" section of the policy) attend St. Deniol's in Borderlands.
- e) Pupils whose parents (see "Definitions" section of the policy) attend another Anglican Church and for whom this is the nearest Voluntary Aided Church School.
- f) Pupils whose parents (see "Definitions" section of the policy) are active members of a non-Anglican Christian denomination and for them this is the nearest Voluntary Aided Church School.
- g) Pupils whose parents (see "Definitions" section of the policy) are active members of another faith and also express a desire for a Church School education, and for them this is the nearest Voluntary Aided Church School.
- h) Pupils whose parents wish them to attend a Church in Wales school.

If parents wish to have their child's application considered under criteria d to g, then they need to have their vicar / faith leader complete and sign a supplementary information form (SIF) which needs to be returned to HAWARDEN VILLAGE CHURCH SCHOOL GOVERNING BODY no later than **five weeks** after the closing date for Nursery or Reception applications (as applicable). **The SIF seeks information about the frequency of attendance at services / Sunday School etc. Confirmation of these details is required from the local priest, minister or faith leader.** A supplementary information form for this purpose can be found at the end of our admissions policy which is available online at [www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions), or directly from our school.

#### **Tie Breaker**

If there are more applicants than places in any of the above categories of the oversubscription criteria, priority will be given to applicants living nearest to the school. The distances are calculated by the LA. The council uses a Geographical Information System (GIS) to calculate the shortest home to school distance in miles. This is integrated into the Capita ONE software. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) and Ordnance Survey (OS) Address Point Data. The starting point for a route assessment is determined as the nearest point on the walking route network from the pupil's address (usually the main entrance to the property), to the centre point of the school building. The network is updated annually.

#### **Allocation of Nursery Places**

Pupils are admitted to the Nursery, which is part of our Early Years class in the academic year in which they are four – i.e. any child who is three by the 31st August can be admitted in September.

Nursery education is not compulsory and parents have no right of appeal regarding nursery admissions under the School Standards and Framework Act 1998. Nursery schooling will be provided in the on the basis of 5 x 2.5 hour sessions per week for each child. Places are available in Nursery classes, up to our Admission Number.

Parents may express a preference for any nursery irrespective of where the child's home is in relation to the school. However, expressing a preference does not guarantee a place at that nursery. In the event of oversubscription, applications for nursery places will be dealt with by applying the oversubscription criteria detailed above.

Admission to the nursery class **does not** guarantee admission to Reception. ***If a child has a place in our Nursery, parents must complete the appropriate form for admission into Reception. This must be submitted in accordance with the Admissions Timetable (as detailed earlier).***

#### **Transport Provision**

Please see Flintshire County Council website ([www.flintshire.gov.uk/schooladmissions](http://www.flintshire.gov.uk/schooladmissions)) for information regarding possible transport provision.



### **Late Applications**

Late applications (i.e. applications received after the published closing date and before the end of the allocation period) will be considered after those submitted on time unless there are exceptional reasons why the application is late.

Exceptional reasons, (for example, when a single parent has been ill for some time, or a family has just moved into the area) must be explained in your application in order for the admissions committee to take them into consideration. Supporting evidence **MUST** be provided if requested by the admissions committee.

All late applications will be ranked in accordance with the oversubscription criteria and any places which become available will be offered to the highest-ranking applicants up to the end of the allocation period. Thereafter, late applications will be placed on the waiting list.

### **Waiting List**

A waiting list will be maintained in the event of the school being over-subscribed and will consist of:

- those children whose parents have specifically requested in writing (including email) to be placed on the school's waiting list,
- those for whom an appeal form has been received any late applications.

Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 30th September in the school year in which they apply. Children will be ranked on our waiting list according to our oversubscription criteria. Hence, if additional places become available while the waiting list is in operation they will be allocated to children according to their position on the waiting list **NOT** on date of application.

For example, if a child moves to an area outside the normal admissions round and has higher priority under the oversubscription criteria, they **must** be ranked above those with lower priority already on the list.

Waiting lists will be maintained until 30 September in the school year concerned.

### **Admission appeals**

If we do not offer a child a place at this school, it is because the admission number has been reached and an increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal the decision. The information on how to appeal will be included with the letter informing you that your application was unsuccessful. If you decide to appeal the decision, the appeal must be forwarded to the **Clerk of the Governors of our school**. Appeals must be made in writing, giving the full reason(s) for wishing to appeal including any supporting evidence.

The appeal will be heard by an independent admission Appeal Panel, convened by the Diocesan Board of Statutory Education according to the Welsh Assembly Government's code of practice on School Admission Appeals. The Appeals Panel hears all appeals by parents who have been refused a place at our school and their decision is binding for all parties concerned.

The right to appeal does not apply for Nursery admissions.

**When a parent gives fraudulent or intentionally misleading information in order to obtain a place at our school for their child, we reserve the right to withdraw the offer of a place. Where a place is withdrawn, the application may be resubmitted and if refused, the parent is entitled to appeal against the decision.**

### **Applications Received Outside the Normal Admission Round**

Anyone expressing an interest in admission outside the normal admission round will be given an application form at the first point of contact. Once received, such applications will be considered without delay and a formal decision either to offer or to refuse a place will, as far as is possible, be made and notified to the applicant within 15 school days or 28 calendar days whichever is the sooner.

### **Definitions**

Parental responsibility

"Parental responsibility" is defined in the Children Act 1989 and means assuming all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property.

Unless otherwise determined by a court order:

- Mothers automatically have parental responsibility
- Fathers also have parental responsibility for a child if the father is married to the mother at the time of the child's birth. This continues after any divorce/separation/remarriage even if the child lives apart from them
- Unmarried fathers have parental responsibility where the mother and father register the birth of the child together (this is an amendment to the Children Act 1989, which came into force on 1st December 2003 and is not retrospective)
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically. In such cases parental responsibility can be granted through;
  - a residency order;
  - being appointed a guardian;
  - being named in an emergency protection order (limited to taking reasonable steps to safeguard or promote the child or young person's welfare);
  - or by adoption.
- Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

Schools need to know who has 'parental responsibility' for each child. This is to ensure that proper authority is given when the school needs parental permission. It will also make sure that persons with parental responsibility but with whom the child does not live, can be provided with school reports and be given an opportunity to take part in the child's education.

#### **Definition of a Parent**

Parents include all those people who have a parental responsibility for a child as set out in the Children's Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the person responsible for completing application forms and whose address will be used for admission purposes.

#### **Care of a Child**

A person has "care" of a child if that person lives with and looks after the child, irrespective of their relationship to the child. Such a person is considered to be a "parent" for the purposes of the Education Act 1996, even though that person may not necessarily have parental responsibility for the child.

Parents are asked to co-operate with school staff by providing the school with details of the persons with parental responsibility for a pupil, or who have care of the pupil. Any changes in the arrangements for parental responsibility or in the day-to-day care of the child should be notified to the school. Any reference to parents within this policy relating to education matters also extends to include any individual who has care of the child(ren).

#### **Looked After Children**

A 'Looked After Child' is deemed to be one who is 'Looked After' by a Local Authority in accordance with Section 22 of the Children Act. These children are given top priority in the over-subscription criteria for all schools, including applications outside of the normal admissions period. Applications for LAC children should be made by the relevant corporate parent.

#### **Previously looked after children**

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

#### **Definition of Sibling**

A sibling is defined as a child who has a brother, sister, stepbrother or stepsister, half-brother or half-sister or is a foster child or adopted child living in the same family unit in the same family household and address and where a sibling will still be registered at this school when the younger child is eligible to attend. Biological siblings who will still be registered at this school when the younger child is eligible to attend will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

#### **'Residing In' and 'Home Address'**

The address on the form must be the child's current permanent place of residence.

By permanent we mean where your child physically resides and sleeps for the majority of the week, not for a limited time and not somewhere where the child is temporarily staying for a short time.

This will usually be the parents' address. If the parents don't reside together, the address must be of the parent with whom the child spends most time – usually the parent receiving child benefit (where applicable). If there is equal, shared custody of the child, it is left to the parents to decide which address to use but we may ask to see a Court Order or other evidence to confirm this arrangement exists. You should not use a business, relative or carer/childminder's address. If for any reason you are not the parent or a child's living arrangements are unusual please explain on the form and supply evidence.

An application can **only** be made from one address and only one application per child can be made. If you cannot agree which school your child should attend with another parent, you should immediately take your own legal advice regarding making an urgent application to the Court.

Should it be necessary to request evidence we may require a number of items to show where you live with your child, acceptable evidence includes for example:

- i. driving license
- ii. child benefit,
- iii. a council tax bill in your name covering the application and/or allocation period
- iv. a utility bill in your name covering the application and/or allocation period
- v. a copy of your signed tenancy agreement covering the application and/or allocation period or evidence from any lease or agreement which confirms your right to reside at an address
- vi. such other evidence as appears to us to be reasonable

Our Governing Body, in conjunction with the Local Authority will check the address provided on your application against the records held for your child's current school/nursery, and we may request information and evidence from you if they differ. The Local Authority may also check council tax records. If you have not provided your council tax reference number on your application they may write to ask you to provide additional proof of your address.

For allocation purposes, any offer of a school place is based on where your child lives at the end of the **allocation period** (See Local Authority Admission Timetable) and is conditional on your child living at that address, unless you have notified us of, and we have accepted, a subsequent move.

Should you move after applying but during the allocation period you must provide us with proof of your new address. Acceptable evidence includes for example:

i) a solicitor's letter confirming that completion has taken place on the purchase of a property; or ii) a copy of the current rental agreement, signed by both the Tenants and the Landlords, showing the address of the property; or iii) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or CHQ.

We will investigate all applications where there is doubt about the address being given.

#### **Address warning**

**Use of false, misleading, incomplete or inaccurate information may lead us to withdraw an offer of a place, even after a child has started at a school.**

A school place(s) may be withdrawn if parents provide the incorrect address on their initial application form, or at any point thereafter during the allocation period. We will not accept a temporary address if you still have a property that was previously used as a home address, unless there are exceptional circumstances that clearly demonstrate that it can no longer be your permanent address.

Nor will we accept a temporary address we reasonably believe is being used solely or mainly to obtain a school place. You may be asked to supply additional information to explain why you are not able to use your permanent address.

We will investigate all allegations of false addresses. The burden of evidence lies with the parents to provide sufficient documentation to support permanent residence at the address used.

#### **“Suitable” Church in Wales School**

This refers to the language medium (English, Welsh and Bilingual) depending on parental preference.

#### **Twins, Triplets, Multiple Births**

Twins, triplets, quadruplets etc residing at the same address and applying for places in the same year group at the same school.

In instances where there is one remaining place at a school, and according to oversubscription criteria one sibling from multiple births is allocated the last remaining place, the remaining siblings MAY be admitted as exceptions. The Welsh Government's School admissions code states that infant classes must not contain more than 30 pupils with a single school teacher. In limited circumstances, children may be admitted as "exceptions" to infant class size limit; multiple births may be considered as an exception and if so they could be admitted in excess of the published admission number.

#### **How religious affiliation is tested.**

**Reference to "attend / are active members" from oversubscription criteria.**

If parents wish to have their child's application considered under criteria d to g, then they need to have their vicar / faith leader complete and sign a **supplementary information form (SIF)** which needs to be returned to HAWARDEN VILLAGE CHURCH SCHOOL GOVERNING BODY no later than **five weeks** after the closing date for Nursery or Reception applications (as applicable). **The SIF seeks information about the frequency of attendance at services / Sunday School etc. Confirmation of these details is required from the local priest, minister or faith leader.** A supplementary information form for this purpose can be found at the end of our admissions policy which is available online at [www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions) or directly from our school.

The SIF is to be returned to the school no later than **five weeks** after the closing date for Nursery or Reception applications (as applicable). The SIF form alone does not constitute an application; parents must also complete an Application Form as detailed at the start of this policy.

Member is defined as member of the Church in Wales by registration on the electoral roll of the parish.

#### **Review**

This policy will be reviewed every year in order to include any change of legislation or change in local circumstances. This policy is in line with the current Welsh Government School admissions code and Welsh Government School admission appeals code.

### **St Ethelwold's Church in Wales VA Primary School, Shotton**

St Ethelwold's VA School is a Voluntary Aided School. A voluntary aided school (VA school) is a state-funded school in England and Wales in which a foundation or trust (Church in Wales), has a substantial influence in the running of the school. We have strong links with St Ethelwold's Church and have a long history of serving the community. [St Ethelwold's](#) accepts pupils between the ages of 3 and 11 years of age.

As a Church in Wales Voluntary Aided School, the admissions committee established by the governing body of the School is responsible for the admission of pupils. A parental preference form for nursery and primary school admission will be available on line (preferred method of application) on [www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions) or by contacting the Admissions Team ([admissions@flintshire.gov.uk](mailto:admissions@flintshire.gov.uk); 01352 704068/704073). Forms will be available according to the admissions timetable as set out in the Flintshire County Council Admissions Guide.

#### **Admissions Timetable**

The Local Authority (LA) admission timetable is followed for the processing of applications. See [www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions)

#### **Admission to Reception**

Pupils are admitted to Reception in the academic year in which they are five, i.e. any child who attains the age of four by 31st August can be admitted in September. Once a reception place has been offered and accepted, parents may defer their child's entry until the start of the term following the child's 5th birthday. Parents are not able to defer entry beyond this point, or beyond the academic year for which the original application was accepted.

The School Standards and Framework Act 1998 requires LAs and Governing Bodies to admit pupils up to the school's admission number (AN). The Admission Number relates to the number of children that can be admitted to each year group during the school year and is calculated using the capacity assessment method in the Welsh

Government's guidance document 'Measuring the Capacity of Schools in Wales'. The Admission Number (AN) for our school is 15.

Looked after and previously looked after children are a priority. In the case of oversubscription, these children will be admitted before all others, except those with a statement of special education needs naming our school.

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 'Moving Forward - Gypsy Traveller Education'.

Our school will not discriminate based on gender, or against applicants on the basis of race, colour, nationality or national or ethnic origin.

All applicants will be admitted to the school unless the number of applications exceeds the admission number (AN). All preferences received will be considered on the basis of equal preferences. Expressing a preference for our school does not guarantee a place if our school is oversubscribed.

In the event that the number of applications exceeds the number of places available, then the following oversubscription criteria will be applied in the order set out below, to decide which pupils to admit. Where our school is named in a Statement of Special Educational Needs, have a duty to admit that child to the school.

#### **Oversubscription Criteria**

- a) Looked after children and previously looked after children
- b) Pupils with an elder sibling who is of statutory school age and will still be registered at our school when the younger child is eligible to attend. (see "Definitions" section of the policy)
- c) Pupils who live in the Mission Area of *Borderlands* and for whom this is the nearest suitable Church in Wales school to their home address and. (see "Definitions" section of the policy)
- d) Pupils whose parents (see "Definitions" section of the policy) attend *St Ethelwold's Church*.
- e) Pupils whose parents (see "Definitions" section of the policy) attend another Anglican Church and for whom this is the nearest Voluntary Aided Church School.
- f) Pupils whose parents (see "Definitions" section of the policy) are active members of a non-Anglican Christian denomination and for them this is the nearest Voluntary Aided Church School.
- g) Pupils whose parents (see "Definitions" section of the policy) are active members of another faith and also express a desire for a Church School education, and for them this is the nearest Voluntary Aided Church School.
- h) Pupils whose parents wish them to attend a Church in Wales school.

If parents wish to have their child's application considered under criteria *d to g*, then they need to have their vicar / faith leader complete and sign a supplementary information form (SIF) which needs to be returned to *the governing body of St Ethelwold's school* no later than **five weeks** after the closing date for Nursery or Reception applications (as applicable). **The SIF seeks information about the frequency of attendance at services / Sunday School etc. Confirmation of these details is required from the local priest, minister or faith leader.** A supplementary information form for this purpose can be found at the end of our admissions policy which is available online at [www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions), or directly from our school.

#### **Tie Breaker**

If there are more applicants than places in any of the above categories of the oversubscription criteria, priority will be given to applicants living nearest to the school. The distances are calculated by the LA. The Council uses a Geographical Information System (GIS) to calculate the shortest home to school distance in miles. This is integrated into the Capita ONE software. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) and Ordnance Survey (OS) Address Point Data. The starting point for a route assessment is determined as the nearest point on the walking route network from the pupil's address (usually the main entrance to the property), to the centre point of the school building. The network is updated annually.

#### **Allocation of Nursery Places**

Pupils are admitted to the Nursery, which is part of our Early Years class in the academic year in which they are four – i.e. any child who is three by the 31st August can be admitted in September.

Nursery education is not compulsory and parents have no right of appeal regarding nursery admissions under the School Standards and Framework Act 1998.

Nursery schooling will be provided in the *on the basis of 5 x 2.5 hour* sessions per week for each child. Places are available in Nursery classes, up to our Admission Number.

Parents may express a preference for any nursery irrespective of where the child's home is in relation to the school. However, expressing a preference does not guarantee a place at that nursery. In the event of oversubscription, applications for nursery places will be dealt with by applying the oversubscription criteria detailed above.

Admission to the nursery class **does not** guarantee admission to Reception. ***If a child has a place in our Nursery, parents must complete the appropriate form for admission into Reception. This must be submitted in accordance with the Admissions Timetable (as detailed earlier).***

#### **Transport Provision**

Please see Flintshire County Council website ([www.flintshire.gov.uk/schooladmissions](http://www.flintshire.gov.uk/schooladmissions)) for information regarding possible transport provision.

#### **Late Applications**

Late applications (i.e. applications received after the published closing date and before the end of the allocation period) will be considered after those submitted on time unless there are exceptional reasons why the application is late.

Exceptional reasons, (for example, when a single parent has been ill for some time, or a family has just moved into the area) must be explained in your application in order for the admissions committee to take them into consideration. Supporting evidence **MUST** be provided if requested by the admissions committee.

All late applications will be ranked in accordance with the oversubscription criteria and any places which become available will be offered to the highest-ranking applicants up to the end of the allocation period. Thereafter, late applications will be placed on the waiting list.

#### **Waiting List**

A waiting list will be maintained in the event of the school being over-subscribed and will consist of:

- those children whose parents have specifically requested in writing (including email) to be placed on the school's waiting list,
- those for whom an appeal form has been received
- any late applications.

Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 30th September in the school year in which they apply. Children will be ranked on our waiting list according to our oversubscription criteria. Hence, if additional places become available while the waiting list is in operation they will be allocated to children according to their position on the waiting list **NOT** on date of application.

For example, if a child moves to an area outside the normal admissions round and has higher priority under the oversubscription criteria, they **must** be ranked above those with lower priority already on the list.

Waiting lists will be maintained until 30 September in the school year concerned.

#### **Admission appeals**

If we do not offer a child a place at this school, it is because the admission number has been reached and an increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal the decision. The information on how to appeal will be included with the letter informing you that your application was unsuccessful. If you decide to appeal the decision, the appeal must be forwarded to the **Clerk of the Governors of our school**. Appeals must be made in writing, giving the full reason(s) for wishing to appeal including any supporting evidence.

The appeal will be heard by an independent admission Appeal Panel, convened by the Diocesan Board of Statutory Education according to the Welsh Assembly Government's code of practice on School Admission Appeals. The Appeals Panel hears all appeals by parents who have been refused a place at our school and their decision is binding for all parties concerned.

The right to appeal does not apply for Nursery admissions.

**When a parent gives fraudulent or intentionally misleading information in order to obtain a place at our school for their child, we reserve the right to withdraw the offer of a place. Where a place is withdrawn, the application may be resubmitted and if refused, the parent is entitled to appeal against the decision.**

### **Applications Received Outside the Normal Admission Round**

Anyone expressing an interest in admission outside the normal admission round will be given an application form at the first point of contact. Once received, such applications will be considered without delay and a formal decision either to offer or to refuse a place will, as far as is possible, be made and notified to the applicant within 15 school days or 28 calendar days whichever is the sooner.

### **Definitions**

#### **Parental responsibility**

"Parental responsibility" is defined in the Children Act 1989 and means assuming all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property.

Unless otherwise determined by a court order:

- Mothers automatically have parental responsibility
- Fathers also have parental responsibility for a child if the father is married to the mother at the time of the child's birth. This continues after any divorce/separation/remarriage even if the child lives apart from them
- Unmarried fathers have parental responsibility where the mother and father register the birth of the child together (this is an amendment to the Children Act 1989, which came into force on 1st December 2003 and is not retrospective)
  - o Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically. In such cases parental responsibility can be granted through; a residency order; being appointed a guardian; being named in an emergency protection order (limited to taking reasonable steps to safeguard or promote the child or young person's welfare); or by adoption.
- b) Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

Schools need to know who has 'parental responsibility' for each child. This is to ensure that proper authority is given when the school needs parental permission. It will also make sure that persons with parental responsibility but with whom the child does not live, can be provided with school reports and be given an opportunity to take part in the child's education.

#### **Definition of a Parent**

Parents include all those people who have a parental responsibility for a child as set out in the Children's Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the person responsible for completing application forms and whose address will be used for admission purposes.

#### **Care of a Child**

A person has "care" of a child if that person lives with and looks after the child, irrespective of their relationship to the child. Such a person is considered to be a "parent" for the purposes of the Education Act 1996, even though that person may not necessarily have parental responsibility for the child.

Parents are asked to co-operate with school staff by providing the school with details of the persons with parental responsibility for a pupil, or who have care of the pupil. Any changes in the arrangements for parental responsibility or in the day-to-day care of the child should be notified to the school. Any reference to parents within this policy relating to education matters also extends to include any individual who has care of the child(ren).

#### **Looked After Children**

A 'Looked After Child' is deemed to be one who is 'Looked After' by a Local Authority in accordance with Section 22 of the Children Act. These children are given top priority in the over-subscription criteria for all schools, including applications outside of the normal admissions period. Applications for LAC children should be made by the relevant corporate parent.

#### **Previously looked after children**

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

#### **Definition of Sibling**

A sibling is defined as a child who has a brother, sister, stepbrother or stepsister, half-brother or half-sister or is a foster child or adopted child living in the same family unit in the same family household and address and where a sibling will still be registered at this school when the younger child is eligible to attend. Biological siblings who will

still be registered at this school when the younger child is eligible to attend will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

#### **'Residing In' and 'Home Address'**

The address on the form must be the child's current permanent place of residence.

By permanent we mean where your child physically resides and sleeps for the majority of the week, not for a limited time and not somewhere where the child is temporarily staying for a short time.

This will usually be the parents' address. If the parents don't reside together, the address must be of the parent with whom the child spends most time – usually the parent receiving child benefit (where applicable). If there is equal, shared custody of the child, it is left to the parents to decide which address to use but we may ask to see a Court Order or other evidence to confirm this arrangement exists. You should not use a business, relative or carer/childminder's address. If for any reason you are not the parent or a child's living arrangements are unusual please explain on the form and supply evidence.

An application can **only** be made from one address and only one application per child can be made. If you cannot agree which school your child should attend with another parent, you should immediately take your own legal advice regarding making an urgent application to the Court.

Should it be necessary to request evidence we may require a number of items to show where you live with your child, acceptable evidence includes for example:

- i) driving license
- ii) child benefit,
- iii) a council tax bill in your name covering the application and/or allocation period
- iv) a utility bill in your name covering the application and/or allocation period
- v) a copy of your signed tenancy agreement covering the application and/or allocation period or evidence from any lease or agreement which confirms your right to reside at an address
- vi) such other evidence as appears to us to be reasonable

Our Governing Body, in conjunction with the Local Authority will check the address provided on your application against the records held for your child's current school/nursery, and we may request information and evidence from you if they differ. The Local Authority may also check council tax records. If you have not provided your council tax reference number on your application they may write to ask you to provide additional proof of your address.

For allocation purposes, any offer of a school place is based on where your child lives at the end of the **allocation period** (See Local Authority Admission Timetable) and is conditional on your child living at that address, unless you have notified us of, and we have accepted, a subsequent move.

Should you move after applying but during the allocation period you must provide us with proof of your new address. Acceptable evidence includes for example:

- i) a solicitor's letter confirming that completion has taken place on the purchase of a property; or
- ii) a copy of the current rental agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- iii) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or CHQ.

We will investigate all applications where there is doubt about the address being given.

#### **Address warning**

**Use of false, misleading, incomplete or inaccurate information may lead us to withdraw an offer of a place, even after a child has started at a school.**

A school place(s) may be withdrawn if parents provide the incorrect address on their initial application form, or at any point thereafter during the allocation period. We will not accept a temporary address if you still have a property that was previously used as a home address, unless there are exceptional circumstances that clearly demonstrate that it can no longer be your permanent address.

Nor will we accept a temporary address we reasonably believe is being used solely or mainly to obtain a school place. You may be asked to supply additional information to explain why you are not able to use your permanent address.



We will investigate all allegations of false addresses. The burden of evidence lies with the parents to provide sufficient documentation to support permanent residence at the address used.

#### **“Suitable” Church in Wales School**

This refers to the language medium (English, Welsh and Bilingual) depending on parental preference.

#### **Twins, Triplets, Multiple Births**

Twins, triplets, quadruplets etc residing at the same address and applying for places in the same year group at the same school.

In instances where there is one remaining place at a school, and according to oversubscription criteria one sibling from multiple births is allocated the last remaining place, the remaining siblings MAY be admitted as exceptions. The Welsh Government's School admissions code states that infant classes must not contain more than 30 pupils with a single school teacher. In limited circumstances, children may be admitted as “exceptions” to infant class size limit; multiple births may be considered as an exception and if so they could be admitted in excess of the published admission number.

#### **How religious affiliation is tested.**

#### **Reference to “attend / are active members” from oversubscription criteria.**

If parents wish to have their child's application considered under criteria d to g, then they need to have their vicar / faith leader complete and sign a **supplementary information form (SIF)** which needs to be returned to *the Governing body of St Ethelwold's school* no later than **five weeks** after the closing date for Nursery or Reception applications (as applicable). **The SIF seeks information about the frequency of attendance at services / Sunday School etc. Confirmation of these details is required from the local priest, minister or faith leader.** A supplementary information form for this purpose can be found at the end of our admissions policy which is available online at [www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions) or directly from our school.

The SIF is to be returned to the school no later than **five weeks** after the closing date for Nursery or Reception applications (as applicable). The SIF form alone does not constitute an application; parents must also complete an Application Form as detailed at the start of this policy.

Member is defined as member of the Church in Wales by registration on the electoral roll of the parish.

#### **Review**

This policy will be reviewed every year in order to include any change of legislation or change in local circumstances. This policy is in line with the current Welsh Government School admissions code and Welsh Government School admission appeals code.

#### **St John the Baptist Church in Wales VA Primary School, Pentrobin**

As a church school, we hold Christian values at the heart of everything we do. These are:

Friendship, trust, forgiveness, courage, creativity, peace, hope and thankfulness.

Teachers, governors and parents all work together in partnership with one common aim: to do the best we can do for our children. We strive to create an environment where pupils are securely challenged, supported and feel confident. Each child is valued equally and we believe that each child should be motivated to reach his or her potential, in order to take their place as a good citizen within the community.

If you would like to know more about us or would like to arrange a visit, please do not hesitate to contact the school.

St. John the Baptist Church in Wales Voluntary Aided School accepts pupils between the ages of 3 and 11 years of age. As a Church in Wales Voluntary Aided School, the admissions committee established by the governing body of the School is responsible for the admission of pupils. A parental preference form for nursery and primary school admission will be available on line (preferred method of application) on [www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions) or by contacting the Admissions Team ([admissions@flintshire.gov.uk](mailto:admissions@flintshire.gov.uk); 01352 704068/704073). Forms will be available according to the admissions timetable as set out in the Flintshire County Council Admissions Guide.

#### **Admissions Timetable 2021 2022**

The Local Authority (LA) admission timetable is followed for the processing of applications. See [www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions)

### **Admission to Reception**

Pupils are admitted to Reception in the academic year in which they are five, i.e. any child who attains the age of four by 31st August can be admitted in September. Once a reception place has been offered and accepted, parents may defer their child's entry until the start of the term following the child's 5th birthday. Parents are not able to defer entry beyond this point, or beyond the academic year for which the original application was accepted.

The School Standards and Framework Act 1998 requires LAs and Governing Bodies to admit pupils up to the school's admission number (AN). The Admission Number relates to the number of children that can be admitted to each year group during the school year and is calculated using the capacity assessment method in the Welsh Government's guidance document 'Measuring the Capacity of Schools in Wales'. The Admission Number (AN) for our school is 15.

Looked after and previously looked after children are a priority. In the case of oversubscription, these children will be admitted before all others, except those with a statement of special education needs naming our school.

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 'Moving Forward - Gypsy Traveller Education'.

Our school will not discriminate based on gender, or against applicants on the basis of race, colour, nationality or national or ethnic origin.

All applicants will be admitted to the school unless the number of applications exceeds the admission number (AN).

All preferences received will be considered on the basis of equal preferences. Expressing a preference for our school does not guarantee a place if our school is oversubscribed.

In the event that the number of applications exceeds the number of places available, then the following oversubscription criteria will be applied in the order set out below, to decide which pupils to admit. Where our school is named in a Statement of Special Educational Needs, have a duty to admit that child to the school.

### **Oversubscription Criteria**

- a) Looked after children and previously looked after children
- b) Pupils with an elder sibling who is of statutory school age and will still be registered at our school when the younger child is eligible to attend. (see "Definitions" section of the policy)
- c) Pupils who live in the Mission Area of Borderlands and for whom this is the nearest suitable Church in Wales school to their home address. (see "Definitions" section of the policy).
- d) Pupils whose parents (see "Definitions" section of the policy) attend St John the Baptist Church in Borderlands Mission Area.
- e) Pupils whose parents (see "Definitions" section of the policy) attend another Anglican Church and for whom this is the nearest Voluntary Aided Church School.
- f) Pupils whose parents (see "Definitions" section of the policy) are active members of anon-Anglican Christian denomination and for them this is the nearest Voluntary Aided Church School.
- g) Pupils whose parents (see "Definitions" section of the policy) are active members of another faith and also express a desire for a Church School education, and for them this is the nearest Voluntary Aided Church School.
- h) Pupils whose parents wish them to attend a Church in Wales school.

If parents wish to have their child's application considered under criteria d to g, then they need to have their vicar / faith leader complete and sign a supplementary information form (SIF) which needs to be returned to St John the Baptist V.A. School no later than **five weeks** after the closing date for Nursery or Reception applications (as applicable). **The SIF seeks information about the frequency of attendance at services / Sunday School or other church led activities. Confirmation of these details is required from the local priest, minister or faith leader.** A supplementary information form for this purpose can be found at the end of our admissions policy which is available online at [www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions), or directly from our school.

### **Tie Breaker**

If there are more applicants than places in any of the above categories of the oversubscription criteria, priority will be given to applicants living nearest to the school. The distances are calculated by the LA. The Council uses a Geographical Information System (GIS) to calculate the shortest home to school distance in miles. This is integrated into the Capita ONE software. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) and Ordnance Survey (OS) Address Point Data. The starting point

for a route assessment is determined as the nearest point on the walking route network from the pupil's address (usually the main entrance to the property), to the centre point of the school building. The network is updated annually.

#### **Allocation of Nursery Places**

Pupils are admitted to the Nursery, which is part of our Early Years class in the academic year in which they are four – i.e. any child who is three by the 31st August can be admitted in September.

Nursery education is not compulsory and parents have no right of appeal regarding nursery admissions under the School Standards and Framework Act 1998.

Nursery schooling will be provided on the basis of 5 x 2.5 hour sessions per week for each child. Places are available in Nursery classes, up to our Admission Number.

Parents may express a preference for any nursery irrespective of where the child's home is in relation to the school. However, expressing a preference does not guarantee a place at that nursery. In the event of oversubscription, applications for nursery places will be dealt with by applying the oversubscription criteria detailed above.

Admission to the nursery class **does not** guarantee admission to Reception. ***If a child has a place in our Nursery, parents must complete the appropriate form for admission into Reception. This must be submitted in accordance with the Admissions Timetable (as detailed earlier).***

#### **Transport Provision**

Please see Flintshire County Council website ([www.flintshire.gov.uk/schooladmissions](http://www.flintshire.gov.uk/schooladmissions)) for information regarding possible transport provision.

#### **Late Applications**

Late applications (i.e. applications received after the published closing date and before the end of the allocation period) will be considered after those submitted on time unless there are exceptional reasons why the application is late.

Exceptional reasons, (for example, when a single parent has been ill for some time, or a family has just moved into the area) must be explained in your application in order for the admissions committee to take them into consideration. Supporting evidence **MUST** be provided if requested by the admissions committee.

All late applications will be ranked in accordance with the oversubscription criteria and any places which become available will be offered to the highest-ranking applicants up to the end of the allocation period. Thereafter, late applications will be placed on the waiting list.

#### **Waiting List**

1. Waiting lists for oversubscribed schools will consist of those children whose parents have specifically requested in writing, preferably email, to be placed on the school's waiting list and those for whom an appeal form has been received. Waiting lists will be maintained until 30 September in the school year concerned. After that date, any parents still wishing to be considered for a place must specifically request in writing to remain on a waiting list. If places become available they will be allocated according to the oversubscription criteria and not according to the date when the application was submitted or when a child's name was added to the waiting list.

2. For primary, any reception places which become available after 16 April (offer date) will be allocated after 16 May. The waiting lists will then be updated and any further places which become available will be allocated after 16 June.

3. Where applications to transfer between schools outside the normal admission stages are refused, the LA will, in agreement with the parent, place the child's name on a waiting list which will remain open until the end of the school term\* for which the application was made. After that date, parents must specifically request that their child's name remains on the waiting list for an additional school term\* otherwise the name will be removed.

\*If the application is made at the end of a school term, the child's name may remain on the waiting list.

#### **Admission appeals**

If we do not offer a child a place at this school, it is because the admission number has been reached and an increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with

the decision of the Governing Body not to admit a child may appeal the decision. The information on how to appeal will be included with the letter informing you that your application was unsuccessful. If you decide to appeal the decision, the appeal must be forwarded to the **Clerk of the Governors of our school**. Appeals must be made in writing, giving the full reason(s) for wishing to appeal including any supporting evidence.

The appeal will be heard by an independent admission Appeal Panel, convened by the Diocesan Board of Statutory Education according to the Welsh Assembly Government's code of practice on School Admission Appeals. The Appeals Panel hears all appeals by parents who have been refused a place at our school and their decision is binding for all parties concerned.

The right to appeal does not apply for Nursery admissions.

**When a parent gives fraudulent or intentionally misleading information in order to obtain a place at our school for their child, we reserve the right to withdraw the offer of a place. Where a place is withdrawn, the application may be resubmitted and if refused, the parent is entitled to appeal against the decision.**

#### **Applications Received Outside (outside) the Normal Admission Round**

Anyone expressing an interest in admission after the normal admission round will be given an application form at the first point of contact. Once received, such applications will be considered without delay and a formal decision either to offer or to refuse a place will, as far as is possible, be made and notified to the applicant within 15 school days or 28 calendar days whichever is the sooner.

#### **Definitions**

##### **Parental responsibility**

"Parental responsibility" is defined in the **Children Act 1989** and means assuming all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property.

Unless otherwise determined by a court order:

- Mothers automatically have parental responsibility
- Fathers also have parental responsibility for a child if the father is married to the mother at the time of the child's birth. This continues after any divorce/separation/remarriage even if the child lives apart from them
- Unmarried fathers have parental responsibility where the mother and father register the birth of the child together (this is an amendment to the Children Act 1989, which came into force on 1st December 2003 and is not retrospective)
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically. In such cases parental responsibility can be granted through;
  - o a residency order;
  - o being appointed a guardian;
  - o being named in an emergency protection order (limited to taking reasonable steps to safeguard or promote the child or young person's welfare);
  - o or by adoption.
- c) Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

Schools need to know who has 'parental responsibility' for each child. This is to ensure that proper authority is given when the school needs parental permission. It will also make sure that persons with parental responsibility but with whom the child does not live, can be provided with school reports and be given an opportunity to take part in the child's education.

Parents include all those people who have a parental responsibility for a child as set out in the Children's Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the person responsible for completing application forms and whose address will be used for admission purposes.

#### **Care of a Child**

A person has "care" of a child if that person lives with and looks after the child, irrespective of their relationship to the child. Such a person is considered to be a "parent" for the purposes of the Education Act 1996, even though that person may not necessarily have parental responsibility for the child.

Parents are asked to co-operate with school staff by providing the school with details of the persons with parental responsibility for a pupil, or who have care of the pupil. Any changes in the arrangements for parental

responsibility or in the day-to-day care of the child should be notified to the school. Any reference to parents within this policy relating to education matters also extends to include any individual who has care of the child(ren).

#### **Looked After Children**

A 'Looked After Child' is deemed to be one who is 'Looked After' by a Local Authority in accordance with Section 22 of the Children Act. These children are given top priority in the over-subscription criteria for all schools, including applications outside of the normal admissions period. Applications for LAC children should be made by the relevant corporate parent.

#### **Previously looked after children**

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

#### **Definition of Sibling**

A sibling is defined as a child who has a brother, sister, stepbrother or stepsister, half-brother or half-sister or is a foster child or adopted child living in the same family unit in the same family household and address and where a sibling will still be registered at the preferred school when the younger child is eligible to attend. Biological siblings who will still be registered at the preferred school on 1st September 2017 will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

#### **'Residing In' and 'Home Address'**

The address on the form must be the child's current permanent place of residence.

By permanent we mean where your child physically resides and sleeps for the majority of the week, not for a limited time and not somewhere where the child is temporarily staying for a short time.

This will usually be the parents' address. If the parents don't reside together, the address must be of the parent with whom the child spends most time— usually the parent receiving child benefit (where applicable). If there is equal, shared custody of the child, it is left to the parents to decide which address to use but we may ask to see a Court Order or other evidence to confirm this arrangement exists. You should not use a business, relative or carer/childminder's address. If for any reason you are not the parent or a child's living arrangements are unusual please explain on the form and supply evidence.

An application can **only** be made from one address and only one application per child can be made.

If you cannot agree which school your child should attend with another parent, you should immediately take your own legal advice regarding making an urgent application to the Court.

Should it be necessary to request evidence we may require a number of items to show where you live with your child, acceptable evidence includes for example:

- i) driving licence
- ii) child benefit,
- iii) a council tax bill in your name covering the application and/or allocation period
- iv) a utility bill in your name covering the application and/or allocation period
- v) a copy of your signed tenancy agreement covering the application and/or allocation period or evidence from any lease or agreement which confirms your right to reside at an address
- vi) such other evidence as appears to us to be reasonable

Our Governing Body, in conjunction with the Local Authority will check the address provided on your application against the records held for your child's current school/nursery, and we may request information and evidence from you if they differ. The Local Authority may also check council tax records. If you have not provided your council tax reference number on your application they may write to ask you to provide additional proof of your address.

For allocation purposes, any offer of a school place is based on where your child lives at the end of the **allocation period** (See Local Authority Admission Timetable) and is conditional on your child living at that address, unless you have notified us of, and we have accepted, a subsequent move.

Should you move after applying but during the allocation period you must provide us with proof of your new address. Acceptable evidence includes for example:

- i) a solicitor's letter confirming that completion has taken place on the purchase of a property; or
- ii) a copy of the current rental agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- iii) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or CHQ.

We will investigate all applications where there is doubt about the address being given.

#### **Address warning**

**Use of false, misleading, incomplete or inaccurate information may lead us to withdraw an offer of a place, even after a child has started at a school.**

A school place(s) may be withdrawn if parents provide the incorrect address on their initial application form, or at any point thereafter during the allocation period. We will not accept a temporary address if you still have a property that was previously used as a home address, unless there are exceptional circumstances that clearly demonstrate that it can no longer be your permanent address.

Nor will we accept a temporary address we reasonably believe is being used solely or mainly to obtain a school place. You may be asked to supply additional information to explain why you are not able to use your permanent address.

We will investigate all allegations of false addresses. The burden of evidence lies with the parents to provide sufficient documentation to support permanent residence at the address used.

#### **"Suitable" Church in Wales School**

This refers to the language medium (English, Welsh and Bilingual) depending on parental preference.

#### **Twins, Triplets, Multiple Births**

Twins, triplets, quadruplets etc residing at the same address and applying for places in the same year group at the same school.

In instances where there is one remaining place at a school, and according to oversubscription criteria one sibling from multiple births is allocated the last remaining place, the remaining siblings MAY be admitted as exceptions. The Welsh Government's School admissions code states that infant classes must not contain more than 30 pupils with a single school teacher. In limited circumstances, children may be admitted as "exceptions" to infant class size limit; multiple births may be considered as an exception and if so they could be admitted in excess of the published admission number.

#### **How religious affiliation is tested.**

##### **Reference to "attend / are active members" from over subscription criteria.**

If parents wish to have their child's application considered under criteria d to g, then they need to have their vicar / faith leader complete and sign a **supplementary information form (SIF)** which needs to be returned to **St John the Baptist V.A. School** no later than **five weeks** after the closing date for Nursery or Reception applications (as applicable). **The SIF seeks information about the frequency of attendance at services / Sunday School or other church led activities. Confirmation of these details is required from the local priest, minister or faith leader.** A supplementary information form for this purpose can be found at the end of our admissions policy which is available online at [www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions) or directly from our school.

The SIF is to be returned to the school no later than **five weeks** after the closing date for Nursery or Reception applications (as applicable). The SIF form alone does not constitute an application; parents must also complete an Application Form as detailed at the start of this policy.

Member is defined as member of the Church in Wales by registration on the electoral roll of the parish.

#### **Review**

This policy will be reviewed every year in order to include any change of legislation or change in local circumstances.

This policy is in line with the current Welsh Government School admissions code and Welsh Government School admission appeals code.

### **St Mary's Church in Wales VA Primary School, Nercwys**

St Mary's Nercwys Church in Wales Voluntary Aided School accepts pupils between the ages of 3 and 11 years of age.

St Mary's School, Nercwys is a warm family oriented and friendly Voluntary Aided Primary School, where each child has an important and enjoyable role to play. We strive to provide an all-round education, to set good foundations for future development and to enable the pupils to realise that learning can be fun and gain a sense of achievement. We believe that it is important for children to respect themselves, to be polite and to be sensitive to the feelings and needs of others.

We encourage children to use their own initiative, to develop as individuals, achieve their full potential and to enjoy and fully participate in the life of the school. We have high standards and high expectations for our pupils both in work and behaviour.

We have plenty of IT equipment in both classrooms, including I-pads, laptops and Interactive Whiteboards. We value the development of pupils' digital competence.

Outside facilities comprise of a main playground, a separate early year's playground and extensive school playing fields. Our school garden enables the children to develop their skills in the outdoor environment.

As a Church in Wales Voluntary Aided School, the admissions committee established by the governing body of the School is responsible for the admission of pupils. A parental preference form for nursery and primary school admission will be available on line (preferred method of application) on [www.flintshire.gov.uk/schooladmissions](http://www.flintshire.gov.uk/schooladmissions) or by contacting the Admissions Team ([admissions@flintshire.gov.uk](mailto:admissions@flintshire.gov.uk); 01352 704068/704073). Forms will be available according to the admissions timetable as set out in the Flintshire County Council Admissions Guide.

#### **Admissions Timetable**

The Local Authority (LA) admission timetable is followed for the processing of applications. See [www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions).

#### **Admission to Reception**

Pupils are admitted to Reception in the academic year in which they are five i.e. any child who attains the age of four by 31<sup>st</sup> August can be admitted in September. Once a Reception place has been offered and accepted, parents can defer their child's entry until the term following their fifth birthday. Parents are not able to defer beyond this point, or beyond the academic year for which the original application was accepted.

The School Standards and Framework Act 1998 require LA's and Governing Bodies to admit pupils up to the school's admission number (AN). The Admission Number relates to the number of children that can be admitted to each year group during the school year and is calculated using the capacity assessment methodology in the Welsh Government's guidance document "Measuring the Capacity of Schools in Wales".

The Admission Number (AN) for our school is 6.

Looked after and previously looked after children are a priority in the case of oversubscription these children will be admitted before all others except those with a statement of special education needs naming the school.

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 'Moving Forward - Gypsy Traveller Education'.

Our school will not discriminate based on gender, or against applicants on the basis of race, colour, nationality or national or ethnic origin.

All applicants will be admitted to the school unless the number of applications exceeds the admission number (AN).

All preferences will be considered on the basis of equal preferences. Expressing a preference for our school does not guarantee a place if our school is oversubscribed.

In the event that the number of applications exceeds the number of places available, then the following oversubscription criteria will be applied in the order set out below, to decide which pupils to admit.



Where our school is named in a Statement of Special Educational Needs we have a duty to admit that child to the school.

#### **Oversubscription Criteria**

- a) Looked after children and previously looked after children
- b) Pupils with an elder sibling who is of statutory school age and will still be registered at our school when the younger sibling is eligible to (see "Definitions" section of the policy)
- c) Pupils who live in the Mission Area of Mold and for whom this is the nearest suitable Church in Wales School to their home address.
- d) Pupils whose parents (see "Definitions" section of the policy) attend St. Mary's Church, in Mold Mission Area
- e) Pupils whose parents (see "Definitions" section of this policy) attend another Anglican Church and for whom this is the nearest Voluntary Aided Church School.
- f) Pupils whose parents (see "Definitions" section of the policy) are active members of a non-Anglican Christian denomination and for them this is the nearest Voluntary Aided Church School.
- g) Pupils whose parents (see "Definitions" section of the policy) are active members of another faith and also express a desire for a Church School education and for them this is the nearest Voluntary Aided Church School.
- h) Children whose parents wish them to attend a Church in Wales School.

If parents wish to have their child's application considered under criteria d to g, then they need to have their vicar/faith leader complete and sign a supplementary information form (SIF) which needs to be returned to The Governing Body of St Mary's CIW School, Nercwys, no later than 5 weeks after the closing date for Nursery or Reception applications (as applicable). The SIF seeks information about the frequency of attendance at services/Sunday School etc. Confirmation of these details is required from the local priest, minister or faith leader. A supplementary information form for this purpose can be found at the end of our admissions policy which is available online at [www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions), or directly from our school.

#### **Tie-breaker**

If there are more applicants than places in any of the above categories, priority will be given to applicants living nearest the school. The distances are calculated by the LA. The Council uses a Geographical Information System (GIS) to calculate the shortest home to school distance in miles. This is integrated into the Capita ONE software. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) and Ordnance Survey (OS) Address Point Data. The starting point for a route assessment is determined as the nearest point on the walking route network from the pupil's address (usually the main entrance to the property), to the centre point of the school building. The network is updated annually.

#### **Allocation of Nursery Places**

Pupils are admitted to the Nursery, which is part of our Early Years class in the academic year in which they are four – ie any child who is three by the 31<sup>st</sup> August can be admitted in September.

Nursery education is not compulsory and parents have no right of appeal regarding nursery admissions under the School Standards and Framework Act 1998. Nursery schooling will be provided on the basis of 5 x 2.5 hour sessions per week for each child. Places are available in Nursery classes up to our Admission Number.

Parents may express a preference for any nursery irrespective of where the child's home is in relation to the school. However, expressing a preference does not guarantee a place at that nursery. In the event of oversubscription, applications for nursery places will be dealt with by applying the oversubscription criteria detailed above.

Admission to the nursery class **does not** guarantee admission to Reception. **If a child has a place in our Nursery, parents must complete an appropriate form for admission into Reception. This must be submitted in accordance with the Admissions Timetable (as detailed earlier).**

#### **Transport Provision**

Please see Flintshire County Council website ([www.flintshire.gov.uk/schooladmissions](http://www.flintshire.gov.uk/schooladmissions)) for information regarding possible transport provision.

#### **Late Applications**

Late applications (ie applications received after the published closing date and before the end of the allocation period) will be considered after those submitted on time unless there are exceptional reasons why the application is late. Exceptional reasons (for example when a single parent has been ill for some time, or a family has just moved into the area) must be explained in your application in order for the admissions committee to take them in to consideration. Supporting evidence **MUST** be provided if requested by the admissions committee.



All late applications will be ranked in accordance with the oversubscription criteria and any places which become available will be offered to the highest-ranking applicants up to the end of the allocation period. Thereafter, late applications will be placed on the waiting list.

### **Waiting List**

A waiting list will be maintained in the event of the school being over-subscribed and will consist of:

- Those children whose parents have specifically requested in writing (including email) to be placed on the school's waiting list
- Those for whom an appeal form has been received
- Any late applications.

Following the allocation of places during the normal admissions round, children will remain on the waiting list until 30 September in the school year in which they apply. Children will be ranked on our waiting list according to our oversubscription criteria. Hence, if additional places become available while the waiting list is in operation they will be allocated to children according to their position on the waiting list NOT on date of application.

For example, if a child moves to an area outside the normal admissions round and has higher priority under the oversubscription criteria, they must be ranked above those with lower priority already on the list.

Waiting lists will be maintained until 30 September in the school year concerned.

### **Admission appeals**

If we do not offer a child a place at this school, it is because the admission number has been reached and an increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal the decision. The information on how to appeal will be included with the letter informing you that your application was unsuccessful. If you decide to appeal the decision, the appeal must be forwarded to the Clerk of the Governors of our school. Appeals must be made in writing, giving the full reason(s) for wishing to appeal including any supporting evidence.

The appeal will be heard by an independent admission Appeal Panel, convened by the Diocesan Board of Education according to the Welsh Assembly Government's code of practice on school Admission Appeals. The Appeals Panel hears all appeals by parents who have been refused a place at our school. This decision is binding for all parties concerned.

The right of appeal does not apply for Nursery admissions.

**When a parent gives fraudulent or intentionally misleading information in order to obtain a place at our school for their child, we reserve the right to withdraw the offer of a place. Where a place is withdrawn, the application may be resubmitted and if refused, the parent is entitled to appeal against the decision.**

### **Applications Received Outside the Normal Admission Round**

Anyone expressing an interest in admission outside the normal admission round will be given an application form at the first point of contact. Once received, such applications will be considered without delay and a formal decision to offer or to refuse a place will, as far as is possible, be made and notified to the applicant within 15 school days or 28 calendar days whichever is the sooner.

### **Definitions**

#### **Parental Responsibility:**

"Parental responsibility" is defined in the Children Act 1989 and means assuming all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property.

Unless otherwise determined by a court order:

- Mothers automatically have parental responsibility
- Fathers also have parental responsibility for a child if the father is married to the mother at the time of the child's birth. This continues after any divorce/separation/remarriage even if the child lives apart from them
- Unmarried fathers have parental responsibility where the mother and father register the birth of the child together (this is an amendment to the Children Act 1989, which came into force on 1<sup>st</sup> December 2003 and is not retrospective)
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically. In such cases parental responsibility can be granted through

- a residency order;
  - being appointed a guardian;
  - being named in an emergency protection order (limited to taking reasonable steps to safeguard or promote the child or young person's welfare);
  - or by adoption.
- Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

Schools need to know who has "parental responsibility" for each child. This is to ensure that proper authority is given when the school needs parental permission. It will also make sure that persons with parental responsibility but with whom the child does not live, can be provided with school reports and be given an opportunity to take part in the child's education.

#### **Definition of a parent**

Parents include all those people who have a parental responsibility for a child as set out in the Children's Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the person responsible for completing application forms and whose address will be used for admission purposes.

#### **Care of a child**

A person has "care" of a child if that person lives with and looks after the child, irrespective of their relationship to the child. Such a person is considered to be a "parent" for the purposes of the Education Act 1996, even though that person may not necessarily have parental responsibility for the child.

Parents are asked to co-operate with school staff by providing the school with details of the persons with parental responsibility for a pupil, or who have care of the pupil. Any changes in the arrangements for parental responsibility or in the day-to-day care of the child should be notified to the school. Any reference to parents within this policy relating to education matters also extends to include any individual who has care of the child(ren).

#### **Looked After Children**

A "Looked After Child" is deemed to be one who is "Looked After" by a Local Authority in accordance with Section 22 of the Children Act. These children are given top priority in the over-subscription criteria for all schools, including applications outside of the normal admissions period. Applications for LAC children should be made by the relevant corporate parent.

#### **Previously looked after children**

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

#### **Definition of Sibling**

A sibling is defined as a child who has a brother, sister, stepbrother or stepsister, half brother or half sister or is a foster child or adopted child living in the same family unit in the same family household and address and where a sibling will still be registered at this school when the younger child is eligible to attend. Biological siblings who will still be registered at this school when the younger child is eligible to attend will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

#### **"Residing in" and "Home address"**

The address on the form must be the child's current permanent place of residence. Permanent means where your child physically resides and sleeps for the majority of the week, not for a limited time and not somewhere the child is temporarily staying for a short time.

This will usually be the parents' address. If the parents don't reside together, the address must be of the parent with whom the child spends most time – usually the parent receiving child benefit (where applicable). If there is equal, shared custody of the child, it is left to the parents to decide which address to use but we may ask to see a Court Order or other evidence to confirm this arrangement exists. You should not use a business, relative or carer/childminder's address. If for any reason you are not the parent or a child's living arrangements are unusual please explain on the form and supply evidence.

An application can only be made from one address and only one application per child can be made. If you cannot agree which school your child should attend with another parent, you should immediately take your own legal advice regarding making an urgent application to the Court.

Should it be necessary to request evidence we may require a number of items to show where you live with your child, acceptable evidence includes for example:

- i) Driving licence
- ii) Child benefit
- iii) A council tax bill in your name covering the application and/or allocation period
- iv) A utility bill in your name covering the application and/or allocation period
- v) A copy of your signed tenancy agreement covering the application and/or allocation period or evidence from any lease or agreement which confirms your right to reside at an address
- vi) Such other evidence as appears to us to be reasonable.

Our Governing Body, in conjunction with the Local Authority will check the address provided on your application against the records held for your child's current school/nursery, and we may request information and evidence from you if they differ. The Local Authority may also check council tax records. If you have not provided your council tax reference number on your application, they may write to ask you to provide additional proof of your address.

For allocation purposes, any offer of a school place is based on where your child lives at the end of the **allocation period** (See Local Authority Admissions Timetable) and is conditional on your child living at that address, unless you have notified us of, and we have accepted, a subsequent move.

Should you move after applying but during the allocation period you must provide us with proof of your new address. Acceptable evidence includes for example:

- i) a solicitor's letter confirming that completion has taken place on the purchase of a property; or
- ii) a copy of the current rental agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- iii) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

We will investigate all applications where there is doubt about the address being given.

#### **Address warning**

**Use of false, misleading, incomplete or inaccurate information may lead us to withdraw an offer of a place, even after a child has started at a school.**

A school place(s) may be withdrawn if parents provide the incorrect address on their initial application form, or at any point thereafter during the allocation period. We will not accept a temporary address if you still have a property that was previously used as a home address, unless there are exceptional circumstances that clearly demonstrate that it can no longer be your permanent address.

Nor will we accept a temporary address we reasonably believe is being used solely or mainly to obtain a school place. You may be asked to supply additional information to explain why you are not able to use your permanent address.

We will investigate all allegations of false addresses. The burden of evidence lies with the parents to provide sufficient documentation to support permanent residence at the address used.

#### **"Suitable" Church in Wales School**

This refers to the language medium (English, Welsh and Bilingual) depending on parental preference.

#### **Twins, Triplets, Multiple Births**

Twins, triplets, quadruplets etc residing at the same address and applying for places in the same year group at the same school.

In instances where there is one remaining place at a school, and according to oversubscription criteria one sibling from multiple births is allocated the last remaining place, the remaining siblings MAY be admitted as exceptions. The Welsh Government's School admissions code states that infant classes must not contain more than 30 pupils with a single school teacher. In limited circumstances, children may be admitted as "exceptions" to infant class size limit; multiple births may be considered as an exception and if so they could be admitted in excess of the published admission number.

#### **How religious affiliation is tested.**

#### **Reference to “attend/are active members” from oversubscription criteria.**

If parents wish to have their child's application considered under criteria d-g then they need to have their vicar/faith leader complete and sign a **Supplementary Information Form (SIF)** which needs to be returned to the Governing Body of St Mary's CIW Primary School no later than five weeks after the closing date for Nursery or Reception applications (as applicable). **The SIF seeks information about the frequency of attendance at services/Sunday School etc. Confirmation of these details is required from the local priest, minister or faith leader.** A supplementary information form for this purpose can be found at the end of our admissions policy which is available online at [www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions) or directly from our school. The SIF is to be returned to the school no later than five weeks after the closing date for Nursery or Reception applications (as applicable). The SIF alone does not constitute an application; parents must also complete the Common Application Form.

Member is defined as member of the Church in Wales by registration on the electoral roll of the parish.

#### **Review**

This policy will be reviewed every year to include any change of legislation or change in local circumstances. This policy is in line with the current Welsh Government School admissions code and Welsh Government School admission appeals code.

### **Trelawnyd Church in Wales VA Primary School**

#### **Ethos statement**

Recognising its historical foundation, the school will preserve and develop its religious character in accordance with the principles of the Church in Wales and in partnership with the church at parish and Diocesan levels.

The school aims to serve the community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experiences offered to all pupils.

Ysgol Trelawnyd VA Church in Wales VA School accepts pupils between the ages of 3 and 11 years of age.

As a Church in Wales Voluntary Aided School, the admissions committee established by the governing body of the School is responsible for the admission of pupils. A parental preference form for nursery and primary school admission will be available on line (preferred method of application) on [www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions) or by contacting the Admissions Team ([admissions@flintshire.gov.uk](mailto:admissions@flintshire.gov.uk); 01352 704068/704073). Forms will be available according to the admissions timetable as set out in the Flintshire County Council Admissions Guide.

#### **Admissions Timetable**

The Local Authority (LA) admission timetable is followed for the processing of applications. See [www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions)

#### **Admission to Reception**

Pupils are admitted to Reception in the academic year in which they are five, i.e. any child who attains the age of four by 31st August can be admitted in September. Once a reception place has been offered and accepted, parents may defer their child's entry until the start of the term following the child's 5th birthday. Parents are not able to defer entry beyond this point, or beyond the academic year for which the original application was accepted.

The School Standards and Framework Act 1998 requires LAs and Governing Bodies to admit pupils up to the school's admission number (AN). The Admission Number relates to the number of children that can be admitted to each year group during the school year and is calculated using the capacity assessment method in the Welsh Government's guidance document 'Measuring the Capacity of Schools in Wales'. The Admission Number (AN) for our school is 15.

Looked after and previously looked after children are a priority. In the case of oversubscription, these children will be admitted before all others, except those with a statement of special education needs naming our school.

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 'Moving Forward - Gypsy Traveller Education'.

Our school will not discriminate based on gender, or against applicants on the basis of race, colour, nationality or national or ethnic origin.

All applicants will be admitted to the school unless the number of applications exceeds the admission number (AN).

All preferences received will be considered on the basis of equal preferences. Expressing a preference for our school does not guarantee a place if our school is oversubscribed.

In the event that the number of applications exceeds the number of places available, then the following oversubscription criteria will be applied in the order set out below, to decide which pupils to admit. Where our school is named in a Statement of Special Educational Needs, have a duty to admit that child to the school.

#### **Oversubscription Criteria**

- a) Looked after children and previously looked after children
- b) Pupils with an elder sibling who is of statutory school age and will still be registered at our school when the younger child is eligible to attend. (see "Definitions" section of the policy)
- c) Pupils who live in the Mission Area of Bryn y Mor and for whom this is the nearest suitable Church in Wales school to their home address and who live within a 5 mile radius of this **school**. (see "Definitions" section of the policy)
- d) Pupils whose parents (see "Definitions" section of the policy) attend St Michael and All Angels Church in the Bryn y Mor Mission Area.
- e) Pupils whose parents (see "Definitions" section of the policy) attend another Anglican Church and for whom this is the nearest Voluntary Aided Church School.
- f) Pupils whose parents (see "Definitions" section of the policy) are active members of a non-Anglican Christian denomination and for them this is the nearest Voluntary Aided Church School.
- g) Pupils whose parents (see "Definitions" section of the policy) are active members of another faith and also express a desire for a Church School education, and for them this is the nearest Voluntary Aided Church School.
- h) Pupils whose parents wish them to attend a Church in Wales school.

**Commented [1]:** The Governing Body needs to define this distance to try and replicate as near as possible to original parish.

If parents wish to have their child's application considered under criteria **d to g**, then they need to have their vicar / faith leader complete and sign a supplementary information form (SIF) which needs to be returned to Ysgol Trelawnyd VA School Governing Body no later than **five weeks** after the closing date for Nursery or Reception applications (as applicable). **The SIF seeks information about the frequency of attendance at services / Sunday School etc. Confirmation of these details is required from the local priest, minister or faith leader.** A supplementary information form for this purpose can be found at the end of our admissions policy which is available online at [www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions), or directly from our school.

#### **Tie Breaker**

If there are more applicants than places in any of the above categories of the oversubscription criteria, priority will be given to applicants living nearest to the school. The distances are calculated by the LA. The Council uses a Geographical Information System (GIS) to calculate the shortest home to school distance in miles. This is integrated into the Capita ONE software. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) and Ordnance Survey (OS) Address Point Data. The starting point for a route assessment is determined as the nearest point on the walking route network from the pupil's address (usually the main entrance to the property), to the centre point of the school building. The network is updated annually.

#### **Allocation of Nursery Places**

Pupils are admitted to the Nursery, which is part of our Early Years class in the academic year in which they are four – i.e. any child who is three by the 31st August can be admitted in September.

Nursery education is not compulsory and parents have no right of appeal regarding nursery admissions under the School Standards and Framework Act 1998.

Nursery schooling will be provided in the on the basis of 5 x 2.5 hour sessions per week for each child. Places are available in Nursery classes, up to our Admission Number.

Parents may express a preference for any nursery irrespective of where the child's home is in relation to the school. However, expressing a preference does not guarantee a place at that nursery. In the event of

oversubscription, applications for nursery places will be dealt with by applying the oversubscription criteria detailed above.

Admission to the nursery class **does not** guarantee admission to Reception. ***If a child has a place in our Nursery, parents must complete the appropriate form for admission into Reception. This must be submitted in accordance with the Admissions Timetable (as detailed earlier).***

#### **Transport Provision**

Please see Flintshire County Council website ([www.flintshire.gov.uk/schooladmissions](http://www.flintshire.gov.uk/schooladmissions)) for information regarding possible transport provision.

#### **Late Applications**

Late applications (i.e. applications received after the published closing date and before the end of the allocation period) will be considered after those submitted on time unless there are exceptional reasons why the application is late.

Exceptional reasons, (for example, when a single parent has been ill for some time, or a family has just moved into the area) must be explained in your application in order for the admissions committee to take them into consideration. Supporting evidence **MUST** be provided if requested by the admissions committee.

All late applications will be ranked in accordance with the oversubscription criteria and any places which become available will be offered to the highest-ranking applicants up to the end of the allocation period. Thereafter, late applications will be placed on the waiting list.

#### **Waiting List**

A waiting list will be maintained in the event of the school being over-subscribed and will consist of:

- those children whose parents have specifically requested in writing (including email) to be placed on the school's waiting list,
- those for whom an appeal form has been received
- any late applications.

Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 30th September in the school year in which they apply. Children will be ranked on our waiting list according to our oversubscription criteria. Hence, if additional places become available while the waiting list is in operation they will be allocated to children according to their position on the waiting list **NOT** on date of application.

For example, if a child moves to an area outside the normal admissions round and has higher priority under the oversubscription criteria, they **must** be ranked above those with lower priority already on the list.

Waiting lists will be maintained until 30 September in the school year concerned.

#### **Admission appeals**

If we do not offer a child a place at this school, it is because the admission number has been reached and an increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal the decision. The information on how to appeal will be included with the letter informing you that your application was unsuccessful. If you decide to appeal the decision, the appeal must be forwarded to the **Clerk of the Governors of our school**. Appeals must be made in writing, giving the full reason(s) for wishing to appeal including any supporting evidence.

The appeal will be heard by an independent admission Appeal Panel, convened by the Diocesan Board of Statutory Education according to the Welsh Assembly Government's code of practice on School Admission Appeals. The Appeals Panel hears all appeals by parents who have been refused a place at our school and their decision is binding for all parties concerned.

The right to appeal does not apply for Nursery admissions.

**When a parent gives fraudulent or intentionally misleading information in order to obtain a place at our school for their child, we reserve the right to withdraw the offer of a place. Where a place is withdrawn, the application may be resubmitted and if refused, the parent is entitled to appeal against the decision.**

### **Applications Received Outside the Normal Admission Round**

Anyone expressing an interest in admission outside the normal admission round will be given an application form at the first point of contact. Once received, such applications will be considered without delay and a formal decision either to offer or to refuse a place will, as far as is possible, be made and notified to the applicant within 15 school days or 28 calendar days whichever is the sooner.

### **Definitions**

#### **Parental responsibility**

"Parental responsibility" is defined in the Children Act 1989 and means assuming all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property.

Unless otherwise determined by a court order:

- Mothers automatically have parental responsibility
- Fathers also have parental responsibility for a child if the father is married to the mother at the time of the child's birth. This continues after any divorce/separation/remarriage even if the child lives apart from them
- Unmarried fathers have parental responsibility where the mother and father register the birth of the child together (this is an amendment to the Children Act 1989, which came into force on 1st December 2003 and is not retrospective)
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically. In such cases parental responsibility can be granted through;
  - a residency order;
  - being appointed a guardian;
  - being named in an emergency protection order (limited to taking reasonable steps to safeguard or promote the child or young person's welfare)
  - or by adoption.
- d) Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

Schools need to know who has 'parental responsibility' for each child. This is to ensure that proper authority is given when the school needs parental permission. It will also make sure that persons with parental responsibility but with whom the child does not live, can be provided with school reports and be given an opportunity to take part in the child's education.

#### **Definition of a Parent**

Parents include all those people who have a parental responsibility for a child as set out in the Children's Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the person responsible for completing application forms and whose address will be used for admission purposes.

#### **Care of a Child**

A person has "care" of a child if that person lives with and looks after the child, irrespective of their relationship to the child. Such a person is considered to be a "parent" for the purposes of the Education Act 1996, even though that person may not necessarily have parental responsibility for the child.

Parents are asked to co-operate with school staff by providing the school with details of the persons with parental responsibility for a pupil, or who have care of the pupil. Any changes in the arrangements for parental responsibility or in the day-to-day care of the child should be notified to the school. Any reference to parents within this policy relating to education matters also extends to include any individual who has care of the child(ren).

#### **Looked After Children**

A 'Looked After Child' is deemed to be one who is 'Looked After' by a Local Authority in accordance with Section 22 of the Children Act. These children are given top priority in the over-subscription criteria for all schools, including applications outside of the normal admissions period. Applications for LAC children should be made by the relevant corporate parent.

#### **Previously looked after children**

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

### **Definition of Sibling**

A sibling is defined as a child who has a brother, sister, stepbrother or stepsister, half-brother or half-sister or is a foster child or adopted child living in the same family unit in the same family household and address and where a sibling will still be registered at this school when the younger child is eligible to attend. Biological siblings who will still be registered at this school when the younger child is eligible to attend will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

### **'Residing In' and 'Home Address'**

The address on the form must be the child's current permanent place of residence.

By permanent we mean where your child physically resides and sleeps for the majority of the week, not for a limited time and not somewhere where the child is temporarily staying for a short time.

This will usually be the parents' address. If the parents don't reside together, the address must be of the parent with whom the child spends most time – usually the parent receiving child benefit (where applicable). If there is equal, shared custody of the child, it is left to the parents to decide which address to use but we may ask to see a Court Order or other evidence to confirm this arrangement exists. You should not use a business, relative or carer/childminder's address. If for any reason you are not the parent or a child's living arrangements are unusual please explain on the form and supply evidence.

An application can **only** be made from one address and only one application per child can be made. If you cannot agree which school your child should attend with another parent, you should immediately take your own legal advice regarding making an urgent application to the Court.

Should it be necessary to request evidence we may require a number of items to show where you live with your child, acceptable evidence includes for example:

- i) driving licence
- ii) child benefit,
- iii) a council tax bill in your name covering the application and/or allocation period
- iv) a utility bill in your name covering the application and/or allocation period
- v) a copy of your signed tenancy agreement covering the application and/or allocation period or evidence from any lease or agreement which confirms your right to reside at an address
- vi) such other evidence as appears to us to be reasonable

Our Governing Body, in conjunction with the Local Authority will check the address provided on your application against the records held for your child's current school/nursery, and we may request information and evidence from you if they differ. The Local Authority may also check council tax records. If you have not provided your council tax reference number on your application they may write to ask you to provide additional proof of your address.

For allocation purposes, any offer of a school place is based on where your child lives at the end of the **allocation period** (See Local Authority Admission Timetable) and is conditional on your child living at that address, unless you have notified us of, and we have accepted, a subsequent move.

Should you move after applying but during the allocation period you must provide us with proof of your new address. Acceptable evidence includes for example:

- i) a solicitor's letter confirming that completion has taken place on the purchase of a property; or
- ii) a copy of the current rental agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- iii) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or CHQ.

We will investigate all applications where there is doubt about the address being given.

### **Address warning**

**Use of false, misleading, incomplete or inaccurate information may lead us to withdraw an offer of a place, even after a child has started at a school.**

A school place(s) may be withdrawn if parents provide the incorrect address on their initial application form, or at any point thereafter during the allocation period. We will not accept a temporary address if you still have a property that was previously used as a home address, unless there are exceptional circumstances that clearly demonstrate that it can no longer be your permanent address.



Nor will we accept a temporary address we reasonably believe is being used solely or mainly to obtain a school place. You may be asked to supply additional information to explain why you are not able to use your permanent address.

We will investigate all allegations of false addresses. The burden of evidence lies with the parents to provide sufficient documentation to support permanent residence at the address used.

#### **“Suitable” Church in Wales School**

This refers to the language medium (English, Welsh and Bilingual) depending on parental preference.

#### **Twins, Triplets, Multiple Births**

Twins, triplets, quadruplets etc residing at the same address and applying for places in the same year group at the same school.

In instances where there is one remaining place at a school, and according to oversubscription criteria one sibling from multiple births is allocated the last remaining place, the remaining siblings MAY be admitted as exceptions. The Welsh Government’s School admissions code states that infant classes must not contain more than 30 pupils with a single school teacher. In limited circumstances, children may be admitted as “exceptions” to infant class size limit; multiple births may be considered as an exception and if so they could be admitted in excess of the published admission number.

#### **How religious affiliation is tested**

*Reference to “attend / are active members” from oversubscription criteria.*

If parents wish to have their child's application considered under criteria d to g, then they need to have their vicar / faith leader complete and sign a **supplementary information form (SIF)** which needs to be returned to Ysgol Trelawnyd VA School Governing Body no later than **five weeks** after the closing date for Nursery or Reception applications (as applicable). **The SIF seeks information about the frequency of attendance at services / Sunday School etc. Confirmation of these details is required from the local priest, minister or faith leader.** A supplementary information form for this purpose can be found at the end of our admissions policy which is available online at [www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions) or directly from our school.

The SIF is to be returned to the school no later than **five weeks** after the closing date for Nursery or Reception applications (as applicable). The SIF form alone does not constitute an application; parents must also complete an Application Form as detailed at the start of this policy.

Member is defined as member of the Church in Wales by registration on the electoral roll of the parish.

#### **Review**

This policy will be reviewed every year in order to include any change of legislation or change in local circumstances.

This policy is in line with the current Welsh Government School admissions code and Welsh Government School admission appeals code.

#### **Ysgol Yr Esgob, Church in Wales VA Primary School, Caerwys**

Ysgol yr Esgob Church in Wales Voluntary Aided School accepts pupils between the ages of 4 and 11 years of age (and the ages of 3 and 4 in the Nursery Class). As a Church in Wales Voluntary Aided School, the Governing body of the school is responsible for the admission of pupils. Admission forms can be obtained from the School or for entry into reception applications are made online via the Flintshire County council website. The timescale of the Local Authority (LA) admission timetable is followed for the handing out, consideration period and return of these forms.

Pupils are admitted to the Nursery, which is part of our Early Years class in the academic year in which they are four – i.e. any child who is three by the 31<sup>st</sup> August can be admitted in September. Nursery class is not a statutory provision; Admission to Nursery **does not** guarantee admission to Reception; if a child has a place in our Nursery the appropriate application form for admission into Reception must be submitted within the prescribed timescale of the annual admissions round.

At Ysgol yr Esgob, we also admit pupils into our "Early Entitlement" class the term following their third birthday. Please contact the school secretary for more information. Pupils are admitted to Reception in the academic year in which they are five, i.e. any child who attains the age of four by 31<sup>st</sup> August can be admitted in September. A parent can defer their child's entry until the term following their fifth birthday.

Looked after and previously looked after children are a priority in the case of oversubscription these children will be admitted before all others except those with a statement of special education needs naming the school. Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 'Moving Forward - Gypsy Traveller Education'. The school will not discriminate between boys and girls, or against applicants on the basis of race, colour, nationality or national or ethnic origin.

The School Standards and Framework Act 1998 requires LA's and Governing Bodies to admit pupils up to the school's pupil admission number (AN). The pupil Admission Number (AN) for the school is 12.

#### **Admission to the Primary School**

All applicants will be admitted to the school unless the number of applications exceeds the admission number (AN). In the event that the number of applications exceeds the number of places available, then the following oversubscription criteria will be applied in the order set out below, to decide which pupils to admit.

Please note, *any child for whom the school is named in a statement of special educational needs will be admitted before the application of oversubscription criteria.*

#### **Oversubscription Criteria**

- a) Looked after children and previously looked after children who are baptised members of the Church in Wales
- b) Other looked after and previously looked after children
- c) Pupils with a sibling who will continue to be at the school in the next academic year i.e. not in Year 6. (see definition of sibling in the section of the policy marked 'Definitions' on page 3 onwards).
- d) Pupils who live in the Mission Area of Denbigh and for whom this is the nearest suitable Church in Wales school to their home address. Pupils whose home address is within the ecclesiastical parish boundaries of Caerwys (a map showing the ecclesiastical parish boundaries of is available at the Diocese Office)
- e) Pupils whose parents (see definition listed below) attend St. Michael's Church, Caerwys
- f) Pupils whose parents attend another Anglican Church and for whom this is the nearest Aided School.
- g) Pupils whose parents are active members of a non-Anglican Christian denomination and for them this is the nearest Church School.
- h) Pupils whose parents are active members of another faith and also express a desire for a Church School education.
- i) Children whose parents wish them to attend a Church in Wales School.

For **criteria e-h** the Governors will seek information about the frequency of attendance at services and seek confirmation of these details from the local priest or minister on a supplementary form which can be found attached to this policy.

Within each category those living nearest to the school are accorded higher priority. This is measured by the safest walking route. The distances are calculated by use of a Geographical Information System which accurately measures the distance from the home address to the school. This will be measured from front door of home to main entrance door of school. If distances are equal, as calculated by the GIS system, for example a flat in a block of dwellings with the same front door entrance, a differentiation by floor level will be used.

**Parents will receive written notification of all admission applications**

#### **Late Applications**

The school will consider late applications, in the normal admission round, in cases where a viable reason is given. These include when a single parent has been ill for some time, or a family has just moved into the area, or is returning from abroad provided applications are received before offers of places are made. All other late applications for the normal admission round will be considered together after those received on time have been allocated places.

#### **Waiting List**

A waiting list will be maintained in the event of the school being over-subscribed. Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 30<sup>th</sup> September in the school year in which they apply. If additional places become available while the waiting list is in operation they will be allocated to children on the waiting list on the basis of the above oversubscription criteria.

#### **Admission appeals**

If we do not offer a child a place at this school, it is because the admission number has been reached and an increase in numbers would adversely affect the education of the year group. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal the decision. The information on how to appeal will be included with the letter informing you that your application was unsuccessful. If you exercise that right, the appeal must be forwarded to the Clerk of the Governors of the school. The appeal will be heard by an independent admission Appeal Panel, convened by the Diocesan Board of Statutory Education according to the Welsh Assembly Government's code of practice on School Admission Appeals. The Appeals Panel hears all appeals by parents who have been refused a place at our school. This decision is binding for all parties concerned.

#### **Allocation of Nursery Places**

Local Authorities in Wales have a duty to provide sufficient nursery places in their area. Pupils are admitted to the Nursery, which is part of our Early Years class in the academic year in which they are four – i.e. any child who is three by the 31<sup>st</sup> August can be admitted in September. Nursery education is not statutory provision and parents have no right of appeal under the School Standards and Framework Act 1998 if they are unsuccessful in gaining a place. Admission to the nursery class **does not** guarantee admission to the school. If a child has a place in our Nursery the appropriate application form for admission into Reception must be submitted within the prescribed timescale of the annual admissions round.

We provide Early Entitlement provision for pupils who have reached their 3<sup>rd</sup> birthday from the start of the term after the child is three. Nursery schooling will be provided in the morning on the basis of 5 x 2.5 hour sessions per week for each child. In the event of oversubscription, applications for nursery places will be dealt with by applying the oversubscription criteria.

#### **Definitions**

##### **Definition of Parents**

Parents include all those people who have a parental responsibility for a child as set out in the Children's Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the person responsible for completing application forms and whose address will be used for admission purposes.

##### **Parental Responsibility:**

Unless otherwise determined by a court order:

- Mothers automatically have parental responsibility
- Fathers also have parental responsibility for a child if the father is married to the mother at the time of the child's birth. This continues after any divorce/separation/remarriage even if the child lives apart from them
- Unmarried fathers have parental responsibility where the mother and father register the birth of the child together (this is an amendment to the Children Act 1989, which came into force on 1<sup>st</sup> December 2003 and is not retrospective)
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically. In such cases parental responsibility can be granted through a residency order; being appointed a guardian; being named in an emergency protection order (limited to taking reasonable steps to safeguard or promote the child or young person's welfare); or by adoption.

In case of dispute between parents, where more than one parent has parental responsibility and they do not agree to an application being made to a particular school, a temporary school place will be offered until any dispute is resolved by both parents as a personal matter.

##### **Definition of Sibling**

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, stepbrother or stepsister, half brother or half sister or is a foster child or adopted child living in the same family unit in the same family household and address who attends the preferred school in any year group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

#### **'Residing In' and 'Home Address'**

The Home Address will be the address used for correspondence related to where "Child Benefit" is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority. Families who are due to move house should provide:

- i) a Solicitor's letter confirming that exchange of Contracts has taken place on the purchase of a property; or
- ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- iii) in the case of SERVING H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

#### **Twins, Triplets, Multiple Births**

When the Governing Body are considering twins, triplets or other multiple births for one remaining place, the family will be offered the place and may decide (a) if they will accept it for one sibling whomever they decide or (b) they decline the place and it is offered to the next person in the allocation after the twins/triplets/multiple births. Please note the multiple birth sibling(s) would not be given priority on admission other than considered as a sibling link once the family had accepted the place(s) offered for one of the twins/triplets/multiple births.

#### **Suitable**

"Suitable" refers to the status of the school (VC or VA) and the language medium (English, Welsh, Bilingual) depending on parental preference.

#### **How religious affiliation is tested.**

#### **Reference to "attend / are active members" from oversubscription criteria.**

If you are applying under criteria e-h above a **Supplementary Information Form (SIF)** can be obtained direct from the school. The SIF is to be returned to the school as soon as possible after notification of oversubscription. The SIF alone does not constitute an application; parents must also complete the Common Application Form. Member is defined as member of the Church in Wales by registration on the electoral roll of the parish.

#### **Review**

In accordance with the School Development Plan, this policy will be reviewed every two years or sooner in the light of any change of legislation or change in local circumstances. It was last reviewed in March 2016 by the full Governing Body. This policy is in line with the current Welsh Government School admissions code and Welsh Government School admission appeals code.

#### **Ysgol y Llan Church in Wales VA Primary School, Whitford**

As a Church in Wales Voluntary Aided School, the admissions committee established by the governing body of the School is responsible for the admission of pupils. A parental preference form for nursery and primary school admission will be available on line (preferred method of application) on [www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions) or by contacting the Admissions Team ([admissions@flintshire.gov.uk](mailto:admissions@flintshire.gov.uk); 01352 704068/704073). Forms will be available according to the admissions timetable as set out in the Flintshire County Council Admissions Guide.

#### **Admissions Timetable**

The Local Authority (LA) admission timetable is followed for the processing of applications. See [www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions)

#### **Admission to Reception**

Pupils are admitted to Reception in the academic year in which they are five, i.e. any child who attains the age of four by 31st August can be admitted in September. Once a reception place has been offered and accepted, parents may defer their child's entry until the start of the term following the child's 5th

birthday. Parents are not able to defer entry beyond this point, or beyond the academic year for which the original application was accepted.

The School Standards and Framework Act 1998 require LAs and Governing Bodies to admit pupils up to the school's admission number (AN). The Admission Number relates to the number of children that can be admitted to each year group during the school year and is calculated using the capacity assessment method in the Welsh Government's guidance document 'Measuring the Capacity of Schools in Wales'.

### **The Admission Number (AN) for our school is 15.**

Looked after and previously looked after children are a priority. In the case of oversubscription, these children will be admitted before all others, except those with a statement of special educational needs naming our school.

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 'Moving Forward - Gypsy Traveller Education'.

Our school will not discriminate based on gender, or against applicants on the basis of race, colour, nationality or national or ethnic origin.

All applicants will be admitted to the school unless the number of applications exceeds the admission number (AN).

All preferences received will be considered on the basis of equal preferences. Expressing a preference for our school does not guarantee a place if our school is oversubscribed.

In the event that the number of applications exceeds the number of places available, then the following oversubscription criteria will be applied in the order set out below, to decide which pupils to admit. Where our school is named in a Statement of Special Educational Needs, we have a duty to admit that child to the school.

#### **Oversubscription Criteria**

- a) Looked after children and previously looked after children
- b) Pupils with an elder sibling who is of statutory school age and will still be registered at our school when the younger child is eligible to attend. (see "Definitions" section of the policy)
- c) Pupils who live in the Mission Area of *Estuary and Mountain Mission Area* and for whom this is the nearest suitable Church in Wales school to their home address. (see "Definitions" section of the policy)
- d) Pupils whose parents (see "Definitions" section of the policy) attend St. Mary's & St. Beuno's Church, Whitford.
- e) Pupils whose parents (see "Definitions" section of the policy) attend another Anglican Church and for whom this is the nearest Voluntary Aided Church School.
- f) Pupils whose parents (see "Definitions" section of the policy) are active members of a non-Anglican Christian denomination and for them this is the nearest Voluntary Aided Church School.
- g) Pupils whose parents (see "Definitions" section of the policy) are active members of another faith and also express a desire for a Church School education, and for them this is the nearest Voluntary Aided Church School.
- h) Pupils whose parents wish them to attend a Church in Wales school.

If parents wish to have their child's application considered under criteria *d to g*, then they need to have their vicar / faith leader complete and sign a supplementary information form (SIF) which needs to be returned to The Governing body at Ysgol y Llan no later than **five weeks** after the closing date for Nursery or Reception applications (as applicable). **The SIF seeks information about the frequency of attendance at services / Sunday School etc. Confirmation of these details is required from the local priest, minister or faith leader.** A supplementary information form for this purpose can be found at the end of our admissions policy which is available online at [www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions), or directly from our school.

#### **Tie Breaker**

If there are more applicants than places in any of the above categories of the oversubscription criteria, priority will be given to applicants living nearest to the school. The distances are calculated by the LA. The Council uses a Geographical Information System (GIS) to calculate the shortest home to school distance in miles. This is integrated into the Capita ONE software. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) and Ordnance Survey (OS) Address Point Data. The starting point for a route assessment is determined as the nearest point on the walking route network from the pupil's address (usually the main entrance to the property), to the centre point of the school building. The network is updated annually.

### **Allocation of Nursery Places**

Pupils are admitted to the Nursery, which is part of our Early Years class in the academic year in which they are four – i.e. any child who is three by the 31st August can be admitted in September.

Nursery education is not compulsory and parents have no right of appeal regarding nursery admissions under the School Standards and Framework Act 1998.

Nursery schooling will be provided *on the basis of 5 x 2.25 hour sessions per week* for each child. Places are available in Nursery classes, up to our Admission Number.

Parents may express a preference for any nursery irrespective of where the child's home is in relation to the school. However, expressing a preference does not guarantee a place at that nursery. In the event of oversubscription, applications for nursery places will be dealt with by applying the oversubscription criteria detailed above.

Admission to the nursery class **does not** guarantee admission to Reception. ***If a child has a place in our Nursery, parents must complete the appropriate form for admission into Reception. This must be submitted in accordance with the Admissions Timetable (as detailed earlier).***

### **Transport Provision**

Please see Flintshire County Council website ([www.flintshire.gov.uk/schooladmissions](http://www.flintshire.gov.uk/schooladmissions)) for information regarding possible transport provision.

### **Late Applications**

Late applications (i.e. applications received after the published closing date and before the end of the allocation period) will be considered after those submitted on time unless there are exceptional reasons why the application is late.

Exceptional reasons, (for example, when a single parent has been ill for some time, or a family has just moved into the area) must be explained in your application in order for the admissions committee to take them into consideration. Supporting evidence **MUST** be provided if requested by the admissions committee.

All late applications will be ranked in accordance with the oversubscription criteria and any places which become available will be offered to the highest-ranking applicants up to the end of the allocation period. Thereafter, late applications will be placed on the waiting list.

### **Waiting List**

A waiting list will be maintained in the event of the school being over-subscribed and will consist of:

- those children whose parents have specifically requested in writing (including email) to be placed on the school's waiting list,
- those for whom an appeal form has been received
- any late applications.

Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 30th September in the school year in which they apply. Children will be ranked on our waiting list according to our oversubscription criteria. Hence, if additional places become available while the waiting list is in operation they will be allocated to children according to their position on the waiting list **NOT** on date of application.

For example, if a child moves to an area outside the normal admissions round and has higher priority under the oversubscription criteria, they **must** be ranked above those with lower priority already on the list.

Waiting lists will be maintained until 30 September in the school year concerned.

### **Admission appeals**

If we do not offer a child a place at this school, it is because the admission number has been reached and an increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal the decision. The information on how to appeal will be included with the letter informing you that your application was unsuccessful. If you decide to appeal the decision, the appeal must be forwarded to the **Clerk of the Governors of our school**. Appeals must be made in writing, giving the full reason(s) for wishing to appeal including any supporting evidence.

The appeal will be heard by an independent admission Appeal Panel, convened by the Diocesan Board of Statutory Education according to the Welsh Assembly Government's code of practice on School Admission Appeals. The Appeals Panel hears all appeals by parents who have been refused a place at our school and their decision is binding for all parties concerned.

The right to appeal does not apply for Nursery admissions.

**When a parent gives fraudulent or intentionally misleading information in order to obtain a place at our school for their child, we reserve the right to withdraw the offer of a place. Where a place is withdrawn, the application may be resubmitted and if refused, the parent is entitled to appeal against the decision.**

#### **Applications Received Outside the Normal Admission Round**

Anyone expressing an interest in admission outside the normal admission round will be given an application form at the first point of contact. Once received, such applications will be considered without delay and a formal decision either to offer or to refuse a place will, as far as is possible, be made and notified to the applicant within 15 school days or 28 calendar days whichever is the sooner.

#### **Definitions**

##### **Parental responsibility**

"Parental responsibility" is defined in the Children Act 1989 and means assuming all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and their property.

Unless otherwise determined by a court order:

- Mothers automatically have parental responsibility
- Fathers also have parental responsibility for a child if the father is married to the mother at the time of the child's birth. This continues after any divorce/separation/remarriage even if the child lives apart from them
- Unmarried fathers have parental responsibility where the mother and father register the birth of the child together (this is an amendment to the Children Act 1989, which came into force on 1st December 2003 and is not retrospective)
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically. In such cases parental responsibility can be granted through;
  - a residency order;
  - being appointed a guardian;
  - being named in an emergency protection order (limited to taking reasonable steps to safeguard or promote the child or young person's welfare);
  - or by adoption.
- j) Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

Schools need to know who has 'parental responsibility' for each child. This is to ensure that proper authority is given when the school needs parental permission. It will also make sure that persons with parental responsibility but with whom the child does not live, can be provided with school reports and be given an opportunity to take part in the child's education.

Parents include all those people who have a parental responsibility for a child as set out in the Children's Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the person responsible for completing application forms and whose address will be used for admission purposes.

##### **Care of a Child**

A person has "care" of a child if that person lives with and looks after the child, irrespective of their relationship to the child. Such a person is considered to be a "parent" for the purposes of the Education Act 1996, even though that person may not necessarily have parental responsibility for the child.

Parents are asked to co-operate with school staff by providing the school with details of the persons with parental responsibility for a pupil, or who have care of the pupil. Any changes in the arrangements for parental responsibility or in the day-to-day care of the child should be notified to the school. Any reference to parents within this policy relating to education matters also extends to include any individual who has care of the child(ren).

### **Looked After Children**

A 'Looked After Child' is deemed to be one who is 'Looked After' by a Local Authority in accordance with Section 22 of the Children Act. These children are given top priority in the over-subscription criteria for all schools, including applications outside of the normal admissions period. Applications for LAC children should be made by the relevant corporate parent.

### **Previously looked after children**

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

### **Definition of Sibling**

A sibling is defined as a child who has a brother, sister, stepbrother or stepsister, half-brother or half-sister or is a foster child or adopted child living in the same family unit in the same family household and address and where a sibling will still be registered at the preferred school when the younger child is eligible to attend. Biological siblings who will still be registered at this school when the younger child is eligible to attend will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

### **'Residing In' and 'Home Address'**

The address on the form must be the child's current permanent place of residence.

By permanent we mean where your child physically resides and sleeps for the majority of the week, not for a limited time and not somewhere where the child is temporarily staying for a short time.

This will usually be the parents' address. If the parents don't reside together, the address must be of the parent with whom the child spends most time – usually the parent receiving child benefit (where applicable). If there is equal, shared custody of the child, it is left to the parents to decide which address to use but we may ask to see a Court Order or other evidence to confirm this arrangement exists. You should not use a business, relative or carer/childminder's address. If for any reason you are not the parent or a child's living arrangements are unusual please explain on the form and supply evidence.

An application can **only** be made from one address and only one application per child can be made. If you cannot agree which school your child should attend with another parent, you should immediately take your own legal advice regarding making an urgent application to the Court.

Should it be necessary to request evidence we may require a number of items to show where you live with your child. Acceptable evidence includes for example:

- i) driving licence
- ii) child benefit,
- iii) a council tax bill in your name covering the application and/or allocation period
- iv) a utility bill in your name covering the application and/or allocation period
- v) a copy of your signed tenancy agreement covering the application and/or allocation period or evidence from any lease or agreement which confirms your right to reside at an address
- vi) such other evidence as appears to us to be reasonable

Our Governing Body, in conjunction with the Local Authority will check the address provided on your application against the records held for your child's current school/nursery, and we may request information and evidence from you if they differ. The Local Authority may also check council tax records. If you have not provided your council tax reference number on your application they may write to ask you to provide additional proof of your address.

For allocation purposes, any offer of a school place is based on where your child lives at the end of the **allocation period** (See Local Authority Admission Timetable) and is conditional on your child living at that address, unless you have notified us of, and we have accepted, a subsequent move.

Should you move after applying but during the allocation period you must provide us with proof of your new address. Acceptable evidence includes for example:

- i) a solicitor's letter confirming that completion has taken place on the purchase of a property; or
- ii) a copy of the current rental agreement, signed by both the Tenants and the Landlords, showing the address of the property; or



iii) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or CHQ.

We will investigate all applications where there is doubt about the address being given.

#### **Address warning**

**Use of false, misleading, incomplete or inaccurate information may lead us to withdraw an offer of a place, even after a child has started at a school.**

A school place(s) may be withdrawn if parents provide the incorrect address on their initial application form, or at any point thereafter during the allocation period. We will not accept a temporary address if you still have a property that was previously used as a home address, unless there are exceptional circumstances that clearly demonstrate that it can no longer be your permanent address.

Nor will we accept a temporary address we reasonably believe is being used solely or mainly to obtain a school place. You may be asked to supply additional information to explain why you are not able to use your permanent address.

We will investigate all allegations of false addresses. The burden of evidence lies with the parents to provide sufficient documentation to support permanent residence at the address used.

#### **“Suitable” Church in Wales School**

This refers to the language medium (English, Welsh and Bilingual) depending on parental preference.

#### **Twins, Triplets, Multiple Births**

Twins, triplets, quadruplets etc residing at the same address and applying for places in the same year group at the same school.

In instances where there is one remaining place at a school, and according to oversubscription criteria one sibling from multiple births is allocated the last remaining place, the remaining siblings MAY be admitted as exceptions. The Welsh Government’s School admissions code states that infant classes must not contain more than 30 pupils with a single school teacher. In limited circumstances, children may be admitted as “exceptions” to infant class size limit; multiple births may be considered as an exception and if so they could be admitted in excess of the published admission number.

#### **How religious affiliation is tested.**

#### **Reference to “attend / are active members” from oversubscription criteria.**

If parents wish to have their child's application considered under criteria d to g, then they need to have their vicar / faith leader complete and sign a **supplementary information form (SIF)** which needs to be returned to the Governing body at Ysgol y Llan no later than **five weeks** after the closing date for Nursery or Reception applications (as applicable). **The SIF seeks information about the frequency of attendance at services / Sunday School etc. Confirmation of these details is required from the local priest, minister or faith leader.** A supplementary information form for this purpose can be found at the end of our admissions policy which is available online at [www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions) or directly from our school.

The SIF is to be returned to the school no later than **five weeks** after the closing date for Nursery or Reception applications (as applicable). The SIF form alone does not constitute an application; parents must also complete an Application Form as detailed at the start of this policy.

Member is defined as member of the Church in Wales by registration on the electoral roll of the parish.

#### **Review**

This policy will be reviewed every year in order to include any change of legislation or change in local circumstances. This policy is in line with the current Welsh Government School admissions code and Welsh Government School admission appeals code.

#### **Catholic VA Primary Schools**

#### **St Mary’s Catholic VA Primary School**

St. Mary’s is a Catholic Primary school situated in the Diocese of Wrexham and is maintained by the Flintshire Local Education Authority. The Governing Body is responsible for determining and administering the policy relating to admission of pupils to the school. It is guided in that responsibility by: a) The requirements of the law b)

The advice of the Diocesan Trustees on the nature and purpose of its duties c) Its duty towards the school and Catholic community it serves d) The Catholic character of the school and its Mission e) Recognition of Parish boundary.

The school serves in the first instance baptised Catholic children living in the Parish of The Immaculate Conception Church, Flint. Having consulted with the LEA and others in accordance with the requirements of law, the Governing Body has published its admissions at 45 pupils for the school year commencing September 2017.

Applications for a place in the school must be made on the enclosed form and returned to the school. The Governing Body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications at the same time and after the closing date for admissions, made in accordance with the criteria set out below. Pupils who are admitted to the school will enter the Nursery Class.

If the school is named in a statement of special educational needs, the Governing Body has a duty to admit the child to the school. As required by law the Governing Body will not admit more than 30 pupils to any one reception or infant class.

#### OVER SUBSCRIPTION CRITERIA:

Where the number of applications exceeds the number of places available the Governing Body will apply the following over-subscription criteria in priority order.

1. Catholic 'Looked After Children'
2. Baptised Catholic children within the parish which the school serves. Proof of birth date in the form of a Birth Certificate and proof of Baptism in the form of a Baptismal Certificate is required.
3. Baptised Catholic children whose medical, educational or pastoral needs can only be met by this school.
4. 'Looked After Children' not of the Catholic faith
5. Children who have a brother or a sister at the school at the time of likely admission
6. Children of other Christian Denominations. It is necessary for such parents to have expressed a genuine desire for them to be educated in a Catholic school and to be fully supportive of our Catholic ethos.
7. Children of other faiths whose parents demonstrate a commitment to the ethos of the school
8. Children for whom the LEA has specifically asked for a place at the school.

In the event of any over-subscription in the number of applications made under any of the categories above then the Admissions Committee will offer places first to children living nearest to the school measured by the shortest walking distance using public highways.

**ADMISSIONS TO THE NURSERY CLASS** at St. Mary's Catholic Primary School will be on a part-time basis and made by the Governing Body in accordance with the stated parental preference. Where there are more applicants for admissions than the Nursery has places available the following set of **ADMISSIONS** Criteria will form a priority order.

1. Baptised Catholic children in the parishes which the school serves. Proof of birth date in the form of a Birth Certificate and proof of Baptism in the form of a Baptismal Certificate will be required.
2. Children who have a brother or sister in the Primary School at the time of admission
3. Children of other Christian denominations. It is necessary for such parents to have expressed a genuine desire for them to be educated in a Catholic School and to be fully supportive of its Catholic ethos.
4. Children of other faiths whose parents demonstrate a commitment to the ethos of the school
5. Other children living within Flintshire taking proximity to the school into account.

Notes: a) Admissions to the Nursery classes does not necessarily secure admissions to the primary school b) The governing Body reserves the right to admit children with proven and exceptional medical and social needs where admission to the nursery class may best satisfy those exception needs. This is provided that such an application is submitted with appropriate evidence or report from the Doctor or Social Worker. If the school is named in a statement of special educational needs the Governing Body has a duty to admit the child to the school. All Christian applicants will be required to produce baptismal certificate. c) The decision with regard to the allocation of a morning or an afternoon place rests with the Headteacher.

#### **St Winefride's Catholic VA Primary School**

##### **Oversubscription Criteria**

Where the number of applications exceeds the number of places available the Governing Body will apply the following over - subscription criteria in priority order.

1. Baptised Catholic Looked After children within the parishes which the school serves. Proof of birth date in the form of a birth certificate and proof of Baptism in the form of baptismal certificate required.
2. Baptised Catholic children within the parishes which the school serves. Proof of birth date in the form of a birth certificate and proof of Baptism in the form of baptismal certificate required.
3. Baptised Catholic children whose medical, educational or pastoral needs can only be met by this school.
4. Children who have a brother or a sister at the school at the time of likely admission.

#### 5. Looked After Children.

It would be necessary for such parents to have expressed a genuine desire for them to be educated in a Catholic school and to be fully supportive of its Catholic ethos. Such applications would need to be supported, in writing, by proof of birth date in the form of a birth certificate.

#### 6. Children of other Christian Denominations

It would be necessary for such parents to have expressed a genuine desire for them to be educated in a Catholic school and to be fully supportive of its Catholic ethos. Such applications would need to be supported, in writing, by proof of birth date in the form of a birth certificate and proof of baptism in the form of a baptismal certificate.

#### 7. Children of other Faiths whose parents seek Catholic schooling.

#### 8. Children for whom the LEA has specifically asked for a place at the school.

In event of any over-subscription in the number of applications made under any of the categories above then the Admissions Committee will offer places first to children living nearest to the school by the shortest walking distance using public highways.

### **Mold St David's Catholic VA Primary School** **Oversubscription Criteria**

Where the number of applications exceeds the number of places available, the Governing Body will apply the following over-subscription criteria.

1. Baptised Catholic children who are in public care (looked-after children). Proof of a birth date in the form of a Birth Certificate and proof of Baptism in the form of a Baptismal Certificate are required.

2. Baptised Catholic children with the parishes which the school serves. Proof of a birth date in the form of a Birth Certificate and proof of Baptism in the form of a Baptismal Certificate are required.

3. Baptised Catholic children, whose medical, educational or pastoral needs can be appropriately met by this school.

4. Children who have a brother or sister at the school at the time of likely admission.

5. Children in public care (looked-after children) who are not baptised Catholic.

6. Children of other Christian denominations. It would be necessary for such parents to have expressed a genuine desire for them to be educated in a Catholic school and to be fully supportive of its Catholic ethos. Such applications would need to be supported, in writing, by proof of a birth date in the form of a Birth Certificate and proof of Baptism in the form of a Baptismal Certificate.

7. Children of other faiths whose parents demonstrate a commitment to the ethos of the school.

8. Children for whom the LEA has specifically asked for a place in the school.

In the event of any over-subscription in the number of applications made under any of the categories above then the Admissions Committee will offer place first to children living nearest to the school.

### **Saltney, St Anthony's Catholic VA Primary School**

The law in Wales does not require a child to start school until the start of the term following the child's fifth birthday. In Saint Anthony's children of the age of four will be admitted to the Reception class in the September of the School Year in which they attain their fifth birthday. The reception class is the normal year of entry to the school. There are arrangements in the legislation to deal with in-year requests for admission to reception and other year groups. The Governing Body's Admissions Panel will consider these on an ad hoc basis. Separate admissions arrangements operate for the nursery class and in no way entitle the child to a place in the reception class.

The LEA has set the Admission Number by formula to 21. The Governing Body will admit up to that number without any conditions, irrespective of faith and without interview. Applications for a place at the school must be made on the appropriate form and returned to the school by the published date at the latest.

The Governing Body will not admit more than 30 pupils to a Reception class or multiples thereof to an Early Years Unit. If the school is named in a statement of special educational needs, the Governing Body has a duty to admit the child. If the Governing Body as Admissions Authority has offered the place on the basis of a fraudulent or intentionally misleading application from a parent, the offer of the place will be withdrawn. Where the place has been fraudulently obtained and the child has already started at the school, the length of time at the school, will be taken into account in reaching any decision to withdraw the place.

### **Oversubscription**

If the number of applicants exceeds the Admission number, the Admissions Panel appointed by the Governing Body will apply the following oversubscription criteria in order of priority:

1. Baptised Catholic children who are looked after in public care.
  2. Looked after children who are not of the Catholic faith.
  3. Baptised Catholic children within the parishes of Broughton, Kinnerton and Saltney, the parishes the school serves.
  4. Baptised Catholic children whose pressing social and pastoral needs can be better met by the school.
- For Catholic children in categories 1, 3 and 4, the Admissions Panel will need to see an original Birth Certificate and Baptismal Certificate, together with a written reference on the prescribed form from the Parish Priest. For children in category 4, the Admissions Panel will need to see supporting evidence from a doctor, a social worker or the LEA as to why the school is the most suitable for the child.
5. Children who have a brother or sister in school on the date of admission.
  6. Children of other Christian denominations, whose parents have a genuine desire for them to be educated in a Catholic school, and who are fully supportive of its Catholic ethos. The Admissions Panel will need to see an original Birth Certificate and Baptismal Certificate, together with a written reference on the prescribed form from the Parish Priest or Minister of Religion.
  6. Children of other faiths whose parents demonstrate a commitment to the ethos of the school.
  7. Children whom the LEA has asked the school to place. If there is oversubscription in any of the categories above, the Admissions Panel will offer places to children living nearest to the school as measured by the shortest distance between the front door to the home or flat/apartment complex and the main school gate, using public highways, and confirmed by the LEA's Transportation Department. Procedures for the Admission Year

#### **Shotton, Venerable Edward Morgan Catholic VA Primary School** **Oversubscription Criteria**

Where the number of applications exceeds the number of places available the Governing Body will apply the following over-subscription criteria in priority order.

1. Catholic 'Looked After Children'
2. Baptised Catholic children within the parishes which the school serves. Proof of birth date in the form of a Birth Certificate and proof of Baptism in the form of a Baptismal Certificate is required.
3. Baptised Catholic children whose medical, educational or pastoral needs can only be met by this school.
4. 'Looked After Children' not of the Catholic faith
5. Children who have a brother or a sister at the school at the time of likely admission
6. Children of other Christian Denominations. It is necessary for such parents to have expressed a genuine desire for them to be educated in a Catholic school and to be fully supportive of our Catholic ethos.
7. Children of other faiths whose parents demonstrate a commitment to the ethos of the school
8. Children for whom the LEA has specifically asked for a place at the school.

In the event of any over-subscription in the number of applications made under any of the categories above then the Admissions Committee will offer places first to children living nearest to the school measured by the shortest walking distance using public highways.

#### **St Richard Gwyn Catholic High School**

St Richard Gwyn is a voluntary aided Catholic High School in the Diocese of Wrexham and maintained by Flintshire Education Authority (LA). The school serves the whole of Flintshire and provides young people with a faith based education that is rooted in Gospel Values.

It is the Governors' policy that the distinctive Catholic nature of the school should be maintained. With this in mind the Governors ask all parents and carers who wish their children to attend St Richard Gwyn to respect and support the Catholic ethos and its importance to the school community. This does not affect the right of parents who are not of the Catholic faith but who wish their child to have a faith based education to apply for and be considered for a place in the school.

Having consulted with the LA the Governing Body has published the school Admission Number for the academic year 2019 – 2020 as 166 in each year group (7 -11).

Applications for a place in the school must be made on the form provided by the LA and returned in line with the instructions. Should a parent wish to supply supplementary information to support their application it should be on Form SI supplied by the school. Any baptismal or confirmation certificates and supporting letters should also be attached.

The Governing Body has delegated responsibility for determining admissions to its Admissions Committee. The Admissions Committee will keep to the timetable published by the LA and will consider all applications at the

same time after the published closing date. Successful and unsuccessful applicants will then be informed. If the number of applications exceeds the admission number, the Governors will give priority to applications in accordance with the criteria attached, provided that the Governors are made aware of that application before decisions on admissions are made. In all categories the Governors will give priority to those pupils who have a brother or sister (see Note 2: Siblings) attending St Richard Gwyn Catholic High School at the time of the admission and then to those children living closest to the school determined by the shortest distance (see Note 5: Over-Subscription).

If an application for admission is unsuccessful parents can appeal to an independent Appeals Panel. This procedure is managed by the LA. The Appeal Panel is made up of individuals who are totally independent of the school and the LA. This appeal must be sent in writing to the Clerk of the Governors at school within 14 days (10 working days) of the refusal. Parents must supply their reasons for appealing in writing and the decision of the Appeal Panel is binding on the Governors.

Where the number of applications exceeds the number of places available the Governing Body will apply the following over-subscription criteria in priority order.

1. Catholic children (see Note 1: definition of a Baptised Catholic) who are in the care of the Local Authority (Looked After Children) or were previously in the care of the Local Authority (Previously Looked After Children) or provided with accommodation by them (eg. children with foster parents) (Section 22 of the Children Act 1989) or Looked after Children not of the Catholic Faith.
2. Catholic children who currently attend a designated Catholic feeder school (see Note 3: Catholic Feeder Schools)
3. Catholic children who currently live in the parish area (see Note 4: Catholic Parishes) who are not currently attending the designated Catholic feeder school (see Note 3: Catholic Feeder Schools).
4. Other Catholic children (see Note 1: Definition of a Baptised Catholic)
5. Non-Catholic children who currently attend a designated Catholic feeder school (see Note 3: Catholic feeder schools)
6. Children of other Christian denominations who seek a specifically Christian education.
7. Children who have a sibling (see Note 2: Siblings) in the school at the time of admission.
8. Children of other faiths whose parents seek a faith based education.
9. Other children whose parents seek a faith-based education for their child. NB. In Categories 5 to 9 Looked After Children or Previously Looked After Children will be given the highest priority.

## **NOTES**

### **Definition of a "Baptised Catholic"**

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church may be required. For further information regarding the definition of Baptised Catholic please contact the school. Parents making an application for a Catholic child should also provide additional information on the Form SI provided by the school. Failure to produce the additional information may affect the criterion the child's name is placed in.

### **Siblings**

For Catholic and non Catholic children the definition of a brother or sister is: A brother or sister sharing the same parents; Half brother or half sister, where two children share one common parent; Step brother or step sister, where two children are related by a parents' marriage; Adopted or fostered children. The children must be living permanently in the same household.

### **Catholic Feeder Schools**

The designated feeder primary schools for St Richard Gwyn Catholic High School are:

- St Mary's, Flint
- St David's, Mold
- St Anthony's, Saltney
- Venerable Edward Morgan, Shotton
- St Winefride's, Holywell

### **Catholic Parishes**

The parish areas for these feeder primary schools are: Holywell, Pantasaph, Flint, Mold, Buckley, Shotton, Queensferry, Hawarden, Saltney & Broughton.

### **Over Subscription**

In the event of any over-subscription in the number of applications made under any of the categories above then the Admissions Committee will offer places first to children living nearest to the school measured from the child's home address to the recognised main entrance of the school. In a very small number of cases it may not be able

to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place. ADMISSIONS POLICY [www.strichardgwynflint.co.uk](http://www.strichardgwynflint.co.uk) March 2014 5

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place and proof may be requested.

#### **Further Information and Guidance**

If you are unsure whether you fulfil Diocesan admission criteria or you want further information you are invited to contact the Headteacher at the school.

#### **Admission Enquiries**

Enquiries concerning admission and visits by parents prior to the choice of secondary school are welcomed. Please telephone the school for a mutually convenient appointment.

#### **School Prospectus**

All parents are urged to read carefully the School Prospectus and refer to our School website ([www.strichardgwyn.com](http://www.strichardgwyn.com)) for information about the school as submission of a completed form is taken to imply acceptance of the policies, procedures and regulations outlined in the Prospectus.

#### **Information from Parents**

Parents are asked to keep the school informed of any changes in the basic information supplied on the admission form, especially change of name, change of address, changes in family circumstances.

#### **Application at stages other than 11+**

A request must be made in writing to the school and consideration will be given by the Governors according to the above criteria including reference to the standard number of that year group.

#### **Transfer from another Flintshire Secondary School.**

A transfer may be considered for a pupil currently at another Flintshire Secondary School. Governors will consider such a request under the normal admission criteria and in consultation with the Headteacher of the current school. Parents considering such a transfer are advised in the first instance to contact the Headteacher of the current school and then the LEA Secondary Phase Officer at County Hall. Following these contacts and these parties agreement the parent may make a written request to the Chairman of Governors of St. Richard Gwyn Catholic High School requesting a transfer and giving reasons of support. A failed application will be subject to the appeals procedures outlined in the Admissions Policy.

#### **Repeat Applications**

Unless there are significant and material changes in the circumstances of a parent's application for their child or the school, the governors will not consider a repeat application in the same academic year.

#### **Late Applications**

Late applications will be dealt with according to the local authority co-ordinated scheme.

#### **Change of Preference**

Once parent/carers have submitted their preferences they will not be allowed to change them without an exceptional change in circumstances, for example, if the family has recently moved address or an older sibling has changed schools. All requests to change preferences should be made in writing to the Local Authority. Any parent/carer who submits an application for a change of preference for an oversubscribed school, without an exceptional change in their circumstances, will have that application refused.

#### **Waiting Lists**

Parents whose children have not been offered their preferred school will be informed of their right of appeal and will be added to their preferred schools waiting list. The Local Authority will send voluntary aided and foundation schools their waiting lists following the offer of school places. Waiting lists for admission will be maintained until the 30th September and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. Waiting lists will not be fixed following the offer of places. They will be held in accordance with the order of priority for allocating places and are therefore subject to change.

This means that a child's position on the waiting list could go up or down. Any late applicants accepted will be added to the school's list in accordance with the order of priority for allocating places. Inclusion on a school's waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places. Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

#### **Managed Move Protocol**

The Governing Body have adopted the local authority's Managed Moves protocol for admission of previously excluded or hard to place children.

#### **21. Financial Assistance**

Welsh Government has introduced the "Pupil Deprivation Grant – Access". The grant is available for Learners eligible for free school meals if they are

- Entering Reception class or Year 3 in primary schools
- Entering Year 7 or Year 10 in secondary schools
- Aged 4,7,11 or 14 in special schools, resource units or pupil referral units.

For Year 7 Learners the grant is £200- and for other year groups it is £125. Funding for Looked after Children is available in every school year.

The grant covers:

- School uniform;
- School sports kit;
- Uniform for wider activities, for example sports, scouts and guides;
- School equipment where new curriculum activities begin such as design and technology; and
- Equipment for out of school hours trips such as waterproofs for outdoor learning.

Application forms for claiming the grant are available on [www.flintshire.gov.uk/benefits](http://www.flintshire.gov.uk/benefits) .

#### **22. Free School Meals and Free Milk**

The Authority will ensure:-

- The provision of a mid-day meal in all primary and special schools with a choice of course wherever possible.
- The provision of a mid-day meal in all secondary schools on a cafeteria basis with an individual pricing system.
- Free School Meals will be provided for pupils whose parents receive Income Support, Income Based Jobseekers Allowance, Support under Part VI of the Immigration and Asylum Seekers Act 1999, Employment and Support Allowance (Income Related), Child Tax Credit (without Working Tax Credit) with an annual income of £16,190 or less (subject to review by the Welsh Government), Guarantee element of State pension Credit, Working Tax Credit "run-on", Universal Credit, Universal credit (If earned income is included in the assessment of UC it must be less than £616.66).
- Free school milk is provided for primary school children from the ages of 3 to 6 years old in those schools which elect to join the Welsh Government funded schemes.

Details of the scheme are available from the Headteacher of the school your child attends.

Details about the procedure for claiming free school meals are available on [www.flintshire.gov.uk/benefits](http://www.flintshire.gov.uk/benefits).

#### **23. Charging and Remissions Policy**

The full Charging and Remission Policy of your School Governing Body is available from the Headteacher of the school that your child attends.

#### **24. Parental Responsibility**

Following changes made to the legislation regarding children in the Children Act 1989, which became law in October 1991, schools need to know who has 'parental responsibility' for each child. This is to ensure that proper authority is given when the school needs parental permission. It will also make sure that persons with parental responsibility but with whom the child does not live, can be provided with school reports and be given an opportunity to take part in the child's education.

- A mother automatically has parental responsibility for her child from birth.
- In England and Wales, if the parents of a child are married to each other at the time of the birth, or if they have jointly adopted a child, then they both have parental responsibility. Parents do not lose parental responsibility if they divorce, and this applies to both the resident and the non-resident parent. This is not automatically the case for unmarried parents.
- A father has parental responsibility only if he is married to the mother when the child is born or has acquired legal responsibility for his child through one of these three routes:
  - (from 1 December 2003) by jointly registering the birth of the child with the mother
  - by a parental responsibility agreement with the mother
  - by a parental responsibility order, made by a court

Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

Parents are asked to co-operate with school staff by providing the school with details of the persons with parental responsibility for a pupil. Any changes in the arrangements for parental responsibility or in the day to day care of the child should be notified to the school.

Any reference to parents within this booklet extends to include any individual who has care of the children.

## **25. Transport Policy**

The LA is required to determine whether the provision of transport for pupils of statutory school age is necessary to facilitate the attendance at a designated school of the pupil concerned. If such transport is deemed necessary, then the transport must be provided free of charge.

### **Statutory transport provision**

The LA provides free transport for children of compulsory school age (i.e. 5-16yrs) as follows:-

- where a child receiving primary education lives over two miles from the nearest appropriate school;
- where a child receiving secondary education lives over three miles from the nearest appropriate school.

The LA also provides free transport for pupils of statutory school age

- where the route to school is considered to be hazardous by the LA in consultation with the Environment Directorate;
- where transport to a named school is identified in a pupil's Statement of Special Educational Needs. This would normally be on medical or educational grounds and would be deemed essential in the context of other criteria identified in this policy
- where a child requires transport on medical grounds and no suitable public transport exists;

### **Other transport provision**

Free transport is also provided for pupils of statutory school age:

- where a child whose parents are in receipt of Income Support or Working Tax Credit resides more than 2.5 miles from the nearest appropriate school;
- to the nearest Welsh medium school under the criteria identified above;
- to the nearest voluntary aided school where the admission to the school is on denominational grounds, subject to the distance criteria. Consultation with individual schools will take place to confirm the oversubscription criteria under which pupils are admitted. Suitable evidence of adherence to the faith of the school such as a baptismal certificate or a letter from a priest may be requested.

## **Post-16 Transport for Years 12 and 13**



Free transport will be provided for post 16 students living in Flintshire attending a first course of full time study at a school or college, subject to meeting the 3 mile distance criteria and providing the student is attending the nearest educational establishment offering the courses they wish to study. Transport will be provided to specified sites only. These sites are:

- All Secondary School sites within Flintshire offering post-16 courses
- Chester Catholic High School, Coleg Cambria sites at Connah's Quay, Northop, Wrexham and Llysfas (for land based courses only), Prestatyn High School, Rhyl 6, St Brigid's School, Ysgol Glan Clwyd, St. Asaph.

Transport will only be provided to an educational establishment which is not the nearest if, in the judgement of the LA, there is a considerable variation between the student's course and the course on offer at the nearer institution. The courses should be at a higher level than the previous one: for example GCSE retakes would not normally qualify for assistance.

#### **Transport after the age of 19**

Transport will be provided to eligible students for a termly charge of £150 (£450 per annum) who have reached 16 years of age and have not yet reached the age of 19 on 1<sup>st</sup> September of the academic year. For the avoidance of doubt and subject to payment of the termly charge, transport will be maintained for students for the length of their initial course even if they reach their 19<sup>th</sup> birthday before the end of that course.

#### **Concessionary fares**

The LA may provide concessionary transport, at a cost, where a pupil/student does not qualify on the above criteria but can be placed on an existing contract transport route which has empty seats. In these circumstances:

- a charge of £150 per term will apply. (This is subject to an annual review)
- concessions may be withdrawn at short notice, with a pro-rata rebate, when seats become unavailable.

However, under the Transport Act 1985, concessionary fares cannot be made available where public service transport runs along a school route at convenient times for the start and finish of the school day.

Application forms for concessionary seats can be obtained on [www.flintshire.gov.uk/schooltransport](http://www.flintshire.gov.uk/schooltransport) or 01352 701234

#### **Pupils/students with learning difficulties/disabilities**

Specialised transport will be provided for pupils/students with learning difficulties and/or disabilities when specified in the statement of SEN. The LA will consider a pupil's special educational needs or disability, irrespective of whether the pupil has a SEN statement, when deciding which is the nearest suitable school. The transport requirements will depend on individual circumstances and each application will be considered on its own merits.

When other factors are identified in the statement, e.g. specialist provision, transport may be provided for young people with learning difficulties and/or disabilities to travel beyond their nearest school/college.

Young people who have severe medical conditions that seriously affect their mobility may be provided with free transport even though they do not meet the distance criteria. In all cases, the request must be supported by medical evidence.

#### **Travelling expenses for parents of pupils placed by a Statement of SEN in schools outside Flintshire**

Where such pupils are placed in boarding schools more than 100 miles from home, the LA will assist with travelling expenses for parents to attend the statutory Annual Review meeting, by the most cost effective means of:

- arranging transport, or
- making a cash payment (currently 20p per mile), or
- providing a ticket (or cash equivalent) for one or both parents on public transport

Such assistance will also be given when a pupil who normally travels in a vehicle provided for a group, is unable to travel at the same time as the group because of his/her ill-health. Medical certification will be required.

The LA will not normally assist with travelling expenses for other functions or meetings.

### **Definition of criteria**

#### **Appropriate school criteria**

An appropriate school is deemed to be the nearest school which provides education for the relevant age and ability of a pupil, the nearest Welsh medium school or the nearest Voluntary school.

The LA is not responsible for the cost of transport:

- where parental preference results in a pupil being placed in a school or facility other than the nearest appropriate school;
- to schools maintained by other Authorities where admission to those schools is a result of parental preference, unless that school is the nearest school.  
The Authority operates arrangements with neighbouring authorities for Flintshire pupils whose nearest appropriate school is outside the Flintshire County boundary;
- of pupils who reside outside Flintshire but who receive their education in Flintshire schools.

#### **Age Criteria**

The LA has no legal responsibility to those not deemed entitled to free transport.

- The LA does not provide transport for pupils attending nursery school or nursery classes at the age of three. Transport is provided from the commencement of the school year in which the child attains the age of five.
- The LA currently makes provision for pupils above compulsory school age, who qualify, to be transported free of charge to the nearest appropriate school or college as detailed in the Transport Policy.

#### **Criteria for the Provision of Escorts**

An escort may be provided by the Authority for pupils with a Statement of Special Educational Need, who qualify for transport under the defined criteria. Provision of escorts will take place after consideration by relevant officers of the individual needs of the pupils or group of pupils and the nature of the transport available.

#### **Applying for School and College Transport**

If you consider, using the above criteria, your child may qualify for school transport you will be required to complete an application form. An application needs to be made at entry to Reception, Secondary and Post-16 and is not retrospective. You will also be required to re-apply should any of your circumstances alter during the period your children attend school, or if your child's course alters. Application forms are available on [www.flintshire.gov.uk/schools/schooltransport](http://www.flintshire.gov.uk/schools/schooltransport) or from the Integrated Transport Unit, Alltami Depot, Mold Road, Flintshire. CH7 6LG (Tel: 01352 701234).

Applications for transport to colleges should be directed to the college concerned (details below). Applications can be made at any time of year although students are recommended to apply at the end of the summer term prior to commencing courses in September.

#### **Mode of Transport**

In determining the mode of transport required, the following principles will apply:

- the need for specialist transport;
- the Additional Needs of a pupil as defined in a pupil's statement.

In all cases, the efficient use of resources will dictate the mode of transport (subject to the above conditions). Transport may be provided by means of school contract transport services or existing public transport services which, together with the type of transport (bus, minibus, train, taxi, etc.) will be dictated by cost effectiveness. In some cases, one contract bus may transport different pupils to more than one school site.

In exceptional circumstances, a cash payment (currently 20p per mile) may be available for transporting pupils who meet all the criteria, if deemed by the LA to be more cost effective.

### **Collection and Return**

Transport will normally be to and from bus stops or pick-up points for groups of pupils. It will only be provided from door-to-door in exceptional circumstances. The maximum distance a pupil is expected to walk to and from pick-up point will depend upon, for example, the age of the child, their individual needs and the nature of the route they are expected to walk.

### **Travel Behaviour Code**

The Welsh Assembly Government has issued a Travel Behaviour Code which is compulsory for all learners up to the age of 19. It applies to all modes of travel to and from education institutions. Learners must comply with the Code whilst travelling to and from their place of learning. Under the Code, travel arrangements may be withdrawn from learners whose behaviour during the journey to or from school or college is not of an acceptable standard.

The driver will, in accordance with the agreed procedure, report any incidents of misbehaviour to the LA and Headteacher of the school concerned. Any such incidents will be investigated and appropriate action taken, if necessary, including suspension from transport.

### **Smoking on Buses**

Smoking is not permitted on any vehicle contracted to the Council for the conveyance of school pupils to and from school. Any pupils found smoking on school or college buses will be reported for disciplinary action to be considered.

### **Parents have responsibility for:**

- getting their child to and from school where they do not qualify for free school transport;
- applying for free transport where their child qualifies;
- informing the LA and the school of changed circumstances which may affect transport;
- ensuring that their child is ready and waiting for transport at the appropriate time and place. It is the parent's responsibility to accompany the child to and from the vehicle;
- ensuring that their child's behaviour while using school transport is acceptable.

### **General Transport Enquiries**

School Transport  
Streetscene & Transportation  
Tel: 01352 701234  
Email: [school.transport@flintshire.gov.uk](mailto:school.transport@flintshire.gov.uk)  
Website: [www.flintshire.gov.uk/schools/schooltransport](http://www.flintshire.gov.uk/schools/schooltransport)

### **Colleges**

Coleg Cambria (Connah's Quay)  
Kelsterton Road  
Connah's Quay  
Deeside  
Flintshire,  
CH5 4BR  
Tel: 01244 831531

Coleg Llandrillo  
Transport Officer  
Llandudno Road  
Rhos on Sea  
LL28 4HZ  
Tel: 01492 546666

Coleg Cambria (Yale)  
Grove Park Road  
Wrexham  
LL12 7AB  
Tel: 01978 311794

## **22. General Information for Parents**

### **The National Curriculum**

During primary education and for the first years of secondary education (Years 7, 8 and 9) all schools offer a broad and balanced programme which includes all National Curriculum subjects. The aim is to ensure a sound platform of basic skills, knowledge and understanding and to promote the personal development of all pupils.

All Year 10 and 11 pupils continue to study the National Curriculum subjects but with some scope for options to suit pupils' individual talents and interests. Parents are fully consulted about these options and about continuing education, training and job opportunities. A careers adviser is attached to each school and counselling and advice is, therefore, readily available.

Flintshire schools seek to develop their pupils academically, personally and socially. Each school has a pastoral structure which provides for their care and welfare.

At the end of the last stage of compulsory education all schools provide opportunities for pupils to take public examinations. Most pupils enter for the General Certificate of Secondary Education (GCSE). In addition, some students take vocational courses.

### **Equal opportunities**

The LA believes that equality lies at the heart of quality education and that all individuals should have an equal right to development and achieve their full potential through our education system. The Authority will work in partnership with all groups who contribute to the spectrum of education: pupils, headteachers and staff, governors, parents and the wider community. Education shall be directed to the full development of the human personality and to the strengthening of respect for all.

### **Discipline and Exclusion**

Schools are aware that they share with parents the responsibility for the behaviour of children in their care. Parents are fully involved when behaviour becomes a matter of concern. There is no corporal punishment. In exceptional cases, headteachers may exclude pupils from school, either for a fixed period or permanently. Parents have the right to make representations about an exclusion to the school's Governing Body.

In the event of permanent exclusion, parents have formal rights of appeal. Parents requiring further information should seek advice from their child's school or the Senior Manager Inclusion and Progression at County Hall (01352 704017).

### **Complaints Procedures**

The responsibility for dealing with general complaints lies with individual schools and it is hoped that any concerns which parents have will be resolved informally in discussion with the Headteacher.

Any complaint should be raised with the school in the first instance and if necessary be referred to the headteacher. If the complaint remains unresolved then the matter should be referred to the Chair of the Governing Body in writing. Complaints procedures are available from the school. Where appropriate the complainant may make representation before an Appeals Committee.

In relation to the Voluntary Controlled and Voluntary Aided Schools a representative of the relevant Diocesan Body will be invited to be present in accordance with the established procedures when a complaint is being considered. Should the complaint involve religious matters then the above procedure would be followed but the Appeals Committee would also include Chairman and Vice Chairman of the Standing Advisory Council on Religious Education and for Voluntary Controlled Primary Schools the Diocesan Director of Education would be invited as an observer.

### **Home Tuition**

Home tuition is provided, in exceptional circumstances, for some children, such as those who are anticipating a lengthy period at home recovering after a stay in hospital, or who have medical problems which are likely to prevent their attendance at school.

If home tuition is felt to be necessary, a request will be sent to the Chief Officer, Education & Youth, either by the child's Headteacher or the local Inclusion Welfare Officer. This request will be considered in line with current policy above.

### **School leaving date**

This is the last Friday in June in the school year in which a child reaches the age of 16.

Until that date:

- Parents must ensure their child's participation in education at school;
- Employers may not employ a child full-time;
- Training providers may not provide full-time Government sponsored training.

If you require any further information in relation to any of the Authority's schools or policies, please contact the Headteacher of the school concerned, or Diocesan Body or Chief Officer, Education & Youth.

### **Family holidays term time**

You should not normally take your child on holiday in term time as it can be disruptive both to your child's education and to the school. Holidays in term time can only be agreed by the Head teacher or someone with appropriate authority.

Schools can use their discretion to grant up to 10 days' authorised absence in a school year if:

- the parent the child normally lives with applies to the school in advance of the holiday
- there are special reasons for the holiday

Schools can only agree to more than 10 school days' absence in any school year in exceptional circumstances. Schools must judge each holiday request on a case by case basis. They can take into consideration:

- the time of year for the proposed trip
- if it's near any exam dates
- your child's overall attendance pattern
- any holidays already taken in the school year
- the age and stage of education of your child
- your wishes
- the ability of your child to catch up the work that they have missed
- the reason why you are taking the time off during term time

Schools should not take into consideration:

- availability of cheap holidays
- availability of desired accommodation
- poor weather experienced in school holiday periods
- overlap with the beginning or end of term