



**YSGOL CARREG
HIRFAEN
ADMISSIONS
POLICY**



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ADMISSIONS POLICY

INTRODUCTION

Ysgol Carreg Hirfaen has adopted Carmarthenshire LEA's admission policy as they are the admitting authority. Below is the LEA's policy which not only appertains to this school but also details the arrangements for both younger and older children as a point of reference.

By law parents of children between the ages of 5 and 16 must ensure that they receive suitable full-time education. LEA's must make sure that parents carry out this duty and that there are enough schools to provide a suitable education for the children in their area.

Carmarthenshire LEA has a policy on providing transport for certain eligible pupils and parents who require clarification of the policy are advised to contact the Authority's Transport Officer prior to expressing any preference of school.

The Education authority as the Admission Authority is responsible for establishing a broad framework for the admission of children to County and Voluntary Controlled County Schools. The areas to be served by schools, the capacity size of schools, arrangements for parents to express their preferences and appeals together with other general arrangements and criteria for the admission of pupils are matters for decision by the Education Authority. Governing Bodies will be consulted about the LEA's plans and how they will affect each school.

Admission to Church in Wales and Catholic voluntary Aided Schools is the responsibility of the Governors. Church in Wales and Catholic children living in the area are admitted according to parental preferences respective to the schools, within the capacity of the schools concerned. It is possible for a number of non-Anglican or non-catholic pupils to be admitted in accordance with the Diocesan policy.



ARRANGEMENTS FOR THE ADMISSION OF PUPILS

PROVISION FOR THE UNDER FIVES

Provision for under fives is available throughout the County in either of the following settings, **subject to sufficient accommodation being available** –

Nursery Schools;

Nursery Classes and Units attached to Infant or Primary Schools;

Reception classes of primary schools.

In (a) and (b) above, children will normally be admitted at the beginning of the term following their 3rd birthday on a part-time basis, when provision and accommodation allows. In (c) admission is allowed on a full-time basis at the following times:

in September for those who have their 4th birthday during September to December.

in January for those who have their 4th birthday during January to March.

in April for those who have their 4th birthday during April to August.

Children in nursery classes, units or schools will normally transfer to reception classes in infants or primary schools at the commencement of the term in which they reach the age of five. However parents of children in a nursery class or a feeder nursery school need to apply for a place in the reception class of a primary school, as transfer is not automatic.

Children will be admitted to the school, which serves the area in which their home is located. If parents wish their child to be admitted to a school other than which serves the area where they reside, they should contact the Admissions Manager in writing or electronically by submitting an application form.

In accordance with the School Standards and Framework Act 1998 a limit of 30 pupils is placed on reception, Year 1 and Year 2 classes.



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NOTE:

Wherever practicable the Education Authority allows voluntary pre-school playgroups to use school premises and a number of such playgroups throughout Carmarthenshire avail themselves of such a facility. Ysgol Carreg Hirfaen hosts Cylch Meithrin Carreg Hirfaen (Mudiad Ysgol Feithrin) on its premises.

PRIMARY EDUCATION

By law parents must arrange for their children to receive full-time education at the beginning of the following terms:

The Autumn term for those who are 5 years old before 1st September

The Spring Term for those who are 5 years old before 1st January;

The Summer Term for those who are 5 years old before 1st April.

Children will be admitted to the school which serves the area in which their home is located. This could either be an Infants School or Primary School. If parents wish their child to be admitted to a school other than that which serves the area where they reside, they should contact the Admissions Manager in writing or by electronic submission.

When children leave an Infants School, arrangements will be made to transfer them to the associated Junior School in the September following their 7th birthday (**i.e. they will have attained the age of 7 years on or before 31st August**). If parents prefer to transfer their children to another Junior School or Primary School they should submit a request in writing to the Admissions Manager.

Admission of pupils to a Voluntary Aided Primary School is the responsibility of the School Governors. Parents who wish their children to attend such a school should contact the Headteacher of the School in the first instance. Appeals against admission to a Voluntary Aided School are dealt with by the School Governors who are also required to establish suitable procedures to enable parents to appeal against their decisions.



SECONDARY EDUCATION

AGE OF TRANSFER

- 4.1 (i) Children are transferred from Primary Schools to Secondary Schools at the beginning of the academic year in September if they have reached the age of eleven on or before the 31st August.
- 4.1 (ii) Some pupils may be allowed to transfer before the age of 11 if the assessment by professional staff is that they show exceptional intellectual ability and a very high level of aptitude in the use of language and demonstrate physical, emotional, and social development for their age which will not put them at a disadvantage in a Secondary School.

4.2 (i) **ADMISSION TO SECONDARY SCHOOLS**

- 4.2 (i) *Areas Served by a Comprehensive School.*

Parents of children in their last year of primary education receive a letter from the Director of Education and Community Services giving the name of the secondary school which serves the child's home address. This normally is the secondary school nearest to the child's home. The primary school which the pupil currently attends may not necessarily be a feeder of this secondary school. Parents will be invited to express their preference by following the appropriate guidance and completing the form they are sent.

- 4.2 (ii) ***Areas Served by a Designated Bilingual Comprehensive School as well as a Comprehensive School.***

Designated Bilingual Comprehensive Schools serve a wider area than most neighbourhood Comprehensive Schools. Parents who wish to secure the admission of their children to a Bilingual Comprehensive School should inform the Head of their Primary School. Parents in the area normally served by a bilingual school will be informed of the opportunity which exists for such education should they wish to express a preference.



4.2 (iii) **Areas Served by a Voluntary aided (Roman Catholic) Secondary school.**

The Governors of a Voluntary Aided School control the admission of pupils. Admission is allowed normally on denominational grounds. The governors of Voluntary Aided Schools make their own arrangements to consider appeals against decisions to refuse admission. All enquiries should be directed to the school itself or the Diocesan Authority.

ADMISSION OF CHILDREN FROM CARMARTHESHIRE TO SCHOOLS IN ANOTHER AUTHORITY

It is essential that parents proposing to send their child to a school in another Authority should inform the Admissions Manager, Carmarthenshire Education Authority. The provision of transport will be in accordance with the Carmarthenshire Home to School Transport Policy.

ADMISSION OF CHILDREN WHO LIVE IN THE AREA OF ANOTHER AUTHORITY INTO CARMARTHESHIRE SCHOOLS

Parents of children who live outside the county boundary of Carmarthenshire should contact the Headteacher of their preferred school within Carmarthenshire and the Admissions Manager. It will be up to the LEA as the Admission Authority to decide whether or not to admit a pupil from outside the Authority. The provision of transport to the Carmarthenshire school will be the responsibility of the parents or, by agreement, with the 'home' authority.

OUT OF COUNTY PLACEMENT

From time to time Carmarthenshire will be unable to provide for the particular specialist needs of individual children and their placement in specialist residential schools outside the County may be necessary. In all such cases committee approval will be sought.

PARENTAL PREFERENCE

The legislation relating to the admission of pupils to schools is contained in the School Standards and Framework Act 1998 which give parents a right to state a preference for the school of their choosing and the LEA and school governors will comply with the preference expressed, provided it does not **"...prejudice the provision of efficient education or the efficient use of resources"**. (**School Standards and Framework Act 1998, section 86**). Under such circumstances the LEA as Admissions Authority will refuse to



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admit (**See 8.4.3 below**). As a result of a legal judgment called the 'Rotherham Judgment' parents who have expressed a preference will be given consideration ahead of those who have expressed no preference.

Standard Number

Every school has a STANDARD NUMBER, which is the entry number. This number applies to the age group in which pupils are admitted into the school, and all schools, except those which have an admission criteria that allows them to preserve their special character, **must admit pupils up to their standard number before applicants can be refused admission on grounds that the school is full.**

The standard number of each school has been set by using regulations determined by the Welsh Assembly Government.

The standard number for YSGOL CARREG HIRFAEN is 22 PUPILS.

The Admissions Authority is free to increase the standard number of a school, subject to any regulations on school premises. Only the Welsh Assembly Government can agree to a reduction and then only if there is a significant change in the amount or use of accommodation.

School governors and the LEA must always keep standard numbers under review.

Published Admission Number

The Admissions Authority may in consultation with the Governing Body agree a higher limit than the standard number. The admissions limit will be reviewed annually and will be linked to the physical capacity of the school.

Information on the standard number and published admission number should be shown clearly in the admission booklet of each school. The PAN for Ysgol Carreg Hirfaen is 22.

The School's Designated Area.

Carmarthenshire schools serve designated geographical areas. Parents can obtain information relating to a particular school's designated area by either contacting the school itself or the School Organisation and Buildings Manager.

Every school is expected to accommodate all pupils from within the designated area which it traditionally serves and must have regard for this on-going demand. Nursery, Infant and Primary Schools in particular



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must have regard for their three term entry levels. Schools are expected to maintain up to date information on provisional offers of places made to the parents of pupils residing within their designated area must therefore be considered with the knowledge of the future demand for places within the school's designated area and **must be referred to the Admissions Manager.**

The request for placement will be refused if –

the Standard Number, or, if greater, the Published Admission Limit, will be exceeded if placement is granted.

It is known that the future demand for places in any particular year group, will be likely to in the course of the school year, cause the Standard Number of Published Admission Limit, (whichever is the greater) to be exceeded.

Carmarthenshire LEA will not provide additional accommodation for pupils who reside outside the school's designated area.

CRITERIA FOR PUPIL ENTRY

The allocation of places will be based on the following criteria listed in priority order.

children who live in the schools traditional designated area:

children with siblings (brothers and sisters) registered at the school on the date of requested admission.

Children will be classified as siblings if:-

they are half or full brother or sister.

they are adoptive brother or sister.

Children recommended for placement with regard to medical, psychological or special educational reasons. These must be confirmed by the LEA's professional advisers.

Within any of the above criteria priority will be given to those living nearest the school as measured along the public highway and/or public footpath.

Priority will not be given based on the date order in which applications are received or on the date of birth.

APPEALS REGARDING ADMISSION OF PUPILS TO SCHOOLS



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With the exception of the specific arrangements for Voluntary Aided Schools, the education Authority will establish an Independent Appeals Committee to consider appeals from parents whose application for a preferred school has not been approved.

There is no right of appeal in the case of refusal of admission to nursery provision.

The Appeal Committee will normally be held in private but parents will be afforded an opportunity of presenting their case either directly or with the assistance of their chosen representative. The Chairman of the Committee will inform parents of the decision of the Appeals Committee, which will be binding upon the Education Authority, the Governing Body and the parents.

OUT OF COUNTY PLACEMENT

The LEA publishes an information for parents booklet in accordance with education legislation and regulations.

Information about admission arrangements for secondary schools will be distributed at least six weeks before the deadline for expressing a preference for a school.

SELECTION

Selection priority by aptitude or banding is not allowed.

PUPILS WITH SPECIAL EDUCATIONAL NEEDS

Children with a statement of special educational needs will be admitted to schools in accordance with the SEN Code of Practice.

Children with special educational needs but without statements will not be treated less favourable than other applicants.

PUPILS WITH DISABILITIES

All schools must publish information regarding arrangements for disabled pupils.