

‘Plannu hadau i dyfu am oes – planting the seeds for a lifetime of growth’  
Respect, Care, Community - Parch, Gofal, Gymuned



Pontlliw Primary School

Ysgol Gynradd Pontlliw



## Admissions Policy

Article 3: Everyone who works with children should always do what is best for each child.

Article 12: All children have the right to give their opinion, and for adults to listen and take it seriously.

Article 28 : All children have the right to a good quality education.



Name	Position	Signature	Date
Alison Norman	Headteacher		November 2021
Ian Humphreys	Chair of Governors		November 2021

### School Policies and Documents

Pontlliw Primary School has a range of policies and documents which cover the areas of Statutory requirements, Curriculum, Health and Safety etc. Some of the policies have been formulated by school staff while others are produced by the LA and/or Consortium and adopted by the Governing Body. These are stored on the office shared drive, HWB and the school website when appropriate. Paper copies of these policies are available from the school office and are stored in the school office.

The local authority (LA), Swansea Council, is the admitting authority for all community schools (schools funded and maintained entirely by LAs) in the area.

The LA considers applications for school places in line with its published admission arrangements. The LA will be under no duty to comply with a preference expressed for a school and cannot guarantee places for pupils at a school.

### **Admission to Nursery:**

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

### **Oversubscription Criteria for Nursery:**

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

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

## Admission to Reception:

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

## Oversubscription Criteria for Reception:

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

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

\* Looked After Child (LAC) / Previously Looked After Children – a looked after child refers to a child who is looked after by a local authority in England or Wales, (as defined by Section 22 of the Children Act 1989 and Section 74 of the Social Services and Wellbeing [Wales] Act 2014) at the time the application to a school is made and who the Local Authority has confirmed will still be looked after at the time of admission to the school. Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after (as defined by the Welsh Government School Admissions Code document no. 005/2013). Evidence will need to be provided for all LAC criteria applications.

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

\*\*\*A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children are twins/triplets then the LA will admit both/all children. Statutory school age is defined as pupils who are between age 5 and 16 (i.e. pupils in any year group between and including Reception to Year 11).

## **Children who have Additional Learning Needs**

The oversubscription criteria does not apply to pupils for whom the LA holds an Individual Development Plan (IDP) where the LA has named a school in section 2D.1 of the IDP or a Statement of Special Educational Needs, although the rights of parents to be involved in the placement of their child are protected in law. The LA in consultation with Parents/carers and schools will determine the school at which education is to be provided. The LA reserves the right to name a school which is not the catchment area school.

Schools have a duty to admit children with an Individual Development Plan (IDP) where the LA has named a school in section 2D.1 of the IDP or a Statement of Special Educational Needs, who have been placed in a school by the LA and these pupils are counted towards the number admitted up to the admission number unless they are placed in a Special Teaching Facility with planned places.

### **Admission to school during the academic year (In Year Transfers):**

Parents/carers who require a school place during the academic year will be required to submit an admission application to the LA. Availability of places is determined by reference to the school's admission number. A child will be refused a place once the admission number has been reached.

If there is room in the appropriate year group, your child will be given a place. If the year group is full, then the LA will be unable to give your child a place.

### **Right of Appeal:**

Where an application has been refused the LA provides parents/carers the opportunity to exercise their right of appeal to an independent appeal panel (there is no right of appeal for nursery).

### **Role of the Governing Body:**

- Delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- Responsibility for ensuring that the school complies with all equalities legislation;
- Nominated a designated Equalities Governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- Responsibility for ensuring this policy and all policies are maintained and updated regularly;

- Responsibility for ensuring all policies are made available to parents;
- Responsibility for the effective implementation, monitoring and evaluation of this policy.

### **Role of the Headteacher:**

- Ensure all school personnel, pupils and parents are aware of and comply with this policy;
- Provide leadership and vision in respect of equality;
- Provide guidance, support and training to all staff;
- Monitor the effectiveness of this policy;
- Annually report to the Governing Body on the success and development of this policy.

### **Role of Parents/Carers:**

Parents/carers will be aware of and comply with this policy.

### **Training:**

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guidelines concerning equal opportunities.

### **Equality Impact Assessment:**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

**This policy will be reviewed annually.**

**Last Reviewed September 2021**