

## Admission to Schools 2023/2024



Apply online at [www.cardiff.gov.uk/schooladmissions](http://www.cardiff.gov.uk/schooladmissions)

THE APPLICATION CLOSING DATES FOR:

**STARTING SECONDARY SCHOOL (YEAR 7)** in September 2023: MONDAY 21 NOVEMBER 2022

**STARTING PRIMARY SCHOOL (RECEPTION)** in September 2023: MONDAY 9 JANUARY 2023

**STARTING NURSERY SCHOOL** in September 2023: MONDAY 27 FEBRUARY 2023

**STARTING NURSERY SCHOOL** in SPRING/SUMMER 2024: MONDAY 3 JULY 2023



**STRONGER  
FAIRER  
GREENER**



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**Dear Parents,**

## **School Year 2023-24**

Starting nursery, primary school or moving from primary school to secondary school is an exciting time for children and parents. Every parent wants their child to thrive and achieve at school and we will try to support you in this process as much as possible.

The guidance in this booklet is designed to make the application process as smooth as possible. It provides information that will help you to make an informed decision about the schools you would like to apply for. Please read this guidance carefully so that you understand how your child's application will be processed.

Applying for your child's school place can be stressful. We have four easy tips to help you through this process:

1. Visit schools before you apply to ensure that you have all the information you need when you make your application. All of our secondary schools host open evenings (see page 45).
2. Submit your application by the closing date. Almost 70% of our schools are filled in the first round. Late applications are considered in the second, third and fourth rounds.
3. Use all of your preferences. We will try to offer you your first choice preference, but this isn't always possible. By putting more than one preference you are more likely to get a place at a school that you want. Please apply for up to:
  - a) 5 preferences (Transfer to Secondary Education)
  - b) 3 preferences (Transfer to Primary Education)
  - c) 1 preference (Nursery)
  - d) 3 preferences (Transfer during academic year / In Year Transfer)
  - e) You are strongly advised to use all preferences available to you
4. Check the school admissions facts before submitting your application. These can be found on pages 26-27.

We would like to take this opportunity to wish your child every success for the future.

*This booklet is published by the City of Cardiff Council and contains the information that the Council is required to publish under Section 92 of the School Standards and Framework Act and the School Information (Wales) Regulations 2011. All references to parents also include legal guardians.*

*The information contained in this booklet was correct at the time of going to publication. You should note therefore that it is possible that information such as the number of pupils at the school will change between the date this booklet is published and the date the pupil starts at the school. It is equally possible that there will be legislative, policy or school re-organisation matters that may impact upon the information provided in this document.*

*If you require this booklet in any other format, please contact the School Admissions Service by email ([schooladmissions@cardiff.gov.uk](mailto:schooladmissions@cardiff.gov.uk)) or phone 02920 872087*

PLEASE READ THIS  
GUIDE CAREFULLY  
AND MAKE SURE  
YOU UNDERSTAND  
HOW YOUR  
APPLICATION  
WILL BE HANDLED.

# Introduction



# APPLYING FOR A SCHOOL PLACE FOR THE ACADEMIC YEAR 2023/2024 - ESSENTIAL SUMMARY

## **SCHOOLS**

Cardiff has 126 schools, including Nursery, Primary, Secondary and Special Schools. A complete list of these schools with contact details is provided in this prospectus at pages 68 to 84.

## **HOW TO APPLY FOR A SCHOOL PLACE**

The majority of school places are allocated by the Council. Details of these Community and Voluntary Controlled schools are included at pages 68 to 82. The Council also administers applications for school places for reception and Year 7 for all faith schools in Cardiff except Llandaff City C.W Primary School, St John Lloyd R.C Primary School, St Patrick's R.C Primary School, Mary Immaculate High School and St Illtyd's Catholic High School. If you would like to apply to one of these schools you will need to apply to the school directly, contact details are on pages 80 to 82.

If you would like your child to attend a school that the Council administers applications for, you will need to apply to the School Admissions team directly.

**APPLY ONLINE AT: [www.cardiff.gov.uk/schooladmissions](http://www.cardiff.gov.uk/schooladmissions)**

**IF YOU NEED HELP to make your application VISIT A COUNCIL HUB ([www.cardiff.gov.uk/hubs](http://www.cardiff.gov.uk/hubs))**

**If you are unable to apply online, you should contact the School Admissions Team for advice on Tel: 02920 872087**

## **KEY DATES**

	APPLICATION SYSTEM OPENS	APPLICATION DEADLINE	OFFER DATES	OFFER RESPONSE DEADLINE	APPEAL CLOSING DATE
<b>Nursery</b> Children born between 1st Sept 2019 and 31st August 2020	Monday 30th January 2023	Monday 27th February 2023	Tuesday 2nd May 2023	Tuesday 16th May 2023	N/A
<b>Nursery</b> Children born between 1st September 2020 and 31st March 2021	Monday 5th June 2023	Monday 3rd July 2023	Monday 2nd October 2023	Monday 16th October 2023	N/A
<b>Primary</b>	Monday 14th November 2022	Monday 9th January 2023	Monday 17th April 2023	Tuesday 2nd May 2023	Tuesday 16th May 2023
<b>Secondary</b>	Monday 26th September 2022	Monday 21st November 2022	Wednesday 1st March 2023	Wednesday 15th March 2023	Wednesday 29th March 2023

## **LATE APPLICATIONS**

Late applications should be made using a paper application available at a Hub or you can download from the website above. **Missing the application deadline could significantly affect your chance of getting the place you want.**

## **WHEN SCHOOLS ARE FULL**

We allocate places in line with **oversubscription criteria** – make sure you read these and provide enough information to help us assess your application accurately. Pages 32,36,44.



# NATIONAL CURRICULUM YEAR GROUPS

## **NURSERY EDUCATION**

Nursery places are available for children in the term following their third birthday. For the year 2023/24, children born between 1st September 2019 and 31st March 2021 will be considered.

## **PRIMARY AND SECONDARY EDUCATION**

After Nursery education, children are admitted to statutory education in Primary and Secondary School in the following national curriculum year groups, according to their date of birth.

### **PRIMARY SCHOOLS 2023/24**

Year Group	Date of Birth
Reception	01/09/2018 – 31/08/2019
Infant 1	01/09/2017 – 31/08/2018
Infant 2	01/09/2016 – 31/08/2017
Junior 3	01/09/2015 – 31/08/2016
Junior 4	01/09/2014 – 31/08/2015
Junior 5	01/09/2013 – 31/08/2014
Junior 6	01/09/2012 – 31/08/2013

### **SECONDARY SCHOOLS 2023/24**

Year Group	Date of Birth
Year 7	01/09/2011 – 31/08/2012
Year 8	01/09/2010 – 31/08/2011
Year 9	01/09/2009 – 31/08/2010
Year 10	01/09/2008 – 31/08/2009
Year 11	01/09/2007 – 31/08/2008

## **POST 16 EDUCATION**

Applications for admission to School Sixth forms or to colleges, post 16, should be submitted directly to the school or college, for the following year groups:

Year Group	Date of Birth
Year 12	01/09/2006 – 31/08/2007
Year 13	01/09/2005 – 31/08/2006
Year 14	01/09/2004 – 31/08/2005

## TYPES OF SCHOOLS IN CARDIFF

Cardiff has 126 schools, providing education to children and young people between the ages of 3 and 18 years old, as follows:

School Type	Age Range	Number of Schools
Nursery	3 - 4	3
Primary	3-11	84
	4 - 11	15
Secondary	11 – 16	2
	11 – 18	16
Special	Various ages	7
Pupil Referral Unit	11-16	1

Schools are classified as Community, Foundation, Voluntary Controlled or Voluntary Aided.

The majority of schools in Cardiff are community schools. There are:

- 18 Welsh-medium community schools (15 primary schools and 3 secondary schools)
- 67 English-medium community schools (58 primary schools and 9 secondary schools)
- 3 dual-stream (English and Welsh community primary schools)
- 7 Special Schools and a further 15 Specialist Resource Bases, for pupils with additional learning needs, attached to mainstream schools.

Denominational education is provided at 28 schools.

- 12 are Church in Wales schools (10 primary schools and 2 secondary schools)
- 16 are Catholic schools (13 primary schools and 3 secondary schools)

The Schools directory is included at pages 68-84.



## WELSH-MEDIUM EDUCATION

### Welsh Immersion Units

Pupils attending Welsh-medium Primary School normally transfer to a Welsh-medium Secondary School in accordance with the arrangements on pages 42 - 47.

However, did you know that if your child did not attend a Welsh-medium Nursery/Primary school at the start of their education it isn't too late for you to consider a Welsh-medium Education for your child?

Cardiff Council has established both a primary and secondary Welsh Immersion Unit which provides intense Welsh language learning enabling children to gain a level of fluency to transfer to education in a Welsh-medium School. If you would like to consider this option for your child, please contact Ysgol Glan Ceubal by telephone on 029 2062 6650.

### Use of the Welsh Language in Primary Schools

In Welsh-medium Primary schools all subjects of the National Curriculum with the exception of English are taught through the medium of Welsh. In English-medium Schools Welsh second language is statutory in the Foundation Phase and Key Stage 2.

### Use of the Welsh Language in Secondary Schools

In Welsh-medium Secondary Schools, all subjects of the National Curriculum with the exception of English are taught through the medium of Welsh. In English-medium Schools Welsh second language is a statutory requirement for all pupils in Key Stage 3 and Key Stage 4 of the National Curriculum. In accordance with the Education Reform Act 1988, Welsh is a core subject in all Welsh medium schools.

## **WHAT ARE THE BENEFITS OF WELSH MEDIUM EDUCATION?**

**Whatever language you speak at home, Welsh-medium education can give your child additional opportunities, experiences and skills. Here are some frequently asked questions that may help you decide whether you'd like to take advantage of what Welsh-medium education has to offer.**

### **'So what does Welsh-Medium education do?'**

Welsh-medium education has a very simple aim - to enable children to become fully fluent in both English and Welsh while teaching all the other subjects across the curriculum.

Young children learn languages remarkably easily - it's by making the most of this potential that Welsh medium education has become so popular.

### **'Why do people choose Welsh-medium education?'**

Research shows that it's by far the best way we have to get children to be bilingual in both English and Welsh. Being bilingual has many advantages. It's very useful as a skill in the workplace: the ability to speak Welsh is either an essential or a desirable skill for a growing number of jobs. The Welsh Government has also committed to developing a bilingual Wales through its Welsh-language strategy 'Cymraeg 2050' with a vision for reaching a million speakers by 2050. There is more demand today than ever before for bilingual skills in a variety of fields such as health, education, leisure, childcare, retail, and public services.

### **‘Any other reasons?’**

Speaking Welsh can help children build a fuller understanding of their wider community and their place within it. Welsh provides children with access to a culture – including literature, music, digital media, and a host of other things - that might otherwise be unavailable to them. For some people, the choice of Welsh-medium education is based on personal experiences: they know people who are bilingual or have bilingual children, and so want their own children to be able to be a part of the Welsh-speaking community, while also being completely at home in English.

### **‘Do families like mine choose Welsh-medium education?’**

Every family - and every child - is unique, of course. But all kinds of families take advantage of Welsh medium education: families who don't speak Welsh and those who do; families from all kinds of ethnic and religious backgrounds; families from Wales and those who've moved here from elsewhere.

### **‘We don't speak Welsh at home - would that make my child stand out?’**

Not at all. In fact, the vast majority - over 70% - of children in Welsh-medium education in Cardiff do not speak Welsh at home. And for some of those, a language other than English is the main language of the home. So coming from a non-Welsh speaking background is absolutely normal and the curriculum is designed with that in mind. Welsh-medium schools do not expect that children speak Welsh when they start, but will help those children to become fluent in Welsh before the end of their first year.

### **‘We're not Welsh - would it be strange for us to choose Welsh-medium education?’**

Not at all. You don't have to be Welsh to speak Welsh. Parents of children in Welsh-medium schools in Cardiff have come from all over the world: Wales, the rest of the UK, Europe, Asia, Africa, North and South America ... While some might consider themselves to be Welsh, others might not - the key point is that learning Welsh is open to all.

### **‘Does Welsh-medium education have lower standards for English?’**

Absolutely not. Children leaving Welsh-medium primary schools are expected to reach exactly the same standard of English as those in English-medium primary schools. And in secondary schools children in Welsh-medium education sit exactly the same GCSEs and A-levels as those in English-medium schools. (The reverse is not true: children in English-medium education do not reach the same standards or sit the same level of exams in Welsh as those in Welsh medium education.)

### **‘How can I help my child with homework if I don't speak Welsh?’**

As most children don't speak Welsh at home, Welsh medium schools are very experienced in supporting both pupils and parents. For younger pupils, homework instructions will be given in writing in both English and Welsh. At a later age, children will be able to explain their work to their parents themselves. In fact, research suggests that dealing with their work in two languages can actually help children understand the subject that they are studying. The education website Hwb (<http://hwb.wales.gov.uk>) also gives access to a range of nationally provided digital learning tools and resources.

### **‘Will learning Welsh make it harder to learn another language?’**

Not at all. There's almost no limit to a child's ability to learn languages. In most European countries, young children can commonly speak two or three languages. Speaking one language can help reinforce the other, making it easier for the child to learn more languages later on.

### **‘Will it be difficult to get my child into Welsh medium education?’**

All Welsh-medium schools in Cardiff are community schools. So the application procedure is exactly as it is for English-medium community schools - the child's home language or religion or national identity are not considered in the application process.

### ‘If my child were in a Welsh-medium school, would he or she have classmates from our area?’

The number of Welsh-medium schools in Cardiff has increased significantly. There are now seventeen primary schools and three secondary schools across the city. This means that your community will have a Welsh-medium school whose pupils will come from your local area and who can easily meet up outside school if they want to.

### ‘What about their education after they leave school?’

As pupils from Welsh-medium schools are fully bilingual, they can choose to follow college and university courses in either language (or both). Recently, the work of the Coleg Cymraeg Cenedlaethol (the national Welsh-medium college) has ensured that more and more university degrees are available (partially or completely) through the medium of Welsh. A growing number of Welsh-medium courses are available in Further Education as well. Even so, students from Welsh-medium schools commonly follow English-medium courses at college or university, in Wales and beyond.

### ‘Can I learn Welsh alongside my child?’

Some parents, after choosing a Welsh-medium school for their child, decide to learn Welsh as well. It’s a great opportunity to learn together, to practice your language skills on each other and spend quality time together. Welsh for Adults courses are available throughout Cardiff, and are suitable for learners at all levels. For further information, please visit <https://learnwelsh.cymru>.

Full details of all the Welsh-medium Schools are available on pages 76-77 (primary) and pages 79 (secondary). For further information on Welsh-medium education, please visit <https://lyw.cymru/y-gymraeg>

## Further Support



This should be your first stop for information and advice about Welsh-medium education, as well as how you can Live, Learn and Enjoy in Welsh [www.gov.wales/welsh-in-education](http://www.gov.wales/welsh-in-education)



Cymraeg for Kids offers a wide range of fun activities for children and their families, including baby massage sessions, baby yoga, story and song sessions, story and rhyme time sessions, sessions to build confidence in using Welsh with your child and much more. [www.meithrin.cymru/cymraeg-for-kids](http://www.meithrin.cymru/cymraeg-for-kids)



Mudiad Meithrin organises ‘Ti a Fi’ parent and toddlers groups and offers nursery groups for children from two years old to Reception entry across Wales. [www.meithrin.cymru](http://www.meithrin.cymru)



Education Begins at Home offers a range of excellent resources and lots of simple tips and advice for parents and carers. <https://en-gb.facebook.com/beginsathome/>



Plenty of games and programmes in Welsh for pre-school children by S4C - available as a mobile site, app or on BBC iPlayer. [www.s4c.cymru/cyw](http://www.s4c.cymru/cyw)



If you have older children the Urdd’s app offers plenty of ideas for activities in Welsh in your area. [www.urdd.cymru](http://www.urdd.cymru)



Menter Caerdydd run a varied programme of sport and arts clubs, holiday activities and workshops for babies and children of all ages throughout Cardiff offering valuable opportunities for children to learn new skills while using and practicing their Welsh in a fun environment. [www.mentercaerdydd.cymru](http://www.mentercaerdydd.cymru)

# Making an Application

IT IS YOUR  
RESPONSIBILITY TO  
APPLY ON TIME.

APPLICATIONS AND  
EVIDENCE PROVIDED  
AFTER THE DEADLINES  
WILL NOT BE CONSIDERED  
IN THE FIRST ROUND OF  
APPLICATIONS.

# ANNUAL ADMISSIONS PROCESS

The annual admissions process is for any child applying to start Nursery, to start Reception at Primary School (age 4/5), or to start Secondary School in Year 7 (aged 11), for the first time.

## STEPS IN THE PROCESS

### Prior to application

Parents should research the schools they are interested in. Information is available via school's individual websites, also via - <http://mylocalschool.gov.wales>, and for Secondary Schools via

Open Days – see page 45.

You should also consider how your child will get to school.

### Submitting your application

You should **submit your application** in line with the timetable below.

Your school preferences should be listed in order of priority to you – put the school you want the most first.

We will try to allocate your preferred school but we cannot guarantee this.

Make sure you choose:

1 school for Admission to **Nursery** Education

3 schools for Admission to **Primary** Education

5 schools for Admission to **Secondary** Education

## Timetable for applications

Nursery	Primary	Secondary
<p><b>Monday 30 January 2023</b>  <b>Or Monday 5 June 2023</b>                      The online application service opens. Apply online at <a href="http://www.cardiff.gov.uk/nurseryadmissions">www.cardiff.gov.uk/nurseryadmissions</a></p>	<p><b>Monday 14 November 2022</b>                      The online application service opens.                      Apply online at <a href="http://www.cardiff.gov.uk/primaryadmissions">www.cardiff.gov.uk/primaryadmissions</a></p>	<p><b>Monday 26 September 2022</b>                      The online application service opens.                      Apply online at <a href="http://www.cardiff.gov.uk/secondaryadmissions">www.cardiff.gov.uk/secondaryadmissions</a></p>
<p><b>Monday 27 February 2023</b>  <b>Or Monday 3 July 2023</b>                      Deadline for Nursery school applications</p>	<p><b>Monday 9 January 2023</b>                      Deadline for primary school applications</p>	<p><b>Monday 21 November 2022</b>                      Deadline for secondary school applications</p>

You can visit Council Hubs for assistance in completing an application.

You must include all supporting information for us to consider your application.

**Refer to the guides for Nursery, Primary and Secondary in this booklet – and carefully consider evidence required for Oversubscribed Schools.**

# HOW TO MAKE AN APPLICATION

## APPLY ONLINE BY USING THE COUNCIL'S ONLINE APPLICATION SERVICE

[www.cardiff.gov.uk/schooladmissions](http://www.cardiff.gov.uk/schooladmissions)

You must make an application to tell us which school you would like your child to attend. If you do not submit an application you will not receive a school offer.

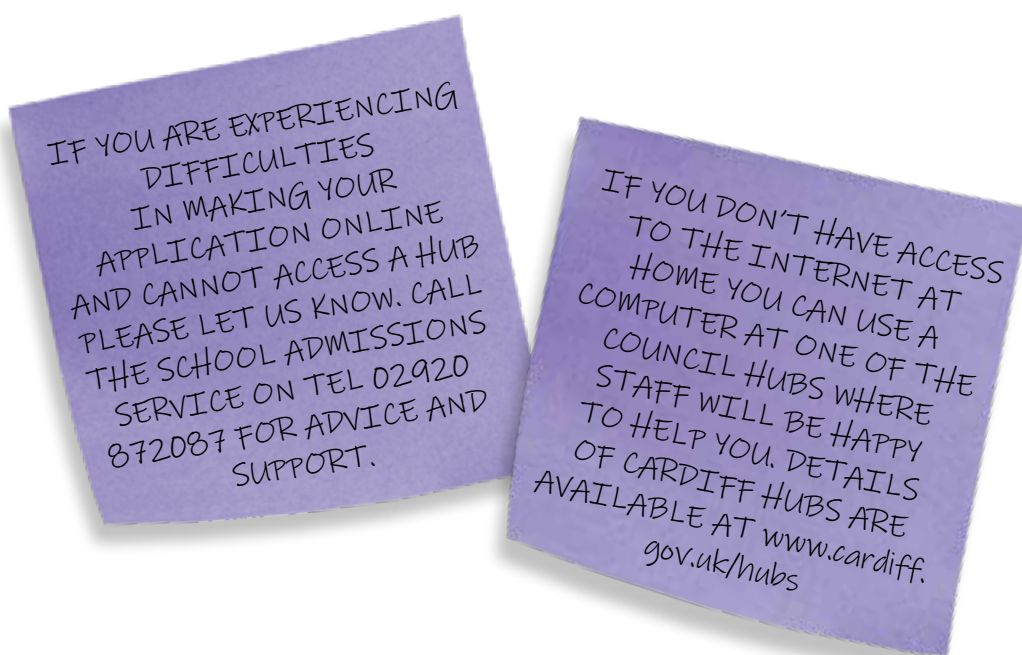
- For all online applications you will need a valid email address.
- It is important that you use the same email address throughout the process and remember your password. Keep this safe.
- Please remember to re-submit your application if you make any changes.
- Please be aware that until you **submit** your application we will not receive it.

### **Making a Late Application**

You can still apply if you miss the application deadline. However, applications received after the deadline will not be considered in the initial round of allocations. Many schools will be full after the initial round. Applying after the deadline can significantly reduce the likelihood of getting a place at your preferred schools.

### **You cannot make a late application online.**

Visit a Hub for a late application form or download one from our website.



### **Receiving an Offer**

You will receive an offer of a school place (if eligible) in line with the timetable.

If you do not receive an offer at a higher preference school you will remain on the waiting list for your preferred school. If a place becomes available at your higher preference school we will let you know.

<b>Timetable for applications</b>		
<b><u>Nursery</u></b>	<b><u>Primary</u></b>	<b><u>Secondary</u></b>
<p><b>Tuesday 2 May 2023</b>  <b>Or Monday 2 October 2023</b>                      We will notify parents of the offer made for their child.</p>	<p><b>Monday 17 April 2023</b>                      We will notify parents of the offer made for their child.</p>	<p><b>Wednesday 1 March 2023</b>                      We will notify parents of the offer made for their child.</p>
<p><b>Tuesday 16 May 2023</b>  <b>Or Monday 16 October 2023</b>                      Parents must inform us if they are accepting or rejecting the offer made.</p>	<p><b>Tuesday 2 May 2023</b>                      Parents must inform us if they are accepting or rejecting the offer made.</p>	<p><b>Wednesday 15 March 2023</b>                      Parents must inform us if they are accepting or rejecting the offer made.</p>
<p>If we have not heard from parents by this date we may remove the offer made so that we can offer that place to another child.</p>	<p>If we have not heard from parents by this date we may remove the offer made so that we can offer that place to another child.</p>	<p>If we have not heard from parents by this date we may remove the offer made so that we can offer that place to another child.</p>
<p>If rejecting an offer please make us aware of any alternative arrangements</p>	<p>If rejecting an offer please make us aware of any alternative arrangements</p>	<p>If rejecting an offer please make us aware of any alternative arrangements</p>

**LATER ALLOCATION ROUNDS**

Late applications will be processed monthly after the initial round.

**Unsuccessful applications from the first round and any subsequent late applications will be considered together for any available places that may arise.**

The Council will only write to you in a later allocation round if:

- You did not submit an application by the published closing date so we need to provide you with the outcome of your application.
- We are able to offer a place at a school that you listed as a higher preference.
- You have not received an offer previously and a place at one of your preferences has become available.
- You submitted an alternative preference for the Council to consider and are awaiting the outcome.

## Accepting Offers

### **IT IS YOUR RESPONSIBILITY TO ACCEPT THE OFFER OF A SCHOOL PLACE**

**If you want to decline the offer of a school place it is most important that you advise us as soon as possible so a place can be offered to another child. Please also advise us of your alternative provision arrangements.**

### **What will happen if you have not accepted a school place by September 2023?**

If the Council has not been able to offer a place at any of your preferred schools, you will be provided with details of schools with vacancies at that time, provided you have not informed the Council you have secured an offer of a place for your child at an alternative school.

If the Council's records indicate that you have still not accepted a place for your child to start school from September 2023 or that you have not made other arrangements, the Education Welfare Service will contact you.

Under Section 7 of the Education Act 1996, parents have a legal duty to ensure that their child receives an education suitable to his/her age, ability and aptitude and any special needs. Should you fail to register your child at a school and not make suitable alternative education arrangements, then Cardiff Council may have to consider taking legal action against you.



## HOW SCHOOL PLACES ARE ALLOCATED

This flowchart shows how your application is processed

### STEP 1

After the closing date, all on-time applications are considered together. This is called the initial round.

### STEP 2

Your child's name is placed on a list for each school you have named as a preference. Each preference is considered independently. We might need to get in touch and request further evidence from you. It is your responsibility to reply promptly and to provide the evidence requested.

### STEP 3

Places are allocated up to the Admission Number for each school. The Admission Number is the number of pupils who can be admitted to the school. This number is agreed in accordance with the Measuring the Capacity of Schools in Wales Guidance as set by Welsh Government.

### STEP 4

If there are not enough places for all the applicants, the school is oversubscribed. We then assess the applicants against the Admissions Oversubscription Criteria. This is based on the individual circumstances stated and the evidence submitted.

### STEP 5

Only the highest preference that can be allocated is offered. Schools that are listed as a lower preference will be offered to other children.

### STEP 6

On offer day we will inform you of the school place we can offer your child. If it has not been possible to offer a place at one of the preferred schools, we will provide a list of those schools that continue to have places.

### STEP 7

If you have received an offer of a place from us, you should confirm you wish to accept by the date specified. Your place may be withdrawn if you do not advise us of your decision. Any places declined at Community Schools will be re-allocated to other children.

### STEP 8

The Admissions Team will process late applications on a monthly basis after the offer date. The same oversubscription criteria will be applied. **Children will remain on the waiting list until 30 September 2023.** We will inform you if there is a change in offers.

After 30 September 2023, if you wish to apply, you must complete an application to change school during the academic year. By this time of year, there will be very few places available in schools.

# EXPLANATION OF TERMS

## **Additional Learning Needs**

Please see ALN section (page 63)

## **Catchment Area**

Children living in this area get a higher priority for admission to their catchment school. Catchment schools are not always the closest school to your child's home. You can find out about your catchment schools by checking online [www.cardiff.gov.uk/onlinemaps](http://www.cardiff.gov.uk/onlinemaps). Living in a school's catchment area does not guarantee a place.

## **Change of circumstance**

There may be changes in a family's circumstances after the initial outcome of the application was issued (for example, a change of address). This change may mean that the application no longer meets the grounds on which it was originally assessed. **In this situation the application will be re-assessed and in some circumstances may result in the withdrawal of the original offer of a place.** Careful consideration should therefore be given to changing address. It is important that you tell us if you move house after you have made your application.

## **Change of address**

For Annual Admissions, if you move between the closing dates of application and the start of the autumn term (Monday 4 September 2023) your application will not be assessed on the new address until after the initial allocation of places.

If your address changes after you have made your application but before your child has their first day of school, the new address can't be used until after the Council can verify the move has taken place. The new address will then be used in all following rounds of admission, if places become available at the school. If your address changes after you have received an offer of a place, but before your child has their first day of school, the Council will withdraw this offer if your change of address makes your child less eligible than children that were refused in the same round of allocations.

## **Child's residence**

On your application, you must use your child's place of residence. This is where the child lives for most of the time and the majority of the school week (at least 3 out of 5 school days). This must be where your child lives at the point of application and until the school year begins. It is where you and your child live together, unless you can show that they live elsewhere with someone with legal care and control of your child. For admission purposes, this must be a residential property that is your child's only or main residence.

When considering applications for oversubscribed schools, stringent residence checks will be completed. Please be aware we carry out spot residence checks. The following are examples of evidence you may be required to provide:

- Council tax information
- Recent utility bills
- Driving licence
- Child benefit information
- Bank statement
- Tenancy agreement.

We can refuse to accept the address stated if there is insufficient evidence or we receive information that suggests a false address has been provided. If we have concerns about the address provided, we will ask for more evidence to confirm where you and your child live. If satisfactory evidence is not received a school place will not be offered on the basis of residence.

## **SCHOOL PLACES CAN BE REMOVED IF WE RECEIVE INFORMATION THAT SUGGESTS YOU DO NOT LIVE AT THE ADDRESS PROVIDED IN YOUR APPLICATION.**

### **Children of UK Service Personnel and other Crown Servants (including Diplomats)**

The future address of UK Service Personnel will be accepted if their application form is accompanied by an official Ministry of Defence (MoD) letter stating a definite return date and confirmation of the new address.

Applications for children of former UK service personnel or other former Crown Servants will be treated as all other applications.

### **Compelling Medical or Compelling Social Needs**

You may feel that for medical or social reasons that your child must attend a certain school. In these cases written support from a medical consultant (not GP) or a social worker must be provided. The letter must be dated no more than six months before the date you apply for school, and include detailed reasons which explain why it is necessary to admit your child to a named specific school. It is important that the letter addresses why the particular school would better meet the needs of the child whereas other schools could not. It is your responsibility to provide this information with your application by the closing date.

Please contact the School Admissions Team if you require any further clarification – **before** you submit your application.

### **Coordinated Admissions**

In 2018 Cardiff Council started a coordinated admissions pilot programme together with three partner secondary schools which will continue for the September 2023 admissions process, these are:

- Whitchurch High School
- St Teilo's CiW High School
- Corpus RC High School

Since September 2021, the Council has also co-ordinated admission arrangements with St Mellons CiW Primary School. This will continue for the September 2023 admission process.

From September 2023, coordinated admissions arrangements will be in place for ALL Faith Primary Schools except for Llandaff City C.W. Primary School, St John Lloyd R.C. Primary School and St Patrick's R.C. Primary School.

From September 2023 coordinated admissions arrangements will also be in place for the Bishop Of Llandaff CiW High School.

Applications for all schools that are part of the coordinated admissions arrangements should be submitted to the local authority. To apply to a school that are not part of the coordinated admissions arrangements you must apply direct to the school.

## **Geographical Information System (GIS)**

The Council has developed a Geographical Information System (GIS), configured in compliance with the Learner Travel (Wales) Measure 2008 and the Learner Travel Statutory Provision and Operational Guidance 2014 route determination criteria. The shortest safe available route (as defined by the Welsh Government's 'Learner Travel Statutory Provision and Operational Guidance June 2014') is calculated (to 4 decimal places) from the co-ordinates of an applicant's home address (determined using the Local Land and Property Gazetteer [LLPG] address point data), to the nearest open school gate using Ordnance Survey (OS) route data.

## **Late applications**

Application forms received after the closing date are late applications and will only be considered in the second or later processing rounds. Following the first round of allocations, late applications will be considered together with anyone on the waiting list.

## **Looked After and Previously Looked After Children**

For admissions purposes, a looked after child is a child in care who is looked after by the Local Authority. This includes a child who is accommodated under a Care Order or Interim Care order. If a child is currently looked after by the Local Authority, the Council has a duty to provide that child a place even if offering them a place exceeds the admission number. The application must be made by the relevant Local Authority (Corporate Parent).

A previously looked after child is a child that was looked after by the Local Authority but is no longer. For example, if a child has been adopted or is the subject of a special guardianship order, they are previously looked after. If a child is previously looked after by the Local Authority, the Council has a duty to ensure the child is placed at the top of the list of allocations. This will not exceed the admission number.

The Council requires a social worker to write a letter confirming if a child was previously looked after.

## **Multiple Birth siblings**

Multiple birth siblings include twins, triplets, etc. You must submit separate applications for each child. Each application will be considered on the basis of the oversubscription criteria met by the individual child. If a community school is oversubscribed, and one child (or more) from multiple birth siblings is eligible for a space, then the other (or others) can be accommodated even if it is over the admission number.

## **Oversubscription criteria**

These are the criteria that we use to allocate places when a school has more applications than places available. This ensures that places are given fairly to all applicants. Make sure you are familiar with these criteria and provide any evidence needed to support your application.

## **Parental Responsibility**

An application may only be made by the "parent" of the child (as defined by Section 578 of the Education Act 1996). This includes any person who is not a parent of the child but has parental responsibility for them or who has care of them. If you are not the parent but have parental responsibility, you will need to prove this by providing official documentation.

## Preferences

In your application you are asked to provide preferences. These are the schools that you would like your child to attend. You should put them in the order that you want them, with the first being your highest preference. We will try to offer you a place in your highest preference. Each preference is considered equally until we are able to offer you a place. Each preference will be assessed against the Council's published Oversubscription Criteria.

You are not guaranteed a place at any particular school. Please consider which preferences you submit and the order you place them.

## Refusal and waiting list

If you have not been offered a place in your preferred schools, your application will be placed on a waiting list. Applications received will remain on the waiting list until 30 September 2023. After this time, application to change schools during the academic year will need to be made.

## Shared Parental Responsibility

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 reach agreement in respect of any application made.

If you cannot agree which school your child should attend, you should immediately take your own legal advice regarding making an urgent application to the Court. If we receive two applications from parents with shared parental responsibility, we will administer the first application submitted in order to minimise any delay in the child's admission to school.

## Siblings

You must provide information on a child's siblings if you want your application to be assessed on these terms. A sibling, for this purpose, is: a brother or sister, a half brother or sister (children who have one parent in common), an adopted or fostered brother or sister, a step brother or sister (children who are related because their parents are married, co-habiting or in a civil partnership), but in every case, the children must be living in the same family unit at the same address and are enrolled and attending the school when your child is due to start school.

## WHERE TO GET HELP - COMMUNITY HUBS DIRECTORY

HUB	LOCATION	OPENING TIMES
<b>Central Library Hub</b> <b>029 2087 1000</b>	The Hayes Cardiff, CF10 1FL	Monday - Wednesday 9am - 6pm Thursday 10am - 7pm Friday 9am - 6pm Saturday 9am - 5.30pm
<b>Butetown Hub</b> <b>029 2053 7060</b>	Plas Iona Butetown CF10 5HW	Monday – Tuesday 9am – 5pm Wednesday 10am – 6pm Thursday – Friday 9am – 5pm
<b>Canton Library</b> <b>029 2078 0999</b>	Library Street Canton CF5 1QD	Tuesday 9am-1pm, 2pm -6pm
<b>Ely and Caerau Hub</b> <b>029 2087 3800</b>	Cowbridge Road West Cardiff CF5 5BQ	Monday - Wednesday 9am - 6pm Thursday 10am - 7pm Friday 9am - 6pm Saturday 9am - 5.30pm
<b>Fairwater Hub</b> <b>029 2078 5583</b>	Doyle Avenue Cardiff CF5 3HU	Monday 9am – 6pm Tuesday Closed Wednesday 9am – 6pm Thursday 10am – 7pm Friday 9am – 6pm Saturday 9am – 5:30pm
<b>Grangetown Hub</b> <b>029 2078 0966</b>	Havelock Place Grangetown Cardiff CF11 6PA	Monday - Tuesday 9am - 6pm Wednesday 10am - 7pm Thursday - Friday 9am - 6pm Saturday 9am - 5.30pm
<b>Llandaff North and Gabalfa Hub</b> <b>029 2078 5588</b>	Gabalfa Avenue Llandaff North Cardiff CF14 2HU	Monday - Tuesday 9am - 6pm Wednesday 10am - 5pm Thursday 10am - 7pm Friday 9am - 6pm Saturday 9am - 5.30pm
<b>Llanishen Hub</b> <b>029 2087 1060</b>	11 Station Road Cardiff CF14 5LS	Monday 9am - 6pm Tuesday 10am – 5pm Wednesday 10am - 7pm Thursday - Friday 9am - 6pm Saturday 9am - 5.30pm
<b>Llanrumney Hub</b> <b>029 2078 0994</b>	Countisbury Avenue Llanrumney Cardiff CF3 5NQ	Monday - Thursday 9am - 6pm Friday 10am - 7pm Saturday 9am - 5.30pm

HUB	LOCATION	OPENING TIMES
<b>Penylan Library and Community Centre</b>  <b>029 2078 8413</b>	Penylan Road Penylan CF23 5HW	Monday 9am-7pm Tuesday-Friday 9am – 6pm Saturday 9am-5.30pm
<b>Radyr Hub</b>  <b>029 2078 0996</b>	Park Road Radyr CF15 8DF	Monday 10am-1pm, 2pm-6pm Tuesday-Wednesday 10am-1pm, 2pm-5.30pm Thursday Closed Friday 2pm-7pm Saturday 10am-1pm
<b>Rhiwbina Hub</b>  <b>029 2069 3276</b>	Pen-Y-Dre Rhiwbina CF14 6EH	Opening times to be confirmed
<b>Rhydypennau Hub</b>  <b>029 2087 1330</b>	Llandennis Road Cyncoed Cardiff CF23 6EG	Monday 9am – 1pm, 2pm – 6pm Tuesday 9am – 1pm, 2pm – 7pm Wednesday Closed Thursday - Friday 9am – 1pm, 2pm – 6pm Saturday 9am – 1pm, 2pm – 5:30pm
<b>Rumney Partnership Hub</b>  <b>029 2233 0661</b>	Llanstephan Rd Rumney Cardiff CF3 3JA	Monday - Wednesday 9am – 1pm, 2pm – 6pm Thursday 10am – 1pm, 2pm – 7pm Friday Closed Saturday 9am – 1pm, 2pm – 5:30pm
<b>STAR Hub</b>  <b>029 2078 8505</b>	Muirton Road Cardiff CF24 2SJ	Monday - Tuesday 9am – 6pm Wednesday 10am – 7pm Thursday - Friday 9am – 6pm Saturday 9am – 3pm
<b>St Mellons Hub</b>  <b>029 2087 1064</b>	30 Crickhowell Road St. Mellons Cardiff CF3 0EF	Monday - Tuesday 9am - 6pm Wednesday 10am - 7pm Thursday - Fri 9am - 6pm Saturday 9am - 5.30pm
<b>The Llanedeyrn Powerhouse Hub</b>  <b>029 2233 0201</b>	Roundwood Llanedeyrn Cardiff CF23 9PN	Monday - Tuesday 9am - 6pm Wednesday 10am - 7pm Thursday - Friday 9am - 6pm Saturday 9am - 5.30pm
<b>Whitchurch Hub</b>  <b>029 2087 1331</b>	Park Road Whitchurch Cardiff CF14 7XA	Monday - Tuesday 9am – 1pm, 2pm – 6pm Wednesday Closed Thursday 9am – 1pm, 2pm – 7pm Friday 9am – 1pm, 2pm – 6pm Saturday 9am – 1pm, 2pm – 5:30pm

## HINTS & TIPS FOR APPLYING FOR A SCHOOL PLACE

### APPLY ON TIME

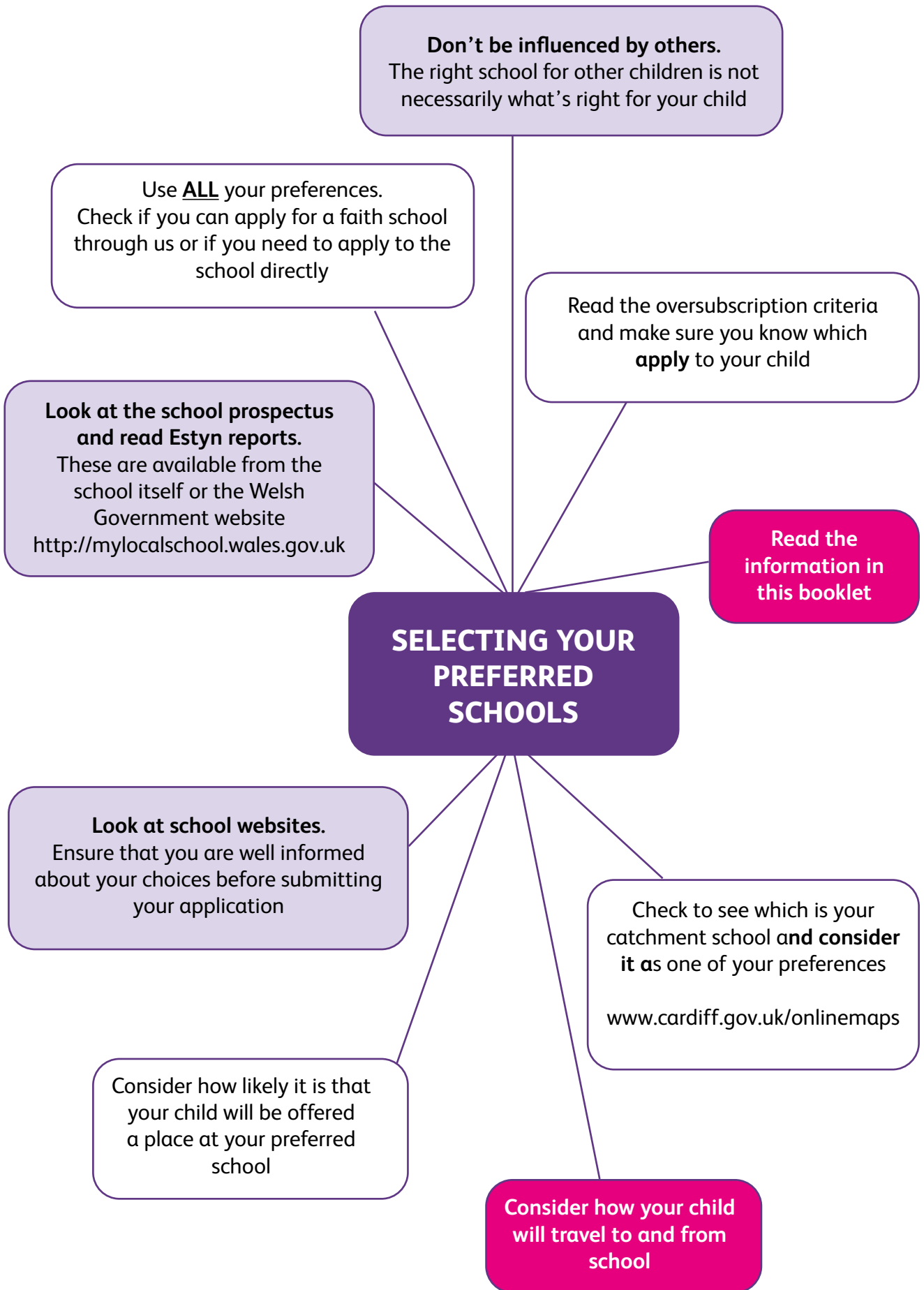
- Make sure you complete your application form accurately and on time, providing all the information requested in the form to allow us to properly assess your application.
- You will receive an automated email once you have submitted your application, if you haven't received this email then you have not applied.
- Submit all supporting evidence by the closing date.
- It is your responsibility to provide any specific information that you believe to be essential to the oversubscription criteria.
- Any applications received after the closing date will be looked at after the results for on time applications are issued.
- A late application means it is much less likely you will get a place at a school you prefer.

### USE ALL YOUR PREFERENCES

- You can only apply once for each school so use all your preference options. Each preference is treated equally.
- The order you put your school preferences in is important. We will ALWAYS allocate the highest preference where possible.
- At **nursery** level the Council processes applications for all community schools and St Mellons CiW Primary School
- At **primary** and **secondary** level (excluding when changing schools during the academic year) you can include Whitchurch High School and all faith schools **except** Llandaff City C.W Primary School, St John Lloyd R.C Primary School, St Patrick's R.C Primary School, Mary Immaculate High School and St Illtyd's Catholic High School.
- Please apply for the faith schools listed above separately and direct to the school(s) themselves.

### CHOOSE WISELY

- Do not assume you will be given a place just because you have a sibling in the school or your child attended the school's nursery.
- Do not assume you are in catchment just because you live near a school. Check the Council's website to make sure: [ishare.cardiff.gov.uk](http://ishare.cardiff.gov.uk)
- Think about the Council's oversubscription criteria.
- You have a limited number of preferences so be realistic.
- Consider including your catchment school as a preference.



# School Admission Facts

Please read these facts which will help you complete your application.

WE CANNOT OFFER YOUR CHILD A PLACE UNTIL YOU MAKE YOUR APPLICATION. YOUR CHILD WILL NOT BE GIVEN A SCHOOL PLACE AUTOMATICALLY.

You are strongly advised to list:

3 Schools (Admission to Primary Education),

5 schools (Admission to Secondary Education)

You should list the schools in the order you would like them, not in the order you think you might be offered them

THERE ARE LIMITS ON THE NUMBER OF PUPILS THAT CAN BE ADMITTED TO A SCHOOL IN ANY ONE YEAR. ONCE THAT NUMBER IS REACHED, NO FURTHER PUPILS WILL BE ADMITTED.

THERE IS NO GUARANTEE OF A PLACE AT YOUR CATCHMENT AREA SCHOOL.

Did you know Welsh-Medium could be an option for you? We have a very successful Welsh Immersion Unit that has effectively supported children to gain fluency over 1-2 terms so that they can transfer to a Welsh-Medium school.

A sibling at the school does not guarantee Admission – but please make sure you include sibling details in your application because it might help.

If your child attends the Nursery attached to your preferred Primary school this does not mean that they will automatically get a reception class place at the school. A new application must be made for a reception class place.

IF YOU ARE APPEALING FOR A HIGHER PREFERENCE SCHOOL, YOUR CHILD CAN STILL ACCEPT A SCHOOL OFFER ELSEWHERE, AND STAY ON THE WAITING LIST FOR THE HIGHER PREFERENCE.

IF THERE IS A VACANCY AT AN OVERSUBSCRIBED SCHOOL, THE OVERSUBSCRIPTION CRITERIA WILL BE APPLIED WHICH WILL SORT THE APPLICANTS BEFORE A PLACE IS ALLOCATED

CONSIDER INCLUDING YOUR CATCHMENT AREA SCHOOL AS ONE OF YOUR PREFERENCES.

Only using one preference will not improve your chance of getting a place at that school.

If your child is on the waiting list please remember their position may change as applications may be received at any time that have a higher degree of priority under the oversubscription criteria.

APPLICATIONS SUBMITTED AFTER THE DEADLINE WILL NOT BE PROCESSED UNTIL AFTER ALL THOSE SUBMITTED ON TIME. THERE WILL BE SOME DELAY BEFORE A PLACE CAN BE ALLOCATED AND IT IS POSSIBLE THAT SOME SCHOOLS WILL ALREADY BE FULL.

# Starting Nursery



### Who is this section for?

Parent or carers of children who hold legal parental responsibility of a child who was born between:

**1 September 2019 and 31 August 2020** can apply in January 2023 for a Nursery school place to start in September 2023 (Autumn term)

**1 September 2020 and 31 December 2020** can apply in June 2023 for a Nursery school place to start in the 2024 Spring term

**1 January 2021 and 31 March 2021** can apply in June 2023 for a Nursery school place to start in the 2024 Summer term

### What are the actions I should take?

- ✓ Apply on time
- ✓ Submit all necessary documents by the closing date
- ✓ Think carefully and realistically about which schools you list as your preferences

## KEY DATES FOR NURSERY ADMISSIONS

### If your child was born between 1 September 2019 and 31 August 2020

<b>30 January 2023</b>	Application process for starting Nursery in September 2023 begins
<b>27 February 2023</b>	<ul style="list-style-type: none"> <li>• CLOSING DATE FOR APPLICATIONS</li> <li>• You must submit all supporting documentation and evidence</li> <li>• Notify the Council of a change of address</li> </ul>
<p><b><i>We strongly recommend you DO NOT wait until the last minute to apply in case you experience technical problems.</i></b></p> <p>After this date any new applications will need to be done on paper and will be considered as a late application.</p>	
<b>February/March/April 2023</b>	Applications are processed and assessed against the appropriate Admission Criteria. This also includes checking and verifying the address you have supplied and supporting information you have given us.
<b>2 May 2023</b>	<p><b>Offer Day</b></p> <ul style="list-style-type: none"> <li>• An email will be sent to you after 10am</li> <li>• If requested, a letter will be posted after 10am</li> <li>• Please note that decisions can be given over the phone after 12 midday on the offer day</li> </ul>
<b>16 May 2023</b>	<p>Closing date for you to accept or refuse the place we have offered. We reserve the right to withdraw offers that have not been responded to by this date</p> <ul style="list-style-type: none"> <li>• This is also the closing date for late applications</li> </ul>
<b>From 17 May 2023</b>	Second round (late) applications processed and assessed
<b>June 2023</b>	Second round results sent out via post. All following rounds are processed on a monthly basis from now on.
<b>June 2023</b>	Waiting lists established
<b>September 2023</b>	Children start Nursery

## KEY DATES FOR NURSERY ADMISSIONS

If your child was born between 1 September 2020 and 31 March 2021

5 June 2023	Application process for starting Nursery in Spring/Summer 2024 begins
3 July 2023	<ul style="list-style-type: none"> <li>• <b>CLOSING DATE FOR APPLICATIONS</b></li> <li>• You must submit all supporting documentation and evidence by this date</li> <li>• Notify the Council of a change of address</li> </ul>
<p><b>We strongly recommend you DO NOT wait until the last minute to apply in case you experience technical problems.</b></p> <p>After this date any new application will need to be done on paper and will be considered as a late application.</p>	
July/August/September 2023	Preference forms are processed and assessed against the appropriate Admission Criteria. This also includes checking and verifying the address you have supplied and supporting information you have given us.
2 October 2023	<p><b>Offer Day –This is the day we tell you about the outcome of your application</b></p> <ul style="list-style-type: none"> <li>• An email will be sent to you after 10am</li> <li>• If requested a letter will be posted after 10am</li> <li>• Please note that decisions can only be given over the phone after 12 midday on offer day</li> </ul>
16 October 2023	<ul style="list-style-type: none"> <li>• <b>Closing date for you to accept or refuse the place we have offered</b></li> </ul> <p>We reserve the right to withdraw offers that have not been responded to by this date</p> <ul style="list-style-type: none"> <li>• This is also the closing date for late applications</li> </ul>
October 2023	Waiting lists established
From 17 October 2023	Second round (late) applications processed and assessed
November 2023	Second round results sent out via post. All following rounds are processed on a monthly basis from now on.
November 2023	
Spring term 2024/ Summer Term 2024	Children start Nursery

DO YOU HAVE A 3 OR 4 YEAR OLD CHILD? ARE YOU AWARE THAT YOU MIGHT BE ELIGIBLE FOR FUNDING TOWARDS YOUR CHILDCARE COSTS THROUGH THE CHILDCARE OFFER FOR WALES? PLEASE SEE PAGE 61 TO FIND OUT MORE

## EARLY YEARS FUNDING

**Where places are unavailable in community nursery schools or nursery classes within two miles of a child's home address**, parents may apply for nursery education place funding with a recognised provider designated by the Council. The two mile radius is measured by the Council as the shortest safe available route. Where places are available in local community nursery schools or nursery classes within two miles walking route of a child's home address, the Council will only approve applications for nursery education place funding (with a recognised provider designated by the Council), where there are compelling medical or compelling social grounds which make it inappropriate for the child to attend the nursery provision offered by the Council. Written recommendations from a medical consultant or social worker or similar professional will be required giving detailed reasons explaining why the child cannot attend any of the available Community Nurseries.

### How the funding is provided

Application forms are available from registered childcare providers or from Nursery Admissions [nurseryadmissions@cardiff.gov.uk](mailto:nurseryadmissions@cardiff.gov.uk)

Please note the following:

- Your child must be resident within Cardiff.
- You must provide a copy of your child's Birth Certificate or Adoption documents.
- All funding payments are made directly to the private provider concerned.
- THE COUNCIL WILL NOT PROVIDE RETROSPECTIVE FUNDING.
- Funding applications should be made before the term when your child is eligible to start Nursery

## CURRENT RECOGNISED NURSERY EDUCATION PROVIDERS

WELSH PRIVATE PROVIDERS	ADDRESS	STREET	AREA	POSTCODE	PHONE
Cylch Meithrin Pentrebane	Coed Y Gof Primary		Pentrebane		07954 646097
Cylch Meithrin Rhiwbina	Bethal Baptist Vestry	Maes Y Deri	Rhiwbina	CF14 6JJ	02920 521270
Cylch Meithrin Y Parc	Salem Chapel	Market Road	Canton	CF5 1QE	07794 065522
Cylch Meithrin Yr Eglwys Newydd	Scout Hall	Penline Road	Whitchurch	CF14 2AD	07474 651141
Si-Lw-Li (Whitchurch)		24 Park Road	Whitchurch	CF14 7BQ	02920 626720
St Aubins (Welsh Unit)		503A Cowbridge Road East	Canton	CF5 1BB	02920 222227

*Please be aware that this list is subject to change. Please check the website or request an up to date list when you apply.*

## NURSERY ADMISSIONS OVERSUBSCRIPTION CRITERIA

Where a community nursery is oversubscribed (more applications than places), applications received by the published closing date will be considered in accordance with the oversubscription criteria set by the Council in its School Admissions Policy 2023/24. This criteria is used to decide which children should be offered a place.

It is very important that you provide us with all of the information and evidence we need when you apply for a school place so that we can properly apply this criteria.

For applications received by the published closing date of:

- Monday 27 February 2023 for children born between 1 September 2019 and 31 August 2020 (inclusive)
- Monday 3 July 2023 for children born between 1 September 2020 and 31 December 2020 (inclusive)
- Monday 3 July 2023 for children born between 1 January 2021 and 31 March 2021 (inclusive)

**Places will be allocated in accordance with the following criteria in order of priority (a. Being the highest) up to the school's approved capacity.**

- 1) For applications received by the published closing date of 27 February 2023 for children born between 1 September 2019 and 31 August 2020 (inclusive)

Criteria from the policy	What this means for you
a. Children who are looked after by a Local Authority in England or Wales or children who were previously looked after by a Local Authority in England or Wales.	<i>If a child is currently looked after the Council will try to give that child a place at the school applied for as long as the nursery class has space and is appropriate based on the child's background and needs. If the child is previously looked after they are still considered under this criteria.</i>
b. Children subject to an Individual Development Plan (IDP) in which a specific school is named	<i>Please inform us if your child has an Individual Development Plan in which a specific school is named</i>
c. Children who have a sibling (in any age group between Reception to Year 6 inclusive) who will be on register at the school at which the nursery class is at the same school when they are admitted.	<i>The child has a sibling in years Reception – Year 6 attending the school and living at the same address in September 2023. You must provide information about the child's sibling.</i>
d. Children in respect of whom the Council judges there are compelling medical grounds or compelling social grounds for their admission to a particular nursery school / class.	<i>You must provide written support from a medical consultant or social worker submitted by the closing date. It must state detailed reasons which explain why the child should be admitted to a named specific school.</i>
e. Children living nearest the nursery school/class, as measured by the shortest safe available route	<i>You live near the school but none of the higher criteria apply. Your application will be assessed only on how far you live from the school.</i>
f. Where a community nursery is oversubscribed, and one (or more) of multiple birth siblings would be allocated a place but one (or more) of the multiple birth siblings would not be offered a place as the Published Admission Number has been met, the Council will admit the remaining multiple birth sibling(s).	<i>If a community school is oversubscribed, and one child (or more) from multiple birth siblings is eligible for a space but the other (or others) is not eligible, then we will accommodate the rest of the multiple birth sibling(s) even if it exceeds the admission number.</i>

- 2) For applications received by the published closing date of 3 July 2023 for children born between 1 September 2020 and 31 December 2020 (inclusive) Criteria a to f [as above] are applied
- 3) For applications received by the published closing date of 3 July 2023 for children born between 1 January 2021 and 31 March 2021 (inclusive). Criteria a to f [as above] are applied



# Starting Primary School



### Who is this section for?

If you are the parent or carer who holds legal parental responsibility of a child who was born between 1 September 2018 and 31 August 2019, you must apply for a Reception school place to start in September 2023.

### What are the actions I should take?

- ✓ Apply on time
- ✓ Provide three different Community School preferences
- ✓ Submit all necessary documents by the closing date
- ✓ Think carefully and realistically about your preferences choices

## KEY DATES FOR PRIMARY ADMISSIONS

<b>14 November 2022</b>	Application process for starting Reception in September 2023 begins
<b>09 January 2023</b>	<ul style="list-style-type: none"> <li>• <b>CLOSING DATE FOR APPLICATIONS</b></li> <li>• You must submit all supporting documentation and evidence</li> <li>• Notify the Council of a change of address</li> </ul>
<p><b><i>We strongly recommend you DO NOT wait until the last minute to apply in case you experience technical problems.</i></b></p> <p>After this date applications <b>cannot</b> be made online. Any new application will need to be submitted on paper and will be considered as a late application. This form is available from hubs or the council's website.</p>	
<b>February/March/April 2023</b>	Applications processed and assessed against the appropriate Admission Criteria. This also includes checking and verifying addresses and supporting information.
<b>17 April 2023</b>	<p><b>Offer Day</b></p> <ul style="list-style-type: none"> <li>• An email will be sent to you after 10am with the outcome of your application.</li> <li>• If requested a letter will be posted after 10am</li> <li>• Please note, decisions can be given over the phone after 12 midday on offer day</li> </ul>
<b>2 May 2023</b>	<ul style="list-style-type: none"> <li>• Last date for you to accept or reject the place offered. We reserve the right to withdraw offers that have not been responded to by this date</li> <li>• This is also the closing date for late applications</li> </ul>
<b>From 3 May 2023</b>	Second round (late) applications processed and assessed
<b>16 May 2023</b>	If you wish to appeal a decision, you must submit an appeal form by this date
<b>June 2023</b>	Second round results sent out via post. All following rounds are processed on a monthly basis from now on.
<b>June 2023</b>	Waiting lists established
<b>September 2022</b>	Children start full time school

## PRIMARY ADMISSIONS OVERSUBSCRIPTION CRITERIA

Where a community primary school is oversubscribed (more applications than places), applications received by the published closing date will be considered in accordance with the oversubscription criteria set by the Council in its School Admissions Policy 2023/24. This criteria is used to decide which children should be offered a place.

It is very important that you provide us with all of the information and evidence we need when you apply for a school place so that we can properly apply this criteria.

**Places will be allocated in accordance with the following criteria in order of priority (1. Being the highest) up to the school's approved capacity and will not normally exceed the school's Published Admissions Number or breach the limitations imposed by statutory maximum class size (30 pupils) where this applies.**

Criteria from the policy	What this means for you
1. Children who are looked after by a Local Authority in England or Wales or children who were previously looked after by a Local Authority in England or Wales.	<i>If a child is currently looked after, the Council has a duty to give that child a place at the school applied for as long as the school is appropriate based on the child's background and needs. If the child is previously looked after, they are still considered under this criteria and the Council has a duty to give highest priority to these children</i>
2. Children subject to an Individual Development Plan (IDP), in which a specific school is named.	<i>Please inform us if your child has an Individual Development Plan which names the school they must attend because they have an identified and agreed additional learning need(s)</i>
3. Pupils who are resident within the defined catchment area of the school and in respect of whom the Council judges there are compelling medical grounds or compelling social grounds for their admission to a particular school.	<i>Your child must live within the catchment area AND you must also provide written support from a medical consultant or social worker submitted by the closing date . It must state detailed reasons which explain why the child should be admitted to a named specific school.</i>
4. Pupils who are resident within the defined catchment area of the school and have a sibling enrolled in Reception or Years 1 to 6 who will be on register at the school when they are admitted.	<i>Your child must live within the catchment area AND have a sibling in years 1 – 6 attending the school and living at the same address in September 2023. You must provide information about the child's sibling</i>

Criteria from the policy	What this means for you
5. Children who have a brother or sister attending the school, admitted before a catchment area change	<i>You must provide information on the child's sibling.</i>
a) Where an older sibling was admitted to and continues to attend a school that was previously the catchment area school for the home address of the family at the time of the older sibling's admission, if the parent applies, the Council will give priority to younger siblings to the former catchment school.	<i>The sibling must be currently attending the school. The school's catchment area has changed, but you have not moved meaning you now live out of the catchment.</i>
b) Where an older sibling was admitted to and continues to attend a newly established community school without a determined catchment area, if the parent applies, the Council will give priority to younger siblings to this school.	<i>The sibling must be attending the new community school. Your address has not changed but the school now has a defined catchment area.</i>
6. Pupils who are resident within the defined catchment area of the school.	<i>Your child must live within the catchment area but none of the other criteria apply. Your application will be assessed based on how far you live from the school.</i>
7. Pupils in respect of whom the Council judges there are compelling medical grounds or compelling social grounds for their admission to a particular school.	<i>Your child does not live in catchment BUT you have written support from a medical consultant or social worker submitted by the closing date. It must state detailed reasons which explain why the child should be admitted to a named specific school.</i>
8. Pupils who have a sibling enrolled in Reception or Years 1 to 6 who will be on register at the school when they are admitted.	<i>Your child does not live in catchment BUT has a sibling in reception or years 1 – 6 attending the school and living at the same address in September 2023. You must provide information about the child's sibling</i>
9. In determining applications for admission in respect of other pupils the Council gives priority to children living nearest the school as measured by the shortest safe available route.	<i>Your child does not live in catchment AND none of the higher criteria apply. Your application will be assessed only on how far you live from the school.</i>
10. Where a community primary school is oversubscribed, and one (or more) of multiple birth siblings would be allocated a place but one (or more) of the multiple birth siblings would not be offered a place as the Published Admission Number has been met, the Council will admit the remaining multiple birth sibling(s).	<i>If a community school is oversubscribed, and one child (or more) from multiple birth siblings is eligible for a space but the other (or others) is not eligible, then we will accommodate the rest of the multiple birth sibling(s) even if it exceeds the admission number.</i>

**PLEASE NOTE** Distance from the school is used as a tie breaker on all criteria if the number of preferences which meet the same criteria exceeds the number of places available.

## Admission to Primary School September 2022

Summary showing the allocation of places to Cardiff's community maintained Primary schools, as at 19 April 2022, in accordance with published oversubscription criteria (as detailed in the Admission to Schools 2022/23 Information for Parents)

	Published Admissions Number	All preferences expressed	School named in pupil's Individual Development Plan	Looked After Children	Older Sibling directed by the Council to alternative school
Danescourt Primary School	60	64	0	2	0
Greenway Primary School	30	41	0	0	0
Howardian Primary School	60	61	0	1	0
Lakeside Primary School	60	71	0	1	0
Llanishen Fach Primary School	60	66	0	0	0
Llysfaen Primary School	60	66	0	0	0
Marlborough Primary School	60	88	0	2	0
Millbank Primary School	30	45	0	1	0
Oakfield Primary School	60	67	0	1	0
Pencaerau Primary School	30	40	0	0	0
Pontprennau Primary School	60	103	0	2	0
Radnor Primary School	45	47	0	3	0
Rhydypenau Primary School	60	78	0	1	0
Roath Park Primary School	60	65	0	2	0
Willowbrook Primary School	60	63	0	0	0
Windsor Clive Primary School	60	63	0	0	0
Ysgol Gymraeg Melin Gruffydd	60	78	0	1	0
Ysgol Gymraeg Nant Caerau	30	40	0	2	0
Ysgol Gymraeg Treganna	90	103	0	5	0
Ysgol Gynradd Gwaelod Y Garth Primary (CYMRAEG)	30	32	0	1	0
Ysgol Mynydd Bychan	30	36	0	1	0
Ysgol Pencae	30	42	0	2	0

\*within catchment

In catchment with compelling medical or compelling social grounds	In Catchment area with older sibling attending in Sept 2022	In Catchment	Out of Catchment with compelling medical or compelling social grounds	Out of Catchment with older sibling attending in Sept 2022	Out of Catchment	Last Qualifying Measurement	Total places allocated	Total applications refused by LA
0	8	14	0	9	27	1.496	60	4
0	12	18	0	0	0	0.434*	30	11
NA	NA	NA	0	18	41	3.63	60	1
0	17	27	0	2	13	1.782	60	11
0	20	14	1	9	16	0.98	60	6
0	13	23	0	6	18	2.728	60	6
0	26	32	0	0	0	0.834*	60	28
0	5	5	0	7	12	1.079	30	15
0	16	18	0	11	14	0.987	60	7
0	5	13	0	3	9	0.737	30	10
0	22	36	0	0	0	0.754*	60	43
0	2	10	0	13	17	1.531	45	2
0	19	34	0	0	7	1.226	60	18
0	13	19	0	12	14	1.207	60	5
0	7	22	0	11	20	1.274	60	3
0	10	18	0	21	11	1.286	60	3
1	31	27	0	0	0	0.848*	60	18
0	3	14	0	2	10	1.021	31	9
0	17	41	0	13	14	1.285	90	13
0	4	8	0	9	8	2.701	30	2
0	7	22	0	0	0	0.937*	30	6
0	9	14	0	2	3	1.21	30	12

	Published Admissions Number	All preferences expressed	School named in pupil's Individual Development Plan	Looked After Children	Older Sibling directed by the Council to alternative school
Adamsdown Primary School	60	47			
Albany Primary School	60	36			
Allensbank Primary School	30	23			
Baden Powell Primary School	60	27			
Birchgrove Primary School	58	43			
Bryn Celyn Primary School	30	28			
Bryn Deri Primary School	30	25			
Bryn Hafod Primary School	60	36			
Coed Glas Primary School	75	41			
Coryton Primary School	30	27			
Creigiau Primary School (CYMRAEG)	30	18			
Creigiau Primary School (ENGLISH)	30	25			
Fairwater Primary School	40	12			
Gabalfa Primary School	30	24			
Gladstone Primary School	30	26			
Glan-Yr-Afon Primary School	30	9			
Glyncoed Primary School	60	35			
Grangetown Primary School	60	37			
Hawthorn Primary School	30	30			
Herbert Thompson Primary School	60	57			
Hywel Dda Primary School	60	40			
Kitchener Primary School	60	50			
Lansdowne Primary School	60	33			
Llanedeyrn Primary School	55	39			
Meadowlane Primary School	45	30			
Moorland Primary School	60	59			
Mount Stuart Primary School	60	51			
Ninian Park Primary School	90	52			
Pentrebane Primary School	30	20			
Pentyrch Primary School	20	9			
Pen-Y-Bryn Primary School	30	30			
Peter Lea Primary School	45	34			
Radyr Primary School	60	60			
Rhiwbeina Primary School	90	88			
Rumney Primary School	60	51			
Severn Primary School	60	53			
Springwood Primary School	60	33			
St Mellons C.W Primary School (COMMUNITY)	15	8			
St Mellons C.W Primary School (FAITH)	15	2			
Stacey Primary School	30	26			
Thornhill Primary School	60	56			
Tongwynlais Primary School	28	18			
Ton-Yr-Ywen Primary School	60	59			
Trelai Primary School	60	31			
Trowbridge Primary School	30	15			
Whitchurch Primary School	90	89			
Ysgol Bro Eirwg	60	46			
Ysgol Glan Ceubal	30	25			
Ysgol Glan Morfa	60	34			
Ysgol Gymraeg Coed-Y-Gof	60	29			
Ysgol Gymraeg Pwll Coch	60	34			
Ysgol Gynradd Gwaelod Y Garth Primary (ENGLISH)	7	3			
Ysgol Gynradd Gymraeg Hamadryad	60	51			
Ysgol Gynradd Gymraeg Pen-y-Groes	30	17			
Ysgol Pen Y Pil	30	22			
Ysgol Y Berllan Deg	60	57			
Ysgol Y Wern	90	74			

Places remain in these schools therefore the application of the oversubscription criteria was not required

Places remain in these sc

In catchment with compelling medical or compelling social grounds	In Catchment area with older sibling attending in Sept 2022	In Catchment	Out of Catchment with compelling medical or compelling social grounds	Out of Catchment with older sibling attending in Sept 2022	Out of Catchment	Last Qualifying Measurement	Total places allocated	Total applications refused by LA
							47	0
							36	0
							23	0
							27	0
							43	0
							28	0
							25	0
							36	0
							41	0
							27	0
							18	0
							25	0
							12	0
							24	0
							26	0
							9	0
							35	0
							37	0
							30	0
							57	0
							40	0
							50	0
							33	0
							39	0
							30	0
							59	0
							51	0
							52	0
							20	0
							9	0
							30	0
							34	0
							60	0
							88	0
							51	0
							53	0
							33	0
							8	0
							2	0
							26	0
							56	0
							18	0
							59	0
							31	0
							15	0
							89	0
							46	0
							25	0
							34	0
							29	0
							34	0
							3	0
							51	0
							17	0
							22	0
							57	0
							74	0

Places remain in these schools therefore the application of the oversubscription criteria was not required

ools therefore the application of the oversubscription criteria was not required

# Starting Secondary School



### Who is this section for?

If you are the parent or carer who holds legal parental responsibility of a child who was born between 1 September 2011 and 31 August 2012, you must apply for a Year 7 school place to start in September 2023.

### What are the actions I should take?

- ✓ Apply on time
- ✓ Provide five different school preferences
- ✓ Submit all necessary documents by the closing date
- ✓ Think carefully and realistically about your preferences choices

## KEY DATES FOR SECONDARY ADMISSION

<b>26 September 2022</b>	Application process for starting Year 7 in September 2023 begins
<b>21 November 2022</b>	<ul style="list-style-type: none"> <li>• <b>CLOSING DATE FOR APPLICATIONS</b></li> <li>• You must submit all supporting documentation and evidence</li> <li>• Notify the Council of a change of address</li> </ul>
<p><b><i>We strongly recommend you DO NOT wait until the last minute to apply in case you experience technical problems.</i></b></p> <p>After this date any new applications will need to be done on paper and will be considered as a late application.</p>	
<b>December/January/February 2023</b>	Applications processed and assessed against the appropriate Admission Criteria. This also includes checking and verifying addresses and supporting information.
<b>1 March 2023</b>	<p><b>Offer Day</b></p> <ul style="list-style-type: none"> <li>• An email will be sent to you after 10am with the outcome of your application.</li> <li>• If requested a letter will be posted after 10am</li> <li>• Please note, decisions can be given over the phone after 12 midday on offer day</li> </ul>
<b>15 March 2023</b>	<ul style="list-style-type: none"> <li>• Last date for you to accept or reject the place offered. We reserve the right to withdraw offers that have not been responded to by this date</li> <li>• This is also the closing date for late applications</li> <li>• If you wish to appeal a decision, you must submit an appeal form by this date.</li> </ul>
<b>From 16 March 2023</b>	<ul style="list-style-type: none"> <li>• Second round (late) applications processed and assessed</li> </ul>
<b>May 2023</b>	<ul style="list-style-type: none"> <li>• Second round results sent out via post. All following rounds are processed on a monthly basis from now on.</li> </ul>
<b>May 2023</b>	Waiting lists established
<b>September 2023</b>	Children start in Secondary school.

## SECONDARY ADMISSIONS OVERSUBSCRIPTION CRITERIA

Where a community secondary school is oversubscribed (more applications than places), applications received by the published closing date will be considered in accordance with the oversubscription criteria set by the Council in its School Admissions Policy 2023/24. These criteria are used to decide which children should be offered a place.

It is very important that you provide us with all of the information and evidence we need when you apply for a school place so that we can properly apply these criteria.

**Places will be allocated in accordance with the following criteria in order of priority (1. Being the highest) up to the school's approved capacity and will not normally exceed the school's Published Admissions Number.**

Criteria from the policy	What this means for you
1. Children who are looked after by a Local Authority in England or Wales or children who were previously looked after by a Local Authority in England or Wales.	<i>If a child is currently looked after the Council has a duty to give that child a place at the school applied for as long as the school is appropriate based on the child's background and needs. If the child is previously looked after they are still considered under this criteria</i>
2. Children subject to an Individual Development Plan, in which a specific school is named	<i>Please inform us if your child has an Individual Development Plan because they have an identified and agreed additional learning need(s)</i>
3. Pupils who are resident within the defined catchment area of the school and in respect of whom the Council judges there are compelling medical grounds or compelling social grounds for their admission to a particular school.	<i>Your child must live within the catchment area AND you must also provide written support from a medical consultant or social worker submitted by the closing date. It must state detailed reasons which explain why the child should be admitted to a named specific school.</i>
4. Pupils who are resident within the defined catchment area of the school <b>and</b> have a sibling enrolled in Years 7 to 11 who will be on register at the school when they are admitted.	<i>The child must live within the catchment area AND the child has a sibling in years 7 – 11 attending the school and living at the same address in September 2023. You must provide information about the child's sibling</i>
5. Pupils who are resident within the defined catchment area of the school.	<i>The child must live within the catchment area but none of the other criteria apply. Your application will be assessed based on how far you live from the school.</i>
6. Pupils in respect of whom the Council judges there are compelling medical grounds or compelling social grounds for their admission to a particular school.	<i>The child does not live in catchment BUT you have written recommendations from a medical practitioner, social worker or similar professional which you must have submitted by the closing date. It must state detailed reasons which explain why the child should be admitted to a named specific school.</i>

Criteria from the policy	What this means for you
7. Pupils who have a sibling enrolled in Years 7 to 11 who will be on register at the school when they are admitted.	<i>The child does not live in catchment BUT the child has a sibling in years 7 – 11 attending the school and living at the same address in September 2023. You must provide information about the child's sibling if you want your application to be assessed under criteria 7.</i>
8. In determining applications for admission in respect of other pupils the Council gives priority to children living nearest the school as measured by the shortest safe available route.	<i>The child does not live in catchment AND none of the higher criteria apply. Your application will be assessed only on how far you live from the school.</i>
9. Where a community secondary school is oversubscribed, and one (or more) of multiple birth siblings would be allocated a place but one (or more) of the multiple birth siblings would not be offered a place as the Published Admission Number has been met, the Council will admit the remaining multiple birth	<i>If a community school is oversubscribed, and one child (or more) from multiple birth siblings is eligible for a space but the other (or others) is not eligible, then we will accommodate the rest of the multiple birth sibling(s) even if it exceeds the admission number.</i>

**PLEASE NOTE** Distance from the school is used as a tie breaker on all criteria if the number of preferences which meet the same criteria exceeds the number of places available.

### Secondary School Open Evenings:

Parents are encouraged to attend open evenings for any school they are interested in applying for a place. These dates are set by the schools and for further details or enquiries please contact each individual school.

School	Date
Cantonian High School	05 October 2022
Cardiff High School	26 October 2022 - Online
Cardiff West High School	No date finalised
Cathays High School	06 October 2022
Corpus Christi High School	06 October 2022
Eastern High School	06 October 2022
Fitzalan High School	29 September 2022 – provisional date
Llanishen High School	19 October 2022
Radyr High School	28 September 2022
St Teilos High School	No date finalised
Whitchurch High School	28 September 2022
Willows High School	No date finalised
Ysgol Gyfun Gymraeg Bro Edern	29 September 2022
Ysgol Gyfun Gymraeg Glantaf	07 September 2022
Ysgol Gyfun Gymraeg Plasmawr	20 October 2022

*\*Dates are subject to change, please contact individual schools for confirmation*

## Primary to Secondary School September 2022

Summary showing the allocation of places to Cardiff's community maintained Secondary schools, as at 1 March 2022, in accordance with published oversubscription criteria (as detailed in the Parents Information Handbook)

	Published Admissions Number	All preferences expressed	School named in pupil's Statement of Special Educational Needs	Looked After Children
Cantonian High School	181	194	1	2
Cardiff High School	240	619	2	5
Cardiff West Community High School	240	254	4	6
Cathays High School	240	277	4	2
Eastern High School	300	327	4	7
Fitzalan High School	300	473	7	3
Llanishen High School	300	363	5	6
Radyr Comprehensive School	240	384	1	4
Ysgol Gyfun Gymraeg Glantaf	240	242	0	1
Ysgol Gyfun Gymraeg Plasmawr	210	225	2	7

Willows High School	224	106	Places remaining
Ysgol Gyfun Gymraeg Bro Edern	180	146	

\*within catchment \*\*outside catchment, with sibling

In catchment with compelling medical or compelling social grounds	In Catchment area with older sibling attending Sept 2022	In Catchment	Out of Catchment with compelling medical & social	Out of Catchment area with older sibling attending Sept 2022	Out of Catchment	Last Qualifying Measurement	Total places allocated	Total applications refused by LA
0	22	59	0	26	71	3.999	181	13
0	94	139	0	0	0	1.453*	240	379
0	61	168	0	1	0	2.271**	240	14
0	24	48	0	46	116	2.96	240	37
0	70	219	0	0	0	1.789*	300	27
0	120	170	0	0	0	1.568*	300	173
0	75	174	0	16	24	3.235	300	63
0	62	132	0	21	20	1.371	240	144
0	74	150	0	0	15	7.268	240	2
0	74	126	0	1	0	0.85**	210	15

Places remain in these schools therefore the application of the oversubscription criteria was not required.

106	0
146	0

# Changing School During Academic Year



The School Transfer process is for any child already attending school who

- is moving into Cardiff from another Local Authority or country, or
- is living in Cardiff and wishes to transfer from one school to another

You can ask to change schools at any stage of your child's education. There may be a variety of reasons for this. Unless the request is necessary because of a house move you are strongly advised to work with your child's current school rather than transfer. **No school should be advising you or your child that they should transfer. If this is happening, please contact us.**

### **PARENTS SHOULD CONSIDER THE RISKS BEFORE REQUESTING A TRANSFER**

There are a number of risks involved in moving schools, including:

- Disruption to the child's education and academic progress
- Disruption to the child's social environment and friendship groups
- Disruption to the child's leisure time and extra-curricular activities
- Changing school travel arrangements
- Likelihood of having to change GCSE options at a new school. This could significantly affect the achievement of qualifications in the last two years of school (14 – 16 years old).

CHANGING YOUR CHILD'S SCHOOL REQUIRES VERY CAREFUL CONSIDERATION.



## MOVING SCHOOLS WITHIN THE CITY

Many issues that worry parents and children can be resolved without the need to move schools.

### WE STRONGLY ADVISE AGAINST A TRANSFER REQUEST WHERE POSSIBLE.

Talking to your child and staff at your child's present school may avoid the need for your child to transfer. It is important that you consider whether a transfer is really the best option for your child.

**If your request for a School Transfer is for any of the reasons listed below you should take the steps indicated** before applying:

Reason for changing school	Steps to take before applying	Advice from the Admissions team
Dissatisfaction with the school	<ul style="list-style-type: none"> <li>• Discuss your concerns with the Head of Year, Class Teacher or Head teacher.</li> <li>• If you feel the school has not responded appropriately, you should raise the issue with the Board of Governors. These complaints must be taken seriously.</li> </ul>	In our experience, moving because of dissatisfaction with the school does not solve the problem. We often see this type of issue resurfacing at the new school and that's why it's best to address it before you move.
Non school attendance	<ul style="list-style-type: none"> <li>• Sit down with your child and try to find out why he or she is not attending school.</li> <li>• Talk to your child's teachers. Are there any subjects that he/she is worried about?</li> </ul>	By law, all children of compulsory school age (5 to 16) must receive a suitable full-time education. We often find that by talking to your child and the school the issue can be identified and steps put into place to resolve the issue. We have further advice available at Education Welfare Service (Tel: 029 2087 3619, Email: <a href="mailto:ewsreferrals@cardiff.gov.uk">ewsreferrals@cardiff.gov.uk</a> ).
School bullying and emotional wellbeing	<ul style="list-style-type: none"> <li>• Contact your school and ask for a copy of their safeguarding, bullying or emotional wellbeing policies. If you feel these policies have not be followed, you should inform the school.</li> <li>• All schools have a responsibility to address bullying and all schools are equipped to deal with this. If you feel they haven't, please contact the Headteacher or the Board of Governors.</li> <li>• If the bullying is particularly severe we advise you to contact the police.</li> </ul>	<p>All schools have a responsibility to protect the physical and emotional wellbeing of their pupils.</p> <p>If this has not been the case for your family, it must be raised with the school.</p> <p>The schools can:</p> <ul style="list-style-type: none"> <li>• Move classes</li> <li>• Mediate</li> <li>• Arrange family meetings</li> </ul>
Unresolved issues	<ul style="list-style-type: none"> <li>• Make an appointment to speak to the Headteacher.</li> <li>• If this does not work, you can raise a complaint with the board of Governors. The school and its leadership have a responsibility to resolve issues with your child.</li> </ul>	We recommend parents to discuss the issues with their current school. It would not be appropriate to expect your child to move or to have a 'fresh start' because the school is not able to address your concerns.
To avoid exclusion	<ul style="list-style-type: none"> <li>• Talk to your child's teacher / Head of Year / Headteacher.</li> <li>• Check if your child has a Pastoral Support Plan or has been identified as having Special Educational Needs. Ask for a review of the Pastoral Support Plan.</li> </ul>	If there are behavioural concerns from the school about your child, we do not recommend moving them to another school. No school should be suggesting this to your child. A disruption could make the issue worse. If you require support with this, please contact us.
Additional learning Needs	<ul style="list-style-type: none"> <li>• Talk to the teacher in charge of Additional Needs (ALNCO) at the school.</li> <li>• Contact the ALN Team: <a href="mailto:SENCasework@cardiff.gov.uk">SENCasework@cardiff.gov.uk</a></li> </ul>	We recommend that parents engage in dialogue with the school's pastoral support team.

## IMPORTANT INFORMATION TO CONSIDER BEFORE SUBMITTING A REQUEST

If, after working with your child's current school, you still feel that a transfer request is needed, please arrange an appointment with your current school. At this meeting you should discuss:

- The reasons for needing to transfer

**There may be strong educational reasons why a transfer should not take place which you need to consider, particularly in the case of pupils in Year 10 or 11.**

If there is a place available in the age group at the school you would like your child to attend, your child's application will be considered. If it meets the Council's admissions criteria after appropriate checks, you will be advised in writing and asked to liaise with the Head teacher/ Head of Admissions at the school regarding the date of admission. If no vacancy exists, your child will be placed on a waiting list and you will be informed of alternative schools with vacancies (or we will suggest that your child remains at their current school). **Waiting lists are operated on a termly basis. If you wish for your child to remain on the waiting list you must submit a new application after the school term ends.**

In deciding which children to admit to a Community school, the Council applies the oversubscription criteria provided on pages 36-37 for Primary Schools and pages 44-45 for Secondary schools.

Before you make a transfer request, please consider the following:

- Where a request is made because of a change of address you should ensure that adequate notice is given for the transfer to be arranged
- No transfer is immediate and we cannot guarantee that places will be available at your preferred school
- If your child is not attending their current school, the school's attendance officer should contact you
- Pupils should continue to attend their present school until a school placement has been arranged
- Proof of residence may be required

**If you wish your child to attend a Foundation, Catholic School or Church in Wales School you will need to obtain an application form from the school.** Applications to these schools are considered by the Governing Body of the School. Details and contact information for all Catholic Schools, Church in Wales Schools and Whitchurch High School are can be found on pages 80-82.

Where a pupil is Looked After by the Local Authority (as defined by Section 22 of the Children's Act 1989), the Social Worker / Foster Carer should also contact the Education Liaison Team (LACE), County Hall, CF10 4UW, LACETeam@cardiff.gov.uk

The 1998 School Standards and Framework Act requires children aged 5, 6 and 7 to be taught in classes of no more than 30 per school teacher. The Council will not normally exceed the school's admission number or breach the limitations imposed by statutory maximum class size of 30 where this applies.

In all cases the request and the reasons for the admission request will be made known to the Head teacher of both the current and prospective school. Applications may be referred to the Council's Fair Access Panel for consideration.

Applications received in respect of pupils who are the subject of a Statement of Special Educational Needs will be forwarded to and dealt with by the Additional Learning Needs Casework Team. The email address is SENCasework@cardiff.gov.uk



DID YOU KNOW WELSH-MEDIUM COULD BE AN OPTION FOR YOU?

WE HAVE A VERY SUCCESSFUL WELSH IMMERSION UNIT THAT HAS EFFECTIVELY SUPPORTED CHILDREN TO GAIN FLUENCY OVER 1-2 TERMS SO THAT THEY CAN TRANSFER TO A WELSH-MEDIUM SCHOOL.

# HOW TO APPLY FOR A SCHOOL TRANSFER

This flowchart shows how your application is processed:

1. Parents complete an online application [www.Cardiff.gov.uk/inyearadmissions](http://www.Cardiff.gov.uk/inyearadmissions)

## Steps we will take

## Further steps that we will take to process your application

2. We check the application to ensure that it is filled in correctly and that we have all the information

If the application is incomplete or incorrect, we will contact you.

If required, we will obtain pupil information from the previous/current school.

If we have an update or need more information we will contact you

3. We look at the application and evidence submitted and determine which Admissions Criteria apply

We check if the child has a statement of Special Education Needs or if they are a Looked After child

We will make an admissions offer in line with the Admission policy if there are places available at the school.

If there are no places available at your preferred school you will be placed on the waiting list and informed where places are available

4. We will allocate a school based on school availability and the Oversubscription Criteria

The allocated school will review your application

If your child is from outside the UK, you will need to provide a copy of your child's UK Visa and passport to the school on admission.

The allocated school will schedule a pupil interview. This is to help them understand the child's needs

5. Your child will be given a start date by the new school

# Admission Appeals



## SUBMITTING AN APPEAL

The Panel are independent, unpaid volunteers; they are not part of Cardiff Council.

### What are sufficient grounds for my appeal to be successful?

- There are no specific grounds which are guaranteed to be successful, but you must have compelling reasons for an appeal to succeed. You should write these clearly on your appeal form. The Panel consider the legal tests which are set out at the end of this factsheet and each appellant's individual circumstances. However commonly used grounds of appeal are:
- Medical conditions or disabilities; the Panel will consider any medical conditions your child may have, but will look for a letter from a medical consultant or a specialist giving detailed reasons to prove that they must attend the school requested. If your child's medical condition affects their ability to travel to school, they may be eligible for support with school transport; please see the relevant section of the website to make an application. All schools are expected to have procedures to support pupils with medical conditions or disabilities, for example wheelchair access or procedures for dealing with severe allergies.
- Additional Learning Needs; all schools are required to provide support for pupils who have additional learning needs. If you feel that your child can only be provided with support from the requested school, you should provide supporting evidence to that effect from a relevant professional. Schools are also able to access specialist support, and pupils can access county-wide specialist provision from any school.
- Difficulties with transport; the Panel will consider this, but will also take into account that it is the parent's or carer's responsibility to transport their children to school. Under Welsh Government legislation (the Learner Travel (Wales) Measure 2008), there is an expectation that a child of secondary school age should be able to walk up to 3 miles to school, via a safe walking route. A child of primary school age should be able to walk up to 2 miles to school via a safe walking route. However it is for parents or carers to decide if they need to be supervised on their journey to school. If you have applied to your catchment school but the nearest suitable school is further than these distances, you may qualify for free school transport; please see the section of the website to make an application.
- Difficulties with childcare provision; the Panel will consider this but will also take into account that it is the parent's or carer's responsibility to care for their children, and that many schools offer free breakfast clubs and after school clubs to support parents. The Council's website provides information about the various clubs that are available at each school, and Cardiff Family Advice and Support (page 61) also provides information about childcare options across the city.
- Excellent standards or results; the Council and School Governing Bodies are committed to raising standards in all schools. Although the Panel acknowledges that parents will want the best education for their children, attending a school which is perceived to have lower standards or poor exam results is not likely to be considered to meet the legal test for a successful appeal.
- Friends or family support at the school; the Panel will consider your child's individual needs, but this may not be sufficient to meet the legal test, unless there are compelling reasons why your child needs the specific support at the requested school.
- Alternative schools offered are not appropriate; although the Panel (as well as the Council) recognise the parent's or carer's right to express a preference for a particular school, there is no guarantee of a place at the requested school. The Panel will take into account the alternative schools the Council has available for your child. If you have compelling reasons why all the alternative schools are not appropriate, this may be a successful ground for appeal. As the Council usually gives details of 4 alternative schools, you may wish to consider whether any of them are appropriate, and if they are not, be prepared to explain this to the Panel.
- Aptitude or ability; the admission arrangements for community schools do not make any provision for selection by aptitude, or for pupil banding. All schools are expected to have support in place for pupils

of all abilities; therefore the Panel will not usually consider your child's school report or achievements as a compelling reason, unless you feel that there is a specific educational provision only available at the requested school. All schools provide special programmes or specific curriculum needs for the gifted and more able children in a variety of subjects, as this is part of a school's commitments and responsibilities.

### **What happens at the appeal?**

Your appeal will normally be heard in private, but, if there are several appeals for one school the first stage of the appeal may be done as a group with other parents present who have also appealed. The appeal hearing is held in 2 parts.

1. In the first part, Cardiff Council will explain why they turned down your application and why the school would be too crowded if extra pupils are admitted. You will be able to ask Cardiff Council questions about their reasons for refusal. You and Cardiff Council will then leave the room whilst the Panel makes their decision.

If at this stage the Panel decides that there was no need to refuse a place, for instance, if the school would not be too crowded, the hearing will end and you will be informed that the appeal has been successful.

2. If the Panel decides that there were reasons for refusal on the grounds that the school would be too full, then a second stage will follow.

The second stage is always individual (private) appeals. Cardiff Council will explain which other schools are available for your child, and will show how far they are from your home address. You will then be able to explain why your child should be provided with a place at the school even though it is full. Cardiff Council can ask you questions and the Panel may also ask you questions so that they can understand all of the circumstances.

### **What happens after the hearing?**

After the hearing, you will receive an email at the end of the day (or at the end of the day when all appeals have been held for group appeals) confirming whether or not the appeal has been successful – a 'Yes' or 'No' about whether your child can attend the school. After that you will usually receive a full written decision notice giving you the reasons for the Panel's decision within 2 weeks although this may be longer between April and July.

The decision of the appeal panel is final and legally binding on you and Cardiff Council. The decision can only be overturned by the courts where either you or Cardiff Council are successful in applying for Judicial Review of that decision.

If you consider there was maladministration on the part of the Panel, or a fundamental flaw in the way the Panel conducted the case or arrived at its decision you may have the right to make a complaint to the Public Services Ombudsman, the National Assembly for Wales.

### **What happens if I change my mind about the alternative schools offered?**

You should contact the School Admissions Team on 02920 872087 if you want to accept a place in one of the alternative schools offered at any time before or after the hearing. Please note availability can change on a daily basis, which means School Admissions may provide you with details of different alternative schools.

### **Can I re-apply for a school place if I have been turned down?**

Cardiff Council may consider a new application if there has been a significant change in your circumstances. You can re-apply for a place again in another school year and also have a fresh right of appeal if you are not successful in obtaining a place. You can also express your right of appeal for more than one school in the same academic year if you are refused a place. You would not normally have a right to a second appeal for the same school for admission in the same academic year.

### **Who can I bring to the appeal?**

You should attend the appeal as it is your opportunity to tell the Panel everything you want to about why your child should be admitted to the School. You can bring a friend or representative to attend with you. Appeals are an informal process so you should not need a legal representative but you can bring one if you would like to; you would have to pay for their attendance yourself. If you do intend to bring a legal representative, you must let us know.

You cannot bring a Councillor, AM, MP or MEP or someone employed by Cardiff Council (or at a School). You are able to bring the child with you to the hearing (but the process usually takes 1 hour and so is long for young children). If your child is older and wants to speak to the Panel themselves, they can do so.

### **Will I understand everything at the hearing?**

You should tell us on the appeal form if you would like the hearing to be heard in Welsh or if you need the support of an interpreter (for any language). If so we will make the necessary arrangements free of charge.

### **What if I am unable to attend the hearing?**

If you are unable to attend and would like the hearing to be moved to another date, you should contact us as soon as possible. You are also able to send in written information or to send someone to represent you at the hearing (please confirm in writing that they have the authority to represent you). If you do not attend then the hearing will go ahead without you, based on the details given in your appeal form and any other documents that you have sent.

### **What type of appeal is it and what does that mean?**

The letter inviting you to the hearing will tell you what type of appeal it is, either an Infant Class size Prejudice Appeal or an Ordinary Prejudice Appeal.

### **Infant Class Size Prejudice Appeal**

Infant Class Size Prejudice relates to appeals for Reception, Year 1 and Year 2 (years with children aged 5, 6 and 7). This is because for those age groups, the Welsh Government have limited the class sizes to no more than 30 pupils. If a school accepts more than 30 pupils for any of these classes, they must then ensure that they take what is known as “relevant measures”, that is, steps to make more than one class, such as employing a new teacher and building a new classroom.

There are specific rules about Infant Class Size Prejudice Appeals and there are only a few cases where appeals made by parents may be upheld, as in law one infant class is to have no more than 30 pupils.

These specific rules are:

- The admission arrangements did not comply with the law and the child would have been offered a place if they had been compliant;
- There was a fault with applying the arrangements in the case of the child;
- The decision not to offer a place was not a reasonable one. Unreasonable in this case means ‘wholly irrational.’

The questions the Panel has to consider are:

1. Is there sufficient evidence to satisfy the Panel that the admission arrangements are lawful?
2. Is the admission number reasonable?
3. Has the number been reached?
4. Would qualifying measures be needed?
5. a) Has Cardiff Council properly implemented its admission arrangements?  
b) If not, would the child have been offered a place if Cardiff Council had properly implemented its admission arrangements?
6. Was Cardiff Council's decision to refuse a place one which a reasonable authority would make in all the circumstances of the case?

### **Ordinary Prejudice Appeal**

Ordinary Prejudice means that the Panel will balance the prejudice (unfairness) to the School in admitting another child which may mean it is overcrowded, against the prejudice to your child in not being admitted to that School.

The questions the Panel has to consider are;

1. Is there sufficient evidence to satisfy the Panel that the admission arrangements are lawful?
2. Is it a reasonable admission number?
3. Has the number been reached?
4. Has prejudice to the school been proved?
5. a) Has Cardiff Council properly implemented its admission arrangements?  
b) If not, would the child have been offered a place if Cardiff Council had properly implemented its admission arrangements?
6. Would there be more prejudice to the child if not admitted, than prejudice to the school if the child is admitted?

School Admission Appeals operate in accordance with the Welsh Government's School Admissions Appeals Code which can be found in full on their website [gov.wales](http://gov.wales) and typing School Admissions Appeal Code in the search box at the top right-hand side of the screen.



## PREVIOUS APPEAL OUTCOMES

The following information refers to the outcome of Independent School Admission Appeal Hearings for September 2022. You are strongly advised to consider this information before you decide whether or not to submit an appeal form which can be downloaded from [www.cardiff.gov.uk/schoolappeals](http://www.cardiff.gov.uk/schoolappeals)

### Breakdown of Outcomes from Independent School Admission Appeal Hearings for Annual Admissions for September 2022 (data from 6 July 2022)

Community Primary School	Total	Unsuccessful	Withdrawn by Parent	Conceded by Council	Allocated from Waiting List	Successful
Greenway Primary School	7	5	1	0	0	1
Hywel Dda Primary School	1	0	1	0	0	0
Lakeside Primary School	2	2	0	0	0	0
Llanishen Fach Primary School	1	0	0	0	1	0
Llysfaen Primary School	1	0	0	0	1	0
Marlborough Primary School	4*	0	0	0	1	0
Millbank Primary School	3*	2	0	0	0	0
Oakfield Primary School	1	0	0	0	1	0
Pencaerau Primary School	3	2	0	0	1	0
Pontprennau Primary School	8*	2	1	0	3	1
Windsor Clive Primary School	1	0	1	0	0	0
Ysgol Gwaelod Y Garth (WM)	1*	0	0	0	0	0
Ysgol Gynradd Melin Gruffydd	11*	0	2	0	0	0
Ysgol Mynydd Bychan	1	0	0	0	1	0
Ysgol Gynradd Nant Caerau	4	3	1	0	0	0
Ysgol Pencae	1	0	1	0	0	0
Ysgol Gynradd Treganna	1	0	0	0	1	0
<b>TOTAL</b>	<b>51</b>	<b>16</b>	<b>8</b>	<b>0</b>	<b>10</b>	<b>2</b>

Community Secondary School	Total	Unsuccessful	Withdrawn by Parent	Conceded by Council	Allocated from Waiting List	Successful
Cantonian High School	3	0	1	0	2	0
Cardiff High School	42*	38	1	0	0	0
Cardiff West C High School	13	5	1	0	7	0
Cathays High School	10	6	1	0	2	1
Eastern High School	7	0	0	0	7	0
Fitzalan High School	50*	38	3	0	3	4
Llanishen High School	11	3	0	0	3	5
Radyr Comprehensive School	16*	7	3	0	4	1
Ysgol Gyfun Glantaf	1	0	0	0	0	1
Ysgol Gyfun Plasmawr	5	2	0	0	1	2
<b>TOTAL</b>	<b>152</b>	<b>99</b>	<b>10</b>	<b>0</b>	<b>29</b>	<b>14</b>

\*Indicates appeals that are waiting to be heard therefore no result is available to be listed at time of printing.

# Other Information



## CARDIFF FAMILY ADVICE AND SUPPORT

Cardiff Family Advice and Support offers a range of information, advice and assistance for children, young people and their families in Cardiff.

The team can provide information and advice on:

- Family life
- Child behaviour
- Childcare
- Parental support
- School attendance
- Employment, money and housing
- Information and signposting to other services

Information and support can be accessed through a number of routes:

- Telephone: 03000 133 133
- E-mail: [ContactFAS@Cardiff.gov.uk](mailto:ContactFAS@Cardiff.gov.uk)
- Website: [www.cardiffamilies.co.uk](http://www.cardiffamilies.co.uk)
- Facebook: <https://www.facebook.com/CFASCACID/>
- Twitter: <https://twitter.com/CardiffCFAS>

Cardiff Family Advice and Support deliver 'the Index'. Working alongside a range of support services and professionals it ensures that families are kept up to date with information about services and activities that are tailored to meet specific disabilities or additional needs. Further information and details of how to sign up to the Index can be found at [www.cardiffamilies.co.uk/the-index](http://www.cardiffamilies.co.uk/the-index)

## CHILDCARE OFFER FOR WALES

The Childcare Offer provides eligible parents with a combined 30 hours of Early Education (Foundation Learning) and Childcare for 3 and 4 year olds for up to 48 weeks per academic year. The 48 weeks is made-up of 39 weeks of term-time provision (at 17.5 hours of childcare funding per week) and 9 weeks of 'holiday' provision outside of school terms (at 30 hours of childcare funding per week).

### 39 weeks of the year combined education and childcare during term-time

Cardiff Nursery Foundation Learning (Early Education)	12.5 Hours
Cardiff Childcare Offer	17.5 Hours
	= 30 Hours per Week

### 9 weeks of 'holiday' provision outside of school terms (3 weeks per term child is eligible)

Cardiff Childcare Offer	30 Hours per Week
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Parents do not need to be accessing Foundation Learning to be eligible for the Childcare Offer but the Offer funding will still be capped at 17.5 hours per term-time week. Eligibility criteria applies. To find out if you qualify for funding, please visit <https://gov.wales/childcare-3-and-4-year-olds>

## CHARGING FOR SCHOOL ACTIVITIES

Information regarding a school's policy for charges for school activities can be obtained from the Headteacher of the School concerned.

## EDUCATIONAL WELFARE SERVICE

The Education Welfare Service (EWS) works in partnership with schools, school based Attendance Officers, pupils, parents/carers and other appropriate agencies to promote and enforce regular school attendance and ensure children and young people gain access to the educational opportunities available to them.

Each secondary school has a School Attendance Officer who is also responsible for working with pupils from their cluster primaries. They undertake work with children and families in the early stages of absence. If no improvement is made, pupils will be referred to the Education Welfare Service for further specialist support and intervention. If appropriate, the Education Welfare Service will instigate legal proceedings against parents who fail to meet their legal obligations.

If you are worried, concerned or feel there is a problem with your child's attendance it is always best to speak to the School Attendance Officer in the first instance. If you feel unable to do this or you would like further help please contact:

Education Welfare Service

County Hall

Cardiff

CF10 4UW

Tel: 029 20873619

Email us at [ewsreferrals@cardiff.gov.uk](mailto:ewsreferrals@cardiff.gov.uk)

## FREE SCHOOL MEALS

Free School Meals are available to pupils who are in a Cardiff Council maintained school of compulsory school age whose parents/guardians are in receipt of one of the following Benefits:

- Income Support
- Jobseeker's Allowance (income-based)
- Employment and Support Allowance (income-related)
- Child Tax Credit, with a household income of £16,190 or less
- Universal Credit with a net earned income below £7400 per annum or £616.66 per month
- Pension Credit (guarantee element)

Asylum Seekers and pupils with no recourse to public funds can also claim Free School meals.

Children attending Independent/ Private schools are unable to receive Free School Meals.

Working Tax Credit is **NOT** a qualifying Benefit and if you are in receipt of Working Tax Credit, you will not be entitled to Free School Meals even if you get this together with one of the benefits above. This is because Working Tax Credit is intended to include assistance towards the cost of school meals.

If you meet this criteria, a Free School Meals application will need to be completed, online via the Cardiff Council website or paper copies are available in all Council HUB offices and schools.

If you complete your application form online it will go directly to the Free School Meals department for assessment. If you complete a paper copy this will need to be submitted to the department via post, email or by attending a HUB. We will then check if you are entitled to receive this payment with the Department for Work and Pensions.

By **Free Post** to:

CARDIFF COUNCIL HOUSING BENEFIT, PO Box 6000, Cardiff, CF11 0WZ

Email: [freeschoolmeals@cardiff.gov.uk](mailto:freeschoolmeals@cardiff.gov.uk)

If your application is successful, the free school meals award will begin from the date we receive your application form.

### **LEARNERS WITH ADDITIONAL LEARNING NEEDS (ALN)**

The Special Educational Needs (SEN) system is being replaced with a new Additional Learning Needs (ALN) system which will support children and young people with ALN from birth to 25 years of age in Wales. The Welsh Government have introduced a phasing in of the new ALN system over a three-year period beginning in September 2021. Further information about the new ALN system and processes can be found on the council's website [www.cardiffeducationservices.co.uk](http://www.cardiffeducationservices.co.uk)

The new system reflects the principle that mainstream local schooling will be in the best interests of the child in most cases. If the parent wishes their child to be educated otherwise than in a mainstream school, the council must have regard to those wishes but is not necessarily required to secure that the child is educated otherwise than in a mainstream maintained school.

Learners with complex or significant needs may require a more specialist placement for example a Specialist Resource Base with access to mainstream classes or a Special School. The Local Authority will continue to consider and agree school placements for identified learners through their annual review in consultation with learners, parents, schools, and other services. If you feel your child may need a more specialist placement, please talk to the Additional Learning Needs Coordinator (ALNCO) at your child's school.

### **PUPIL DEVELOPMENT GRANT (Previously School Uniform Grant)**

A Pupil Development Grant is available to assist families on a low income to buy school uniform, sports kit, uniform for enrichment activities, school bags, stationery etc. The grant is available to pupils entering;

- All years in a maintained primary school
- Year 7, 8, 9, 10 & 11 of a maintained secondary school
- Children aged 4 to 15 in a special school, special needs resource base or a pupil referral unit
- All Looked after Children based in a Cardiff School (of compulsory school age) regardless of income

The parent/guardian making the application must be receiving one of the following:

- Income Support
- Job Seekers Allowance (income based)
- Employment Support Allowance (income related)
- Child Tax Credit, with a household income of £16,190 or less
- Pension Credit (guarantee element)
- Universal Credit with net household earnings of less than £7400 per annum or £616.66 per month

Working Tax Credit is **NOT** a qualifying Benefit and if you are in receipt of Working Tax Credit you will not be entitled to a Pupil Development Grant even if you get this together with one of the incomes above.

Pupils with no recourse to public funds and asylum seekers entering any primary school year and Years 7, 8, 9, 10 & 11 in the 2022/23 school year are entitled to a grant. We have not been advised of the funding for subsequent academic years yet.

## **Funding of up to £125 is available for each eligible child with the exception of those in Year 7 who are entitled to a maximum of £200**

If you meet these criteria, an application form will need to be completed online via the Cardiff Council website. If you are unable to access the website paper forms are available in all HUB offices and schools.

The completed application will then need to be submitted to the Free School Meals department for assessment. If completed online this will go directly to the team, if a paper copy is completed this can be sent post, email or by attending a HUB. We will then check if you are entitled to receive this payment with the Department for Work and Pensions.

By **Free Post** to:

CARDIFF COUNCIL HOUSING BENEFIT,

PO Box 6000,

Cardiff,

CF11 0WZ

Email: [freeschoolmeals@cardiff.gov.uk](mailto:freeschoolmeals@cardiff.gov.uk)

## **TRAVEL TO SCHOOL**

Active travel such as walking, cycling or scooting should be your method of choice when choosing how to get to school. Sustainable travel can promote physical activity, improve pupil learning, and contribute to a safer local environment. To find out more or ask for advice, visit [www.keepingcardiffmoving.co.uk](http://www.keepingcardiffmoving.co.uk) or email the team [travelplans@cardiff.gov.uk](mailto:travelplans@cardiff.gov.uk)

## **ARRANGEMENTS FOR THE PROVISION OF FREE TRANSPORT TO SCHOOL**

### **Who is entitled to Free School Transport?**

Parents are able to choose an English-medium, Welsh-medium or a denominational school. Free transport will be given to the nearest suitable school (within the Cardiff Council boundary) as long as the home address is more than the statutory walking distance from the school; (2 miles for a primary school pupil and 3 miles for a secondary school pupil). **No transport is provided to pupils/students aged 16+ in Year 12 and above.**

### **What transport is available?**

If your child qualifies for free home to school transport, the Passenger Transport Team will normally give permission to travel on a special contract vehicle if there is one serving your area. In other cases a bus pass will be provided to travel on public transport. For details of fare paying and contracted Bus Services available to schools please check the Council Website (please note routes and services are subject to change in August prior to the start of each new school year).

School bus routes ([cardiff.gov.uk](http://cardiff.gov.uk))

### **How will you be notified?**

The Passenger Transport Team automatically checks eligibility for free school transport. Details of travel arrangements are sent out to parents in August. Bus passes are issued direct to the schools for distribution during the first week of the Autumn Term. During this period, pupils can travel on the school buses using the letter confirming the transport arrangements.



### **What if your child is not entitled to Free School Transport?**

Pupils who do not qualify for free transport are sometimes permitted to travel on buses contracted by the Council, on payment of a fee, but only where a spare seat is available. The provision of this facility does not represent an obligation on the Council as it is entirely dependent on the capacity of the vehicle used. It may be necessary to withdraw the facility at short notice if a child who is eligible for free home to school transport requires the seat.

For information on other travel options please visit Keep Cardiff Moving which includes a link to Traveline Cymru to help you plan journeys by bike and public transport, Cardiff's Walking and Cycling map and advice on cycle training and where to hire or buy a bike.

Full details of Cardiff Council School Transport Policy can be found on the Council's website:  
[www.cardiff.gov.uk/schooltransport](http://www.cardiff.gov.uk/schooltransport)

If you have any enquiries regarding school transport please contact:

Passenger Transport Team  
Planning Transport & Environment  
Cardiff Council  
County Hall  
Cardiff CF10 4UW

[www.cardiff.gov.uk/schooltransport](http://www.cardiff.gov.uk/schooltransport)

E-mail: [schooltransport@cardiff.gov.uk](mailto:schooltransport@cardiff.gov.uk)

(Please provide details of your son and daughters full name, their date of birth, home address and school that they are attending or looking to attend and your contact details)



## SCHOOL TERM DATES

### 2022/2023 ACADEMIC YEAR

TERM	TERM BEGINS	HALF TERM BEGINS	HALF TERM ENDS	TERM ENDS
<b>AUTUMN TERM</b>	Monday 5 Sept 2022	Monday 31 Oct 2022	Friday 4 Nov 2022	Friday 23 Dec 2022
<b>SPRING TERM</b>	Monday 9 Jan 2023	Monday 20 Feb 2023	Friday 24 Feb 2023	Friday 31 March 2023
<b>SUMMER TERM</b>	Monday 17 April 2023	Monday 29 May 2023	Friday 2 June 2023	Friday 24 July 2023

Monday 5 September 2022 is an inset day for all LEA Maintained Schools.

Monday 1 May 2023 is the May Day Bank Holiday so all schools will be closed

### 2023/2024 ACADEMIC YEAR

TERM	TERM BEGINS	HALF TERM BEGINS	HALF TERM ENDS	TERM ENDS
<b>AUTUMN TERM</b>	Monday 4 Sept 2023	Monday 30 Oct 2023	Friday 3 Nov 2023	Friday 22 Dec 2023
<b>SPRING TERM</b>	Monday 8 Jan 2024	Monday 12 Feb 2024	Friday 16 Feb 2024	Friday 22 March 2024
<b>SUMMER TERM</b>	Monday 8 April 2024	Monday 27 May 2024	Friday 31 May 2024	Monday 22 July 2024

Monday 6 May 2024 is the May Day Bank Holiday so all schools will be closed.

## SCHOOL DIRECTORY

All schools in Cardiff are co-educational and are listed below. The Published Admission Number describes the annual intake for each school. As a result of legislation affecting class sizes at Foundation Phase, infant class sizes are restricted to 30 pupils or less.

### COMMUNITY NURSERY SCHOOLS

School	Tel No.	Headteacher	Website	Admission Number
Grangetown Nursery School Avondale Road, Grangetown, Cardiff, CF11 7DT grangetownns@cardiff.gov.uk	029 2034 5026	Nicola Brinning	www.grangetownnur.cardiff.sch.uk	160
Tremorfa Nursery School Mona Place, Tremorfa, Cardiff, CF24 2TG tremorfanursery@cardiff.gov.uk	029 2046 2685	Samantha Jones	www.tremorfanursery.co.uk	120
Ely and Caerau Childrens Centre Michaelston Road, Ely, Cardiff, CF5 4SX elyandcaerauicc@cardiff.gov.uk	029 2067 1420	Kathryn Leighfield (Acting Head)	www.elyandcaerauchildrenscentre.co.uk	144 1eng 1 wel

## COMMUNITY PRIMARY SCHOOLS

School	Tel No.	Headteachers	Website	Age Range	Published Admission Number
<b>Adamsdown Primary School</b> System Street, Adamsdown Cardiff, CF24 0JF adamsdownprm@cardiff.gov.uk	029 2049 3600	Emma Thomas	www.adamsdownprimarycardiff.co.uk	4 - 11 yrs Nursery	60 80
<b>Albany Primary School</b> Albany Road, Roath, Cardiff, CF24 3RR albanyprm@cardiff.gov.uk	029 2049 9520	William John Howlett	www.albanyprm.co.uk	4 - 11 yrs Nursery	60 64
<b>Allensbank Primary School</b> Llanishen Street, Heath, Cardiff, CF14 3QE allensbankprm@cardiff.gov.uk	029 2061 9022	Jenny Drogan	www.allensbankprm.cardiff.sch.uk	4 - 11 yrs Nursery	45 64
<b>Baden Powell Primary School</b> Muirton Road, Tremorfa, Cardiff, CF24 2SJ badenpowellprm@cardiff.gov.uk	029 2046 1894	Ceri Gibbon	www.badenpowell-cardiff.co.uk	4 - 11 yrs Nursery	60 48
<b>Birchgrove Primary School</b> Birchgrove Road, Birchgrove Cardiff, CF14 1RR birchgroveprm@cardiff.gov.uk	029 2062 8204	Sarah Morgan	www.birchgrovecardiff.co.uk	4 - 11 yrs	60
<b>Bryn Celyn Primary School</b> Bryn Celyn, Pentwyn, Cardiff, CF23 7EH bryncelynprm@cardiff.gov.uk	029 2040 0770	Elizabeth Berry	www.bryncelynprimary.co.uk	4 - 11 yrs Nursery	30 48
<b>Bryn Deri Primary School</b> Caer Graig, Radyr, Cardiff, CF15 8RD brynderiprm@cardiff.gov.uk	029 2084 3328	Claire Davies	www.brynderiprimaryschool.co.uk	4 - 11 yrs Nursery	30 80
<b>Bryn Hafod Primary School</b> Blagdon Close, Llanrumney, Cardiff, CF3 4HF brynhafodprm@cardiff.gov.uk	029 2079 3402	Rhian Lundrigan (Executive Head teacher) Ceri Porter (Head of School)	www.brynhafodprm.co.uk	4 - 11 yrs Nursery	60 64

School	Tel No.	Headteachers	Website	Age Range	Published Admission Number
<b>Coed Glas Primary School</b> Ty Glas Avenue, Llanishen, Cardiff, CF14 5DW coedglasprm@cardiff.gov.uk	029 2075 4862	Kevin Hart	www.coedglasprimary.co.uk	4 - 11 yrs Nursery	75 112
<b>Coryton Primary School</b> (The Pear Tree Federation) Hollybush Estate, Whitchurch, Cardiff, CF14 7DS corytonprm@cardiff.gov.uk	029 2061 6792	Sally Phillips (Federation Headteacher)	www.corytonprimsch.co.uk	4 - 11 yrs Nursery	30 48
<b>Creigiau Primary School</b> ( English Medium Stream ) Tregarth Court, Creigiau, Cardiff, CF15 9NN creigiauprm@cardiff.gov.uk	029 2089 1045	Delyth Kirkman	www.creigiauprm.cardiff.sch.uk	4-11 yrs Nursery	30 32
<b>Danescourt Primary School</b> Danescourt Way, Danescourt, Cardiff, CF5 2SN danescourtprm@cardiff.gov.uk	029 2055 2422	Karen Wathan	www.danescourtprm.cardiff.sch.uk	4 - 11 yrs Nursery	60 64
<b>Fairwater Primary School</b> Wellwright Road, Fairwater, Cardiff, CF5 3ED fairwaterprm@cardiff.gov.uk	029 2056 3160	Tracey Manley	www.fairwaterprm.cardiff.sch.uk	4 - 11 yrs	40
<b>Gabalfa Primary School</b> Colwill Road, Gabalfa, Cardiff, CF14 2QQ schooladmin@gabalfaprm.cardiff.sch.uk	029 2062 4615	Carrie Jenkins	www.gabalfaprm.co.uk	4 - 11 yrs Nursery	30 48
<b>Gladstone Primary School</b> Whitchurch Road, Cathays, Cardiff, CF14 3JL gladstoneprm@cardiff.gov.uk	029 2022 9944	Paula Shipton - Jones	www.gladstoneprimarycardiff.co.uk	4 - 11 yrs Nursery	30 64
<b>Glan-Yr-Afon Primary School</b> Browning Close, Llanrumney, Cardiff, CF3 5NJ glanyrafonprm@cardiff.gov.uk	029 2077 8176	Rhian Lundrigan (Executive Headteacher) Graham Matthews (Head of School)	www.glanyrafonprimary.com	4 - 11 yrs Nursery	30 60
<b>Glyncloed Primary School</b> Glyn Coed Road, Pentwyn, Cardiff, CF23 7DW glyncloedprm@cardiff.gov.uk	029 2073 3694	Elizabeth Beevers	www.glyncloedprimary.co.uk	4 - 11 yrs Nursery	60 64

School	Tel No.	Headteachers	Website	Age Range	Published Admission Number
<b>Grangetown Primary School</b> Bromsgrove Street, Grangetown, Cardiff, CF11 7XS grangetownprim@cardiff.gov.uk	029 2023 3379	Sian Chase	www.grangetownprimary.com	4 - 11 yrs	60
<b>Greenway Primary School</b> Llanstephan Road, Rumney Cardiff, CF3 3JG greenwayprim@cardiff.gov.uk	029 2077 7048	Nic Naish	www.greenwayprimary.com www.theodksfederationcardiff.co.uk	4 - 11 yrs Nursery	30 48
<b>Ysgol Gynradd Groes-wen Primary School</b> (English-medium stream) Rhodfa Plasawŷr, St Fagans, Cardiff	TBC	TBC	TBC	3-7 (Phased establishment)	30 Reception 15 Year 1&2 48 PT Nursery
<b>Gwaelod Y Garth Primary School</b> (English medium stream) Main Road, Gwaelod-Y-Garth Cardiff, CF15 9HJ ysgolgwaelodygarth@cardiff.gov.uk	029 2081 0489	Catrin Evans	www.gwaelodygarth.co.uk	4 - 11 yrs Nursery	8
<b>Hawthorn Primary School</b> Hawthorn Road East, Llandaff North, Cardiff, CF14 2LR hawthornprim@cardiff.gov.uk	029 2056 4345	Adrian Dinsmore	www.hawthornpri.co.uk	4 - 11 yrs Nursery	30 64
<b>Herbert Thompson Primary School</b> Plymouthwood Road, Ely, Cardiff, CF5 4XD herbertthompsonprim@cardiff.gov.uk	029 2056 1115	Sheena Marsh	www.herbertthompsonprimary.co.uk	4 - 11 yrs Nursery	60 80
<b>Howardian Primary School</b> Hammond Way, Penylan, C ardiff, CF23 9NB howardianprimary@cardiff.gov.uk <i>Approval has been given for this school to open on a phased basis and in due course will admit pupils in the range 3-11 yrs</i>	029 2049 9451	Helen Hoyle	www.howardianprimaryschool.co.uk	4-11 yrs Nursery	60 96

School	Tel No.	Headteachers	Website	Age Range	Published Admission Number
<b>Hywel Dda Primary School</b> Cambria Road, Ely, Cardiff, CF5 4PD hywelddaprim@cardiff.gov.uk	029 2059 1275	Karen Flynn	www.hywelddaprimary.co.uk	4 - 11 yrs Nursery	60 80
<b>Kitchener Primary School</b> Kitchener Road, Riverside, Cardiff, CF11 6HT kitchenerprim@cardiff.gov.uk	029 2038 7505	Reena Patel	www.kitchenerprimarieschool.com	4 - 11 yrs Nursery	60 96
<b>Lakeside Primary School</b> Ontario Way, Lakeside, Cardiff, CF23 6HB lakesideprimary@cardiff.gov.uk	029 2076 7050	Rachel Mitchell	www.lakesideprimarieschool.co.uk	4 - 11 yrs Nursery	60 80
<b>Lansdowne Primary School</b> Norfolk Street, Canton, Cardiff, CF5 1JY lansdowneprim@cardiff.gov.uk	029 2038 3184	Michelle Jones	www.lansdowneprimary.co.uk	4 - 11 yrs Nursery	60 64
<b>Llanedeyrn Primary School</b> Llanedeyrn Drive, Llanedeyrn, Cardiff, CF23 9JN llanedeyrnprim@cardiff.gov.uk	029 2073 6420	Beverley Knuckey	www.llanedeyrnprimary.co.uk	4 - 11 yrs Nursery	55 80
<b>Llanishen Fach Primary School</b> Heol Uchaf, Rhiwbina, Cardiff, CF14 6SS llanishenfachprim@cardiff.gov.uk	029 2062 7886	Sarah Coombes	www.llanishenfach.co.uk	4 - 11 yrs Nursery	60 80
<b>Llysfaen Primary School</b> Rowan Way, Lisvane, Cardiff, CF14 0TB llysfaenprim@cardiff.gov.uk	029 2075 6071	Melanie Jenkins	www.llysfaenprimarieschool.co.uk	4 - 11 yrs Nursery	60 48
<b>Marlborough Primary School</b> Blenheim Road, Roath, Cardiff, CF23 5BU marlboroughprim@cardiff.gov.uk	029 2049 2564	Geraldine Foley	www.marlboroughprimary.com	4 - 11 yrs Nursery	60 64
<b>Meadowlane Primary School</b> Heol Maes Eirwg, St Mellons, Cardiff, CF3 0JZ meadowlaneprim@cardiff.gov.uk	029 2036 0340	Chloe Ford	www.meadowlaneprim.co.uk	4 - 11 yrs Nursery	45 72
<b>Millbank Primary School</b> Clarke Street, Caerau, Cardiff, CF5 5AL millbankprim@cardiff.gov.uk	029 2056 2595	Catherine Cooper	www.millbankprim.cardiff.sch.uk	4 - 11 yrs Nursery	30 48

School	Tel No.	Headteachers	Website	Age Range	Published Admission Number
<b>Moorland Primary School</b> Singleton Road, Splott, Cardiff, CF24 2LJ moorlandprm@cardiff.gov.uk	029 2046 2170	Emma Laing	www.moorlandprm.cardiff.sch.uk	4 - 11 yrs Nursery	60 64
<b>Mount Stuart Primary School</b> Adelaide Street, Butetown, Cardiff, CF10 SBS mountstuartprm@cardiff.gov.uk	029 2048 1188	Helen Borley	www.mountstuartprimary.co.uk	4 - 11 yrs Nursery	60 96
<b>Ninian Park Primary School</b> Virgil Street, Grangetown, Cardiff, CF11 8TF ninianparkprm@cardiff.gov.uk	029 2038 8991	Jenny Scott	www.ninianparkprm.cardiff.sch.uk	4 - 11 yrs Nursery	90 112
<b>Oakfield Primary School</b> Ferntree Drive, St Mellons, Cardiff, CF3 0AA oakfieldprm@cardiff.gov.uk	02920 799396	David Harris	www.oakfieldprimary.com	4 - 11 yrs Nursery	60 112
<b>Pen-Y-Bryn Primary School</b> Dunster Road, Llanrumney, Cardiff, CF3 5TP penybrynprm@cardiff.gov.uk	029 2077 7618	Ceri Bowen	www.penybrynprm.co.uk	4 - 11 yrs Nursery	30 64
<b>Pencaerau Primary School</b> Cyntwell Avenue, Caerau, Cardiff, CF5 5QN pencaerauprm@cardiff.gov.uk	029 2059 9224	Hayley Brady	www.pencaerauprimaryschool.com	4 - 11 yrs Nursery	30 80
<b>Pentrebane Primary School</b> Beechley Drive, Pentrebane, Cardiff, CF5 3SG pentrebaneprm@cardiff.gov.uk	029 2056 5773	Sheena Duggan	www.pentrebaneprimaryschool.com	4 - 11 yrs Nursery	30 48
<b>Pentyrch Primary School</b> Bronllwyn, Pentyrch, Cardiff, CF15 9QL pentyrchprm@cardiff.gov.uk	029 2089 0292	Sarah Coombes Amanda Reynolds	www.pentyrchprimary.com	4 - 11 yrs	30
<b>Peter Lea Primary School</b> Carter Place, Fairwater, Cardiff, CF5 3NP peterleaprm@cardiff.gov.uk	029 2056 2034	Emma Gough	www.peterleaprimarieschool.com	4 - 11 yrs Nursery	45 96

School	Tel No.	Headteachers	Website	Age Range	Published Admission Number
<b>Pontprennau Primary School</b> Heol Pontprennau, Cardiff, CF23 8LL pontprennauprimary@cardiff.gov.uk <i>Approval has been given for this school to open on a phased basis and in due course admit pupils in the range 3-11 yrs</i>	029 2073 5812	Ian James	www.pontprennauprimaryschool.co.uk	4-11 yrs Nursery	60 96
<b>Radnor Primary School</b> Radnor Road, Canton, Cardiff, CF5 1RB radnorprism@cardiff.gov.uk	029 2038 7506	Ann James	www.radnorprimaryschool.co.uk	4 - 11 yrs	45
<b>Radyr Primary School</b> Park Road, Radyr, Cardiff, CF15 8DF radyrprism@cardiff.gov.uk	029 2084 2228	Claire Skidmore	www.radyrprism.cardiff.sch.uk	4 - 11 yrs Nursery	60 48
<b>Rhiwbeina Primary School</b> Lon Ucha, Rhiwbeina, Cardiff, CF14 6HL rhiwbeinaprism@cardiff.gov.uk	029 2062 3732	Carol Harry	www.rhiwbeinaprism.co.uk	4 - 11 yrs Nursery	90 80
<b>Rhydypenau Primary School</b> Fidlas Avenue, Cyncoed, Cardiff, CF14 0NX rhydypenauprism@cardiff.gov.uk	029 2075 7253	Nicola Hammond	www.rhydypenau.co.uk	4 - 11 yrs Nursery	60 80
<b>Roath Park Primary School</b> Pen-Y-Wain Road, Roath, Cardiff, CF24 4BB roathparkprism@cardiff.gov.uk	029 2049 9549	Lewis Fitzgerald	www.roathparkprimaryschool.co.uk	4 - 11 yrs Nursery	60 64
<b>Rumney Primary School</b> Wentloog Road, Rumney, Cardiff, CF3 3HD rumneyprism@cardiff.gov.uk	029 2079 1345	Eleri Williams	www.rumneyprism.net	4 - 11 yrs Nursery	60 80
<b>Severn Primary School</b> Severn Road, Canton, Cardiff, CF11 9DZ severnprism@cardiff.gov.uk	029 2038 7507	Nick Wilson	www.severnprimaryschool.co.uk	4 - 11 yrs Nursery	60 180
<b>Springwood Primary School</b> Pennsylvania, Llanedeyrn, Cardiff, CF23 9LS jleybourne@cardiff.gov.uk	029 2073 5101	Emma Turner	www.springwoodprism-cardiff.co.uk	4 - 11 yrs Nursery	60 48

School	Tel No.	Headteachers	Website	Age Range	Published Admission Number
<b>Stacey Primary School</b> Stacey Road, Roath, Cardiff, CF24 1DW staceyprm@cardiff.gov.uk	029 2049 9508	Emma Vokes	www.staceyprm.cardiff.sch.uk	4 - 11 yrs Nursery	30 64
<b>Thornhill Primary School</b> Heol Hir, Thornhill, Cardiff, CF14 9LA thornhillprm@cardiff.gov.uk	029 2075 1302	Paul Tucker	www.thornhillprimaryschool.co.uk	4 - 11 yrs Nursery	60 64
<b>Ton-Yr-Ywen Primary School</b> Maes-Y-Coed Road, Heath, Cardiff, CF14 4HG tonyrywenprm@cardiff.gov.uk	029 2075 4633	David Griffiths	www.tonyrywen.co.uk	4 - 11 yrs Nursery	60 80
<b>Tongwynlais Primary School</b> (The Pear Tree Federation) Merthyr Road, Tongwynlais, Cardiff, CF15 7LF tongwynlaisprm@cardiff.gov.uk	029 2081 0383	Sally Phillips (Federation Head Teacher)	www.tongwynlaisprimary.com	4 - 11 yrs Nursery	28 48
<b>Trelai Primary School</b> Bishopston Road, Caerau, Cardiff, CF5 5DY trelaiprm@cardiff.gov.uk	029 2040 2814	Carolyn Mason	www.trelaiprm.cardiff.sch.uk	4 - 11 yrs Nursery	60 80
<b>Trowbridge Primary School</b> Brynbara Way, Trowbridge, Cardiff, CF3 1SX trowbridgeprm@cardiff.gov.uk	029 2079 2361	Nic Naish	www.trowbridgeprimaryschool.co.uk www.theoaksfederationcardiff.co.uk	4 - 11 yrs Nursery	30 32
<b>Whitchurch Primary School</b> Erw Las, Whitchurch, Cardiff, CF14 1NL whitchurchprm@cardiff.gov.uk	029 2062 3441	Ann Griffin	www.whitchurchprm.co.uk	4 - 11 yrs Nursery	90 80
<b>Willowbrook Primary School</b> Sandbrook Road, St Mellons, Cardiff, CF3 0ST willowbrookprm@cardiff.gov.uk	029 2079 5965	Debra Thomas	www.willowbrookprimaryschool.co.uk	4 - 11 yrs Nursery	60 64
<b>Windsor Clive Primary School</b> Grand Avenue, Ely, Cardiff, CF5 4HX windsorcliveprm@cardiff.gov.uk	029 2059 1240	Kim Fisher	www.windsorcliveprm.co.uk	4 - 11 yrs Nursery	60 96

## WELSH MEDIUM PRIMARY SCHOOLS

School	Tel No.	Headteachers	Website	Age Range	Published Admission Number
<b>Ysgol Bro Eirwg</b> (Ffederasiwn y Ddraig) Ridgeway Road, Llanrumney, Cardiff, CF3 4AB ysgolbroeirwg@cardiff.gov.uk	029 2077 7124	Iwan Ellis (Executive Head) Sarah Jones (Head of School)	<a href="http://www.ysgolbroeirwg.cymru">www.ysgolbroeirwg.cymru</a>	4 - 11 yrs Nursery	60 64
<b>Ysgol Gynradd Creigiau</b> (Welsh-medium stream) Cwrt Tregarth, Creigiau, Cardiff, CF15 9NN creigiauprm@cardiff.gov.uk	029 2089 1045	Delyth Kirkman	<a href="http://www.creigiauprm.cardiff.sch.uk">www.creigiauprm.cardiff.sch.uk</a>	4-11 yrs Nursery	30 32
<b>Ysgol Gymraeg Coed-Y-Gof</b> Beechley Drive, Pentrebane, Cardiff, CF5 3SG ysgolcoedygof@cardiff.gov.uk	029 2056 4585	Carys Prytherch	<a href="http://www.coedygof.co.uk">www.coedygof.co.uk</a>	4 - 11 yrs	60
<b>Ysgol Gymraeg Glan Ceubal</b> Colwill Road, Gabalfa, Cardiff, CF14 2QQ ysgolglanceubal@caerdydd.gov.uk	029 2062 6650	Aled ap Iwan Acting Head	<a href="http://www.ysgolglanceubal.cymru">www.ysgolglanceubal.cymru</a>	3 - 11 yrs Nursery	30 48
<b>Ysgol Glan Morfa</b> Lewis Road, Splott, Cardiff, CF24 5EB ysgolglanmorfa@cardiff.gov.uk	029 2048 3663	Melir Tomos	<a href="http://www.ysgolglanmorfa.co.uk">www.ysgolglanmorfa.co.uk</a>	4 - 11 yrs Nursery	60 96
<b>Ysgol Gynradd Groes-wen Primary School</b> (Welsh-medium stream) Rhodfa Plasdŵr, St Fagans, Cardiff	TBC	TBC	TBC	3-7 (Phased establishment)	30 Reception 15 Year 1&2 48 PT Nursery
<b>Ysgol Gynradd Gwaelod Y Garth</b> (Welsh-stream) Main Road, Gwaelod-Y-Garth, Cardiff, CF15 9HJ ysgolgwaelodygarth@cardiff.gov.uk	029 2081 0489	Catrin Evans	<a href="http://www.gwaelodygarth.co.uk">www.gwaelodygarth.co.uk</a>	4 – 11 yrs Nursery	30 48
<b>Ysgol Gymraeg Melin Gruffydd</b> Glan-Y-Nant Road, Whitchurch, Cardiff, CF14 1AP ysgolmelingruffydd@caerdydd.gov.uk	029 2069 1247	Illtud James	<a href="http://www.ygmg.com">www.ygmg.com</a>	4 - 11 yrs Nursery	60 64
<b>Ysgol Gymraeg Nant Caerau</b> Caerau Lane, Caerau, Cardiff, CF5 5QZ ysgolnantcaerau@cardiff.gov.uk	029 2059 9469	Dylan Hughes	<a href="https://sites.google.com/hwbcymru.net/ysgol-gymraeg-nant-caerau">https://sites.google.com/hwbcymru.net/ysgol-gymraeg-nant-caerau</a>	4 - 11 yrs Nursery	30 40

<b>Ysgol Gymraeg Pwll Coch</b> Lawrenny Avenue, Leckwith, Cardiff, CF11 8BR ysgolpwllcoch@caerdydd.gov.uk	029 2037 3453	Dewi Rees	www.ygpc.cymru	4 - 11 yrs Nursery	60 64
<b>Ysgol Gymraeg Treganna</b> Sanatorium Road, Canton Cardiff, CF11 8DG ysgoltreganna@cardiffgov.uk	029 20590830	Rhys Harries	www.ysgoltreganna.cymru	4 - 11 yrs Nursery	90 96
<b>Ysgol Gynradd Gymraeg Hamadryad</b> Hamadryad Road, Butetown, Cardiff, CF10 5UY ysgolhamadryad@cardiff.gov.uk <i>Approval has been given for this school to open on a phased basis and in due course admit pupils in the range 3-11 yrs</i>	029 20471173	Helen Sharkey	www.ysgolhamadryad.cymru	4-11 yrs Nursery	60 80
<b>Ysgol Gynradd Gymraeg Pen-y-Groes</b> Bryn Celyn, Pentwyn, Cardiff, CF23 7EH ysgolpenygroes@cardiff.gov.uk	029 2073 5723	Anne Fenner	www.ysgolpenygroes.cymru	4 - 11 yrs Nursery	30 48
<b>Ysgol Mynydd Bychan</b> New Zealand Road, Gabalfa Cardiff, CF14 3BR ysgolmynyddbychan@cardiff.gov.uk	029 2061 3417	Sian Evans	www.ysgolmynyddbychan.cymru	4 - 11 yrs Nursery	30 64
<b>Ysgol Pen Y Pili</b> Glan-Y-Mor Road, Trowbridge, Cardiff, CF3 1RQ ysgolpenypil@cardiff.gov.uk	029 2079 1255	Iwan Ellis (Executive Head) Spencer Jones (Head of School)	www.ysgolpenypil.cymru	4 - 11 yrs Nursery	30 48
<b>Ysgol Pencae</b> Highfields, Llandaff, Cardiff, CF5 2QA ysgolpencae@cardiff.gov.uk	029 2056 3851	Richard Carbis	www.ysgolpencae.cymru	4 - 11 yrs	30
<b>Ysgol Y Berllan Deg</b> Circle Way East, Llanedeyrn, Cardiff, CF23 9LD ysgolyberllandeg@cardiff.gov.uk	029 2073 4152	Mari Phillips	www.ysgolyberllandeg.cymru	4 - 11 yrs Nursery	60 64
<b>Ysgol Y Wern</b> Llangranog Road, Llanishen, Cardiff, CF14 5BL ysgolywern@cardiff.gov.uk	029 2076 2114	Moiria Kellaway	www.ysgolywern.co.uk	4 - 11 yrs Nursery	90 80

## COMMUNITY SECONDARY SCHOOLS

School	Tel No.	Headteachers	Website	Age Range	Published Admission Number
<b>Cantonian High School</b> Fairwater Road, Fairwater, Cardiff, CF5 3JR cantonianhigh@cardiff.gov.uk	029 2041 5250	Diane Gill (Headteacher) Geraint Jones (Head of School)	www.cantonian.org	11 - 16 Yrs (Sixth Form)	181
<b>Cardiff High School</b> Llandennis Road, Cyncoed, Cardiff, CF23 6WG cardiffhigh@cardiff.gov.uk	029 2075 7741	Stephen Jones	www.cardiffhigh.cardiff.sch.uk	11 - 16 Yrs (Sixth Form)	240
<b>Cardiff West Community High School</b> Penally Road, Caerau, CF5 5XP CardiffWestCHS@cardiff.gov.uk	02920 672700	Martin Hulland	www.cardiffwestchs.cardiff.sch.uk	11 - 16 Yrs (Sixth Form)	240
<b>Cathays High School</b> Crown Way, Gabalfa, Cardiff, CF14 3XG CathaysHigh@cardiff.gov.uk	029 2054 4400	Stuart Davies	www.cathayshigh.co.uk	11 - 16 Yrs (Sixth Form)	240
<b>Eastern High</b> Trowbridge Road CF3 1XZ info@easternhigh.org.uk	029 2079 2751	Jonathan Angell	www.easternhigh.org.uk	11 - 16 Yrs	300 (Year 7&8) 270 (Year 9&10) 240 (Year 11)
<b>Fitzalan High School</b> (From April 2023) Leckwith Road, Canton, Cardiff CF11 8AP fitzalanhigh@cardiff.gov.uk	029 2023 2850	Cath Bradshaw	www.fitzalan.cardiff.sch.uk	11 - 16 Yrs (Sixth Form)	300
<b>Llanishen High School</b> Heol Hir, Llanishen, Cardiff, CF14 5YL llanishenhigh@cardiff.gov.uk	029 2068 0800	Sarah Parry	www.llanishenhighschool.co.uk	11 - 16 Yrs (Sixth Form)	300
<b>Radyr Comprehensive School</b> Heol Isaf, Radyr, Cardiff, CF15 8XG radyrcs@cardiff.gov.uk	029 2084 5100	Andrew Williams	www.radyrcs.co.uk	11 - 16 Yrs (Sixth Form)	240
<b>Willows High School</b> Willows Avenue, Tremorfa, Cardiff, CF24 2YE contact@willows.cardiff.sch.uk	029 2041 4243	Chris Norman	www.willowshigh.co.uk	11 - 16 Yrs	224

## WELSH MEDIUM COMMUNITY SECONDARY SCHOOLS

School	Tel No.	Headteachers	Website	Age Range	Published Admission Number
<b>Ysgol Gyfun Gymraeg Bro Ederm</b> Llanedeyrn Road, Penylan, Cardiff, CF23 9DT ysgolgyfunbroedern@cardiff.gov.uk	029 2048 9445	Iwan Pritchard	www.broedern.cymru	11 - 16 Yrs (Sixth Form)	180
<b>Ysgol Gyfun Gymraeg Glantaf</b> Bridge Road, Llandaff North, Cardiff, CF14 2JL YsgolGyfunGlantaf@cardiff.gov.uk	029 2033 3090	Matthew Evans	www.glantaf.cymru	11 - 16 Yrs (Sixth Form)	240
<b>Ysgol Gyfun Gymraeg Plasmawr</b> Pentrebane Road, Fairwater, Cardiff, CF5 3PZ YsgolGyfunPlasmawr@cardiff.gov.uk	029 2040 5499	John Hayes	www.ysgolplasmawr.cymru	11 - 16 Yrs (Sixth Form)	210

## VOLUNTARY AIDED PRIMARY SCHOOLS

School	Tel No.	Headteachers	Website	Age Range	Admission Number
<b>All Saints C.W Primary School</b> Ael-Y-Bryn, Llanedeyrn, Cardiff, CF23 9LF allsaintsprm@cardiff.gov.uk	029 2073 5106	Mike Camilleri (Acting Head Teacher)	www.allsaintsprimarycardiff.co.uk	4-11 Yrs	30
<b>Bishop Childs C.W Primary School</b> Willowbrook Drive, St Mellons, Cardiff, CF3 0AY bishopchildsprm@cardiff.gov.uk	029 2077 0584	Nicola Price	www.bishopchildsprm.co.uk	4 - 11 Yrs	30
<b>Christ The King R.C Primary School</b> Everest Avenue, Llanishen, Cardiff, CF14 5AS christthekingprm@cardiff.gov.uk	029 2075 4787	Susan Miles	www.christthekingcathprm.co.uk	3-11 Yrs	30
<b>Holy Family R.C Primary School</b> Beechley Drive, Pentrebane, Cardiff, CF5 3SN holyfamilyprm@cardiff.gov.uk	029 2056 5354	Louise Mills	www.holyfamilyprm.co.uk	4-11 Yrs	35
<b>Llandaff City C.W. Primary School</b> Hendre Close, Llandaff, Cardiff, CF5 2HT sgall@cardiff.gov.uk	029 2056 5932	Annette James- Griffiths	www.lccw.org.uk	4 - 11 Yrs	60
<b>St Alban's R.C. Primary School</b> Mona Place, Tremorfa, Cardiff, CF24 2TG stalbansprm@cardiff.gov.uk	029 2046 2915	Rachel Woodward	www.stalbansprm.cardiff.sch.uk	4 - 11 Yrs	30
<b>St Bernadette's R.C Primary School</b> Brynheulog, Pentwyn, Cardiff, CF23 7JB stbernadettesprm@cardiff.gov.uk	029 2073 3443	Suzanne Williams	www.stbernadettesprm.cardiff. sch.uk	4 - 11 Yrs Nursery	30 64
<b>St Cadoc's Catholic Primary School</b> Shaw Close, Llanrumney, Cardiff, CF3 5NX stcadocsprm@cardiff.gov.uk	029 2077 8545	Rachael Fisher	www.stcadocs.com	4 - 11 Yrs Nursery	45 48
<b>St Cuthbert's R.C Primary School</b> Letton Road, Atlantic Wharf, Cardiff, CF10 4AB BBrooks@cardiff.gov.uk	029 2046 3234	Bernadette Brooks	www.stcuthberts.co.uk	4 - 11 Yrs	22
<b>St David's C.W Primary School</b> Bryn Celyn, Pentwyn, Cardiff, CF23 7ED stdavidsprm@cardiff.gov.uk	029 2073 4308	Claire Cook	www.stdavidsprm.cardiff.sch.uk	4 - 11 Yrs Nursery	30 38
<b>St Fagan's C.W Primary School</b> Drope Road, Ely, Cardiff, CF5 4SZ stfagansprm@cardiff.gov.uk	029 2067 0569	Ceri Hawkins	www.stfaganscwprimary.com	4 - 11 Yrs Nursery	30 34
<b>St Francis RC Primary School</b> Wilson Road, Ely, Cardiff, CF5 4JL stfrancisprm@cardiff.gov.uk	029 2059 1666	Marie Langsdale	www.stfrancisprm.cardiff.sch.uk	4 - 11 Yrs Nursery	55 48

School	Tel No.	Headteachers	Website	Age Range	Admission Number
<b>St John Lloyd R.C Primary School</b> Bryn Bala Way, Trowbridge, Cardiff CF3 1TA stjohnlloydprm@cardiff.gov.uk	029 2077 7690	Claire Hart	www.stjohnlloydrprimaryschool.co.uk	4 - 11 Yrs	45
				Nursery	48
<b>St Joseph's R.C Primary School</b> 204 North Road, Gabalfa, Cardiff, CF14 3BL stjosephsprm@cardiff.gov.uk	029 2062 1625	Alexandra Riordan	www.stjosephsprm.cardiff.sch.uk	4 - 11 Yrs	30
				Nursery	32
<b>St Mary The Virgin C.W Primary School</b> North Church Street, Butetown, Cardiff, CF10 5HB stmarythevirginprm@cardiff.gov.uk	029 2048 1608	Nicki Prichard	www.stmarythevirginprm.co.uk	4 - 11 Yrs	60
				Nursery	32
<b>St Mary's Catholic Primary School</b> Wyndham Crescent, Canton, Cardiff, CF11 9EF stmarysprm@cardiff.gov.uk	029 2022 5680	Claire Russell	www.stmarysprm.cardiff.sch.uk	4 - 11 Yrs	30 (Reception to Year 3)
				Nursery	37 (Year 4 to 6) 48
<b>St Monica's C.W Primary School</b> Whitchurch Road, Cathays, Cardiff, CF14 3JL stmonicasprm@cardiff.gov.uk	029 2023 3925	Abigail Beacon	www.stmonicasschool.co.uk	4 - 11 Yrs	20
<b>St Patrick's R.C Primary School</b> Lucknow Street, Grangetown, Cardiff, CF11 6NA stpatricksprm@cardiff.gov.uk	029 2022 6237	Peter Knight	www.stpatricks-primary.co.uk	4 - 11 Yrs	45
<b>St Paul's C.W Primary School</b> Oakley Place, Grangetown, Cardiff, CF11 7EU stpaulsprm@cardiff.gov.uk	029 2023 5854	Ruth Wiltshire	www.stpaulschurchinwales.org.uk	3 - 11 Yrs	24
				Nursery	60
<b>St Peter's R.C Primary School</b> Southey Street, Roath, Cardiff, CF24 3SP stpetersprm@cardiff.gov.uk	029 2049 7847	Gareth Rein	www.stpetersrcschool.co.uk	4 - 11 Yrs	75
				Nursery	80
<b>St Philip Evans R.C Primary School</b> Coed-Y- Gores, Llanedeyrn, Cardiff, CF23 9NX stphilpevansrcprm@cardiff.gov.uk	029 2073 2514	Catherine Power	www.stphilpevansprm.cardiff.sch.uk	4 - 11 Yrs	52
				Nursery	64
<b>Tredegarville C.W Primary School</b> Glossop Road, Adamsdown, Cardiff, CF24 0JT tredegarvilleprm@cardiff.gov.uk	029 2048 3680	Victoria Scale-Constantinou	www.tredegarvilleprimary.co.uk	4 - 11 Yrs	30
				Nursery	48

## VOLUNTARY CONTROLLED PRIMARY SCHOOLS

School	Tel No.	Headteachers	Website	Age Range	Admission Number
<b>St Mellons C.I.W Primary School</b> Bridge Road, Old St Mellons, Cardiff, CF3 6UY stmellonsprm@cardiff.gov.uk	029 2079 4195	Jane Marchesii	www.stmellonsprm.cardiff.sch.uk	4-11 Yrs	30
				Nursery	48

## VOLUNTARY AIDED SECONDARY SCHOOLS

School	Tel No.	Headteachers	Website	Age Range	Admission Number
<b>Corpus Christi R.C High School</b> Ty-Draw Road, Pontprennau, Cardiff, CF23 6XL office@corpus-christi.org.uk	029 2076 1893	Patrick Brunnock	www.corpuschristihs.co.uk	11 - 16 Yrs	215
<b>Mary Immaculate High School</b> Caerau Lane, Caerau, Cardiff, CF5 5QZ admin@maryimmaculate.cardiff.sch.uk	029 2059 3465	Huw Powell	www.maryimmaculate.org.uk	11 - 16 Yrs	159
<b>St Illtyd's Catholic High School</b> Newport Road, Rumney, Cardiff, CF3 1XQ info@stilltyds.org.uk	029 2077 8174	David Thomas	www.stillyds.org.uk	11 - 16 Yrs (Sixth Form)	176
<b>St Teilo's C.W High School</b> Circle Way East, Llanedeyrn, Cardiff, CF23 9PD admissions@stteilos.com	029 2054 7180	Ian Loynd	www.stteilos.com	11 - 16 Yrs (Sixth Form)	240
<b>The Bishop Of Llandaff CiW High School</b> Rookwood Close, Llandaff, Cardiff, CF5 2NR bishopofllandaffhigh@cardiff.gov.uk	029 2056 2485	Marc Belli (Executive Head)  Sarah Parry (Head of School)	www.bishopofllandaff.org	11 - 16 Yrs (Sixth Form) Form)	180

## FOUNDATION SCHOOLS

School	Tel No.	Headteachers	Website	Age Range	Admission Number
<b>Whitchurch High Lower School,</b> Glan-Y-Nant Terrace, Whitchurch, Cardiff, CF14 1WL whs@whitchurch.cardiff.sch.uk	029 2062 9700	Mark Powell	www.whitchurchhs.wales	11 - 16 Yrs (Sixth Form)	390

## TERTIARY EDUCATION

School	Tel No.	Headteachers	Website	Age Range
<b>Cardiff and Vale College</b> studentservices@cavc.ac.uk	029 2025 0250	K Martin	www.cavc.ac.uk	16-19 Yrs
<b>St David's Catholic Sixth Form College</b> Ty Gwyn Road, Penylan, Cardiff, CF23 5QD enquiries@stdavidscollege.ac.uk	029 2049 8555	M Leighfield	www.stdavidscollege.ac.uk	16-19 Yrs

## SCHOOL DIRECTORY

### SPECIAL SCHOOLS – Admissions managed by the Council’s Inclusion Service

School	Tel No.	Headteachers	Website	Age Range	Places
<p><b>Greenhill School</b> Heol Brynglas, Rhiwbina, Cardiff, CF14 6UJ greenhillsp@cardiff.gov.uk <i>Vulnerable learners with significant social, emotional and wellbeing needs. Some pupils also have related needs such as speech and language disorders or delays; delayed literacy and numeracy.</i></p>	029 2069 3786	Shane Mock	www.greenhillschool.co.uk	11 - 18 Yrs	64
<p><b>Meadowbank School</b> Colwill Road, Gabalfa, Cardiff, CF14 2QQ meadowbanksp@cardiff.gov.uk <i>Pupils with a wide range of complex learning needs including Autistic Spectrum Conditions/ delayed social communication, Developmental Language Disorder, medical and sensory needs. Pupils with significant and specific developmental language disorders, or with complex learning delays. Many pupils also have related complex needs such as delayed social communication and autistic spectrum conditions; medical or sensory needs</i></p>	029 2061 6018	Claire Hardy	www.meadowbanksp.co.uk	4-11Yrs	62
<p><b>Riverbank School</b> Vincent Road, Caerau, Cardiff, CF5 5AQ riverbanksp@cardiff.gov.uk <i>Pupils with significant learning difficulty. Many pupils also have related needs such as delayed development of language, communication, medical or sensory needs or a diagnosis of Autistic Spectrum Condition</i></p>	029 2056 3860	Wayne Murphy ( Executive Head Teacher )  Deborah Herald ( Head of School )	www.riverbankspecialsch.co.uk	4-11Yrs	70
<p><b>The Court School</b> Station Road, Llanishen, Cardiff, CF14 5UX thecourtsp@cardiff.gov.uk <i>Vulnerable learners with significant social, emotional, and behavioral needs. Many pupils also have related needs such as speech and language disorders or delays; delayed literacy and numeracy.</i></p>	029 2075 2713	Jamyn Beesley	www.thecourtschool.co.uk	4-11Yrs	42
<p><b>The Hollies School</b> Brynheulog, Pentwyn, Cardiff, CF23 7XG theholliessp@cardiff.gov.uk <i>Pupils with autism spectrum conditions who have significant sensory, social communication and learning needs.</i></p>	029 2073 4411	Lisa Marshall	www.holliesschool.co.uk	4-11Yrs	120

## SPECIAL SCHOOLS

School	Tel No.	Headteachers	Website	Age Range	Places
<p><b>Ty Gwyn School</b>            Vincent Road, Caerau,            Cardiff, CF5 5AQ            tygwynsp@cardiff.gov.uk  <i>Pupils with profound and multiple learning needs: more than one area of significant need significant learning delay, difficulty communicating, need high levels of support with most aspects of daily life, may have: additional sensory or physical needs, or complex health needs; or: may have an autism spectrum condition</i></p>	029 2083 8560	Jamie Brotherton	<a href="http://www.tygwynschool.com">www.tygwynschool.com</a>	3-19 Yrs	219
<p><b>Woodlands High School</b>            Vincent Road, Caerau,            Cardiff, CF5 5AQ            WoodlandsHighSchool@cardiff.gov.uk  <i>Pupils with significant learning delays. Many pupils also have related needs such as delayed development of language and communication; medical or sensory needs.</i></p>	029 2056 1279	Sian Thomas	<a href="http://www.woodlandshs.co.uk">www.woodlandshs.co.uk</a>	11-19 Yrs	140

## PUPIL REFERRAL UNIT

School	Tel No.	Headteachers	Website	Age Range	Places
<p><b>Bryn y Deryn &amp; Carnegie Centre</b>            Cefn Road, Mynachdy,            Cardiff, CF14 3HS            schooladmin@brynyderyn.            cardiff.sch.uk</p>	029 2052 9398	Fiona Simpson	<a href="http://www.brynyderynpru.co.uk">www.brynyderynpru.co.uk</a>	14-16 Yrs	90



# Admission Policies



# ADMISSION POLICIES – FAITH SCHOOLS

## PRIMARY SCHOOLS

### All Saints' Church in Wales Primary School

#### Admissions Policy 2023/24

The United Nations Convention on the Rights of the Child (CRC) is at the heart of our school's planning, policies, practice and ethos. As a rights respecting school we not only teach about children's right but also model rights and respect in all relationships. This policy is linked to:

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

Article 14: Your right to follow your own religion.

Article 28: Your right to learn and to go to school.

Article 29: Your right to become the best that you can be

#### Admissions Policy

The law requires the Governing Body to publish its arrangements for the admissions of pupils to the All Saints Church in Wales Primary School ("the School"). The Standard Number for the School is 30 pupils in each year.

For those parents who do not know our school, you are very welcome to visit the school before making an application. Please contact the school office on 029 20735 106 or email [allsaintsprm@cardiff.gov.uk](mailto:allsaintsprm@cardiff.gov.uk) if you would like to arrange a visit.

#### ADMISSIONS POLICY AND GUIDANCE FOR 2023/24

All Saints Church in Wales Primary School is a voluntary aided co-educational day school and one of its foremost aims is to provide a Christian education in accordance with the teachings of the Church in Wales. Placements in the school are awarded at the discretion of the Governing Body who review their admissions policy annually.

The planned admission number is the number of pupils that the Governing Body will admit to a year group in the school. The planned admission number for this school is 30.

Children are admitted into the school in the autumn term of the academic year in which they turn five. (The academic year runs from 1st September to 31st August.)

Parents applying for a place in reception at the school, must express a preference for a place at the school via the council's school's admissions portal at [www.cardiff.gov.uk](http://www.cardiff.gov.uk) by the deadline set by the Local Authority.

Support from parish priests and ministers will be sought by the school and the Admissions panel of the Governing Body will meet if there are more applications than places available.

Applicants will be notified of the result of their application in writing by the Governing Body on the offer date of, Monday 17th April 2023, unless you have been offered one of your higher preferences through the coordinated admission process.

Parents whose application to reception has been unsuccessful have the right to appeal. To exercise that right, the appeal must be made in writing to the Clerk to the Governors within 15 school days of receiving notification of an unsuccessful application. The appeal will be considered by an independent Admission Appeal Panel, administered by the Monmouth Diocesan Board of Education, according to the Welsh Assembly Government's Code of Practice on School Admission Appeals. There is no appeal procedure for applications to Nursery as this is non-statutory education.

Following the allocation of places, children whose application has been unsuccessful will be placed on a waiting list until the 30th September in the school year in which they apply. Thereafter, the

parents should make a fresh application for admission directly with the school. If additional places become available while the waiting list is in operation, they must be allocated to children on the waiting list based on the published oversubscription criteria.

Waiting lists must not give priority to children based on the date the application was added to the list. 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. Parents who wish to discuss position on a waiting list can ring the school.

Applications for a place in any year group, at any time of year (e.g. families who have moved into the area) will be considered in the light of available places and placed on the waiting list as appropriate. The Governing Body has a duty to prioritise admission of children Looked After or previously Looked After by the Local Authority or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989). Priority will also be given to children with a Statement of Special Educational Needs or note in lieu where the school has been named, including Children with enhanced nursery funding from the Case Advisory Panel at the date of application. Priority may be given to applications for children with a significant medical condition which can be supported by documentary evidence from a Medical Consultant or Social Worker. All children whose parents wish them to attend the school will be admitted provided the number seeking admission does not exceed the places available.

In the event that the number of applications exceeds the school's standard number, the applications shall be determined in accordance with the following criteria. Places will be offered to those in Category 1, any remaining places to those in Category 2, then Category 3, 4, 5, 6, 7 and then finally to any other applicants in Category 8.

Where the Admissions Committee is unable to offer a place for all children within any category because the admission number would be exceeded, places will be allocated to those applicants who fall within any one of the categories listed in the following priority:

- Children who have a brother or sister (including step-brother/step-sister living in the same house) attending the school at the time, would be admitted were their application to be successful, followed by
- Those who live nearest to the school. Proximity is measured by calculating the shortest walking distance from the school postcode to the home postcode as measured by RAC Route Planner (Walking). The Admissions Committee will use the school's main postcode CF23 9LF. For the purposes of this exercise, the 'home address' for children whose parents do not live at the same address is the address where the child will spend the majority of the school week (i.e. at least 3 evenings/nights, Sunday to Thursday) during term time.

Applications for any year group, at any time in the year (e.g. families who have recently moved home) will be considered by the Admissions Committee in accordance with the School's Policy and oversubscription criteria.

#### School Oversubscription criteria

1. Children who are "looked after" by a local authority, and/or has a statement issued by the local authority, must be admitted to the school.

2. Children who, with their parent(s) or guardian(s), are practising Church in Wales Anglicans living within the Cyncoed ministry area and attend church weekly, or fortnightly for at least two years.
3. Children who, with their parent(s) or guardian(s), are practising Church in Wales Anglicans living within the Monmouth or Llandaff diocese area, and attend church weekly, or fortnightly for at least two years.
4. Children who, with their parent(s) or guardian(s), are in weekly or fortnightly attendance of Churches, that are members of Churches together in Wales (Cytun) (Churches Together in Britain and Ireland (CTBI) if recently moved to Wales) or The Evangelical Alliance or children who attend churches that are members of Churches together in Wales (Cytun) (Churches Together in Britain and Ireland (CTBI) if recently moved to Wales) or The Evangelical Alliance alone or in the company of other practicing worshippers and have done so for at least two years prior to the closing date for applications. This includes Presbyterian Church of Wales; the Chinese Christian Church; the Union of Welsh Independent Churches; Baptist Union of Wales; the Methodist Church; the United Reformed Church; Covenanted Baptist Churches; the Salvation Army; the Roman Catholic; the Congregational Federation of Churches; Religious Society of Friends and Orthodox Church. Churches must be members of Cytun or The Evangelical Alliance as at the closing date for applications to the School, and attend church weekly, or fortnightly for at least two years
5. Children who have a brother or sister, including step-brother/step-sister living in the same house, attending the school at the time they would be admitted were their application to be successful.
6. Children who, with their parent(s) or guardian(s), are in weekly/fortnightly attendance of any Christian denomination, or other World Faith, that does not fall into categories 1 to 4 above and

where the denomination is in communion with the Church in Wales and whose long term participation can be substantiated by a senior representative of that faith organization, and whose families wish their child to be educated in a Church in Wales School.

7. Children living with parent(s) or guardian(s) within the Cyncoed ministry area
8. Children whose parent(s) or guardian(s) are applying for admission for other reasons.

Provided always that the Governing Body reserves the right to depart from these criteria if there is compelling evidence that the welfare of a child will be seriously prejudiced if the child is not admitted to the school.

When considering applications from parent(s) or guardian(s) of children seeking admission on grounds of social or medical needs, the school may consult with the Special Educational Needs Co-ordinator, Headteacher and Local Education Authority as appropriate.

Criteria for categories 2, 3, 4 and 6 will be determined strictly in the light of the signed recommendation from the incumbent or priest-in-charge of the church concerned.

Firm offers of places for the September 2023 intake will be sent to parents by 17th April 2023. Appeals against the School's decision not to admit a child should be sent to the Clerk of the Governors, c/o the school, within 15 school days of the date on the letter of refusal and will thereafter be considered by an Independent Appeal Committee.

#### **Applicability of this policy:**

New versions of this admissions and over-subscription policy shall be effective from 1st September 2023 (start of the new academic year) after formal adoption by the full Governing Body.

This is in order to ensure parents of applicant children have sufficient notice of the over-subscription policy when selecting a school.

## **Bishop Childs VA Church in Wales Primary School**

### **Admissions Policy 2023-2024**

#### **Admissions Policy and Procedures**

We welcome applications from Christian families, those of other faiths and none.

You do not need to be a Cardiff resident to make an application via the Cardiff Council's School Admissions Portal

#### **Legislation**

This policy complies with the following legislation and statutory codes: The School Standards and Frameworks Act 1998; the School Admissions Code and the School Admissions Appeals Code.

#### **Capacity**

The capacity of the school is the number of pupil places it contains. The number is agreed with the Local Authority and calculated using Welsh Government Guidance – 'Measuring the capacity of schools in Wales'. The present capacity is 210.

#### **School Roll**

The number of children actually attending the school is 214.

#### **Admission Number**

The Admission Number (AN) is the number up to which children should be admitted to a relevant age group e.g. Reception, if sufficient applications are received. Pupils may not be refused a place until the AN is reached. At this point all applications will be assessed against the oversubscription criteria and places awarded accordingly. In the case of the reception class at Bishop Childs Church in Wales Voluntary Aided School, this number is 30.

Responsibility for admission arrangements is delegated to a sub-committee of the school's governing body, known as an 'admissions committee'. The school works closely with the local authority to co-ordinate closing dates for receiving applications and sending offer letters across the local authority area.

#### **The Application Process and Timetable**

The school follows Cardiff Council's timetable for the Reception age group, as outlined below (for September 2023 intake):

##### **14th November 2022 – 09 January 2023**

Parents applying for a place in Reception Year at Bishop Childs Church in Wales Primary School must express a preference for a place at the school on the Council's School Admissions Portal at [www.cardiff.gov.uk](http://www.cardiff.gov.uk). Parents must also complete the school's supplementary application form that can be found at [www.bishopchildsprm.co.uk/admissions](http://www.bishopchildsprm.co.uk/admissions)

##### **Applications close on 09 January 2023**

All applications received up to and on the closing date will be considered together.

### January – February 2023

The school ranks all applicants in order of priority. This list is submitted to Cardiff Council for entry into the Central Admissions Database. The Central Admissions Database will allocate the highest preference place to which a child qualifies for admission.

#### Monday 17 April 2023

Applicants will be notified of the result of their application in writing by the Governing Body on the offer date of Monday 17 April 2023, unless the applicant has been offered one of their higher preferences through the coordinated admissions process. Unsuccessful applicants will be informed of their right to appeal.

#### Tuesday 02 May 2023

The deadline for parents to respond to the council, either accepting the offer of a school place, or refusing.

Applications received after the closing date will only be considered after all those received by the deadline have been considered. This means if no places are left after considering all the cases before the deadline, even if you fulfil a higher criterion than under which places have been offered to other applicants, you will be unsuccessful.

Parents have the right to appeal against a decision not to offer a place.

At Bishop Childs Church in Wales Voluntary Aided Primary School, pupils are admitted to the Reception Year at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday.

### Allocation of places

Applying through the Common Application Form means that the Council knows the order of parents' preferences. Places will be allocated by the Council according to this order of preference. Only one school place will be allocated to each child.

### Admission outside the normal round

All applications for admission at any time other than the normal entry into Reception should be made on the school's application form, available from the school website:

[www.bishopchildsprn.co.uk/admissions](http://www.bishopchildsprn.co.uk/admissions)

This form should be sent directly to the school. Places will be offered subject to space being available in the relevant class.

### Oversubscription Criteria

Where the number of applications received up to and including the closing date for applications is less than, or equal to, the admission number, all the children will be offered a place in the Reception class. Where the number of applications exceeds the admission number, places will be allocated in accordance with the following oversubscription criteria:

### Children with statements of special educational needs naming Bishop Childs Church in Wales VA Primary School will automatically be admitted before the over subscription criteria is applied.

1. Children who are, or have previously been, looked after by the local authority (see Note 2 for definition).
2. Children who have a sibling who is a pupil at the school at the time of application and who will be a pupil at the school at the time of admission (see Note 3 for definition).
3. Children who regularly attend worship/Sunday school (or equivalent) at St Mellons Parish Church or another Anglican church (see Note 4 for definition).
4. Children who regularly attend worship/Sunday school at a church of any other Christian denomination (see Note 4 for definition).
5. Children from another faith who regularly take part in worship (see Note 4 for definition).
6. Children who live within the locality of the school (see Note 5 for definition).

### Multiple Birth Children (e.g. Twins or Triplets)

Multiple birth children will be given priority over any other children in the over-subscription criteria 2 to 6 above.

### Distance Criteria/Tie Break

Where it is necessary to distinguish between children who fulfil equal criteria, the proximity of the child's home, as measured by the shortest safe available walking route from the front door of the home to the main school gate will be applied, with those living nearer being accorded the higher priority. The school uses Cardiff Council's Geographic Information System (GIS) to calculate home to school distance in miles to the nearest 2 decimal places.

### Waiting Lists

Children not offered a place will be placed on a waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription. No account is taken of the length of time on a waiting list. The waiting list will be maintained until 30 September each year. After this date, parents should make another application for their child to attend the school.

### Explanatory Notes

**Note 1:** A parent is any person who has parental responsibility for, or is the legal guardian of, the child. If you are in any doubt, please contact the school for advice.

**Note 2:** Children who are looked after (CLA) is a descriptor applied to any child who is looked after by a local authority in Wales or in England in accordance with Section 22 of the Children Act 1989 and whom the local authority has confirmed will be looked after at the time of the child's admission to the school.

**Note 3:** Sibling refers to brother or sister, half-brother or sister, adopted brother or sister, step brother or sister, foster child, or the child of the parent/carer's partner where the child for whom the school place is sought.

**Note 4:** Regular attendance/taking part in worship/Sunday school is defined as on average once a month over the previous 12-month period. Evidence of this must be provided by a written statement signed by the relevant priest/minister/pastor/faith leader.

**Note 5:** The home address is the place the child spends the majority of the school week (Monday to Friday, including nights), at the time of application, for a place at the school. The school reserves the right to check the validity of any address given, by asking for evidence such as inclusion on the electoral roll, or a recent utilities bill confirming your name and address.

➤ Where a child's permanent address is not the same as the parents' (e.g. if he or she is resident with a grandparent) the school reserves the right to see official documentation, such as a child benefit book or medical card.

➤ Childcare arrangements are not sufficient reason for listing another address.

➤ If you are moving into the catchment area, we will ask you for evidence of your move, before considering any application for a place. Typical evidence is a letter from your solicitor confirming that you have exchanged contracts to buy the house, or a formal lease agreement.

## Christ the King Primary Admission Policy 2023/2024

Christ the King Primary School is a Voluntary Aided School and as such the Governors are the Admitting Body.

Children are admitted into Reception class in the September of the academic year in which they are five. Parents / Guardians are advised to apply for a place during the Autumn term prior to the academic year of entry before the closing date advised in the LA Admission to Schools information.

Parents applying for a place in Reception year at the school MUST express a preference for a place in the school on the Council's School Admission Portal at [www.cardiff.gov.uk](http://www.cardiff.gov.uk) and ALSO complete the school's application form which can be requested from the school by contacting Mrs R Condon or downloaded from the school website [www.christthekingcathprm.co.uk](http://www.christthekingcathprm.co.uk).

Parents / Guardians will be notified of the result of their application in writing by the Governing body on the offer date of Monday 17th April 2023, unless you have been offered one of your higher preferences through the coordinated admissions process.

Parents /Guardians have the right to express a preference for a school. Where the school has more requests for spaces than available places admission will be decided using the Over-subscription Criteria, category 1 being the highest criterion.

The Governors do not usually exceed the school's admission number or breach the limitations imposed by statutory maximum class size (30) and will admit up to the school's class admission number of 30.

In the case of multiple birth children, if when applying the over-subscription criteria the last child to be admitted is one of a multiple birth then the governors will admit the other child/ children

Where the school is named in a Statement of Special Educational Needs or IDP the child will be given priority in admission for entry into the school provided written proof is submitted with the application form.

A child who is now, or has been in the past, in the care of the Local Authority [as defined by Section 22 of the Children Act 1989] will be given priority for entry into the school in the category into which they fall [Baptised/Non Baptised]. Proof must be provided with the application.

Only applications received by the published closing date for receipt of application forms will be considered in the initial round of allocation of places. All application forms received by this deadline will be considered at one time and, subject to sufficient applications, places up to the admission number will be allocated. The applications will be ranked according to the over-subscription criteria and using the distance tie-breaker within each category. Failure to provide the requested proof documents before the closing date may affect the category into which a child may be placed and considered in the initial round. Forms received after the published closing date will be considered as late applications.

Late applications will be considered at the second or subsequent rounds when all applicants will be ranked according to over-subscription criteria and the distance tie-breaker and any remaining places offered. The school will operate a waiting list. Where a place has been refused a parent / guardian will be asked if they wish their child to go on the waiting list. This list will operate until the end of the academic year of the year of application. A parent / guardian may apply for their child to go back on the waiting list for the following year by contacting the school. The position on the waiting list may change, up or down, throughout the year when the over-subscription criteria and distance tie breaker are applied.

Governors will consider "in year applications" as soon as possible upon receipt and within 28 days. Any spaces up to the permitted class size will be filled using the school's over-subscription Criteria.

### Admission Criteria

Children who have an Individual Development Plan (IDP) naming Christ the King School will be admitted into the school.

Over-subscription Criteria.

These criteria will be considered in order.

#### Category 1

Baptised Catholic Children who are now, or have been previously, in the care of the Local Authority.

Written proof must be provided.

#### Category 2

Baptised Catholic children who have a sibling who will be on the school roll at the commencement of the next academic year.

#### Category 3

Baptised Catholic children living in the Parishes of Christ the King and St Brigid with St Paul.

#### Category 4

Baptised Catholic children living in the Parish of St Teilo with Our Lady of Lourdes

#### Category 5

Baptised Catholic children living in Cardiff but not falling within any of the categories 1 to 4 above.

#### Category 6

Baptised Catholic children not living in Cardiff.

#### Category 7

Any child who is not a baptised Catholic who is now, or previously was, in the care of the Local Authority.

Written proof must be provided.

#### Category 8

Children from other Christian backgrounds with written evidence of practice of worship from their religious leader.

#### Category 9

Any other children whose parents desire a Catholic education for them.

Where there are insufficient places at the school for all pupils within a particular category, the Governing Body may determine to accept some such children in such category up to the Published Admission Number after the application of a proximity test and where the applicant(s) closest to the school may be offered a place.

Parish Residency applies to pupils who are resident within the Parish on the closing date for receipt of applications. Evidence of permanent residence of the pupil must be supplied with the application form. The home address is as defined in the Local Authority Admissions to Schools document. The school gives priority to children living nearest to the school as measured by the shortest practicable walking route which is publicly accessible and available 24 hours/day. The route is calculated using the GIS system used by the Local Authority to ensure consistency. (see Local Authority Admission Policy)

Where applications are made from a family for more than one sibling in more than one year group and there are insufficient places at the school for all the siblings the governors are able to offer a place as long as that by accepting the place for one child the parents /guardians do so in the full knowledge and understanding that this will not assist their appeal for a sibling. In addition, the appeal panel will be informed and will be well aware that this was clearly understood.

A sibling is as defined in the Local Authority School Admission Policy Document.

Baptised children's applications must be accompanied by a Baptismal certificate.

In the event of the Governing Body refusing an application for admission, parents / guardians have the right of appeal to an Independent Appeals Panel and should write to the Clerk to the Governing Body c/o the school, within two weeks, stating they wish to lodge an appeal. The Appeal Panel's decision is binding on the school. There is no right of appeal for the nursery department.

## Holy Family RC Primary School

### Admissions Policy September 2023 - August 2024

Holy Family RC Primary School is a Voluntary Aided School and as such the Governors are the Admission Authority. Children are admitted into Reception Class in the September following their fourth birthday. Parents/Guardians will be advised to apply for a place during the Autumn Term prior to the academic year their child is due to start Reception.

**Parents/Guardians applying for a place in the Reception Year at the school must complete the school's application form which you can request from the school office at [holyfamilyprm@cardiff.gov.uk](mailto:holyfamilyprm@cardiff.gov.uk) or phone the school direct on 02920 565354.**

**Parents/Guardians must also express a preference for a place at the school on the Council's School Admissions Portal at [www.cardiff.gov.uk](http://www.cardiff.gov.uk)**

Applicants will be notified of the result of their application in writing by the Governing Body on the offer date of Monday 17 April 2023, unless you have been offered one of your higher preferences through the coordinated admissions process. Parents/Guardians have the right to express a preference for a school. The preference will be considered individually and complied with wherever possible. Welsh Government imposes a statutory, maximum, infant class size of 35 pupils.

Places are provided for children who due to ALN (Additional Learning Needs), have been allocated Nursery funding by the Early Years Assessment Panel or Case Advisory Panel and to those children who have a Statement of Special Educational Needs where Holy Family RC Primary School is clearly named on the statement in accordance with the Education Act 1996.

In the event of the school receiving more applications for an age group than the number of places available, places will be filled by using the Oversubscription Criteria below.

#### **Admission Number: 35**

#### **Oversubscription Criteria**

- Children who are in the care of the Local Authority (looked after children) or provided with accommodation by them e.g. foster parents (section 106 of the Education Act 2005, All Wales Education regulations 2009).
- Baptised Catholic children residing in Holy Family Parish (west of Cardiff Rd and north of Western Avenue) St Clare's Parish (north of the railway line and north and west of Western Avenue) and Our Lady of Lourdes Parish, who have siblings in the school at the time of admission.
- Baptised Catholic children residing in Holy Family Parish (west of Cardiff Rd and north of Western Avenue) St Clare's Parish (north of the railway line and north and west of Western Avenue) and Our Lady of Lourdes Parish.
- Baptised Catholic children living outside the Parishes of Holy Family (west of Cardiff Rd and north of Western Avenue) St Clare's Parish (north of the railway line and north and west of Western Avenue) and Our Lady of Lourdes who have a sibling in the school at the time of admission.
- Baptised Catholic children living outside the Parishes of Holy Family, St Clare's and Our Lady of Lourdes.  
Proof of Baptism will be required in categories 2 to 5 above.
- Children from other Christian faiths who have who have a sibling in the school at the time of admission.
- Children from other Christian faiths whose parents wish them to have a Catholic Education. Each application should be supported by a letter or evidence of practice of worship from their religious leader.

- Non Baptised children including children of a religious tradition, other than Christian who wish to receive a Catholic education at Holy Family RC Primary School who have a sibling in the school at the time of admission.
- Non-Baptised children including children of a religious tradition, other than Christian who wish to receive Catholic education at Holy Family RC Primary School, children whose parents wish them to be educated in a Catholic School.

#### **Requirements**

- Proof of baptism will be required for categories 2-5.
- The child's birth certificate. \*Evidence of permanent residence of the child at time of application must be supplied. This needs to be a current Council Tax form with the correct postal address or equivalent documentation e.g. a child benefit statement. NB – utility bills will not be accepted. The home address is considered to be the child's along with the parent's main and genuine principal place of residence on the published date i.e. where they are normally and regularly living

#### **Tie breaker**

If the governing body are unable to admit all applicants who fall into the lowest criterion a tie-breaker will be applied. The governing body give priority to children living nearest the school as measured by the safest walking route and will ask the Council to calculate this. The Council uses a Geographical Information System (GIS) to calculate home to school distances in miles. The safest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant's home address to the nearest open school gate. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data. Cardiff Council has developed a computerised walking route network based on the Local Authority Road Safety Officers Association (LARSOA) criteria and this is used to ensure that every pupil is assessed as consistently as possible.

#### **Requirements**

Proof of baptism will be required for categories 2-5. Evidence of permanent residence of the child at time of application must be supplied if required. This needs to be a current Council Tax form with the correct postal address. The home address is considered to be the child's along with the parent's main and genuine principal place of residence on the published date i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship) the friends or relatives address will not be considered for allocation purposes.

#### **Definition of sibling**

Children who have a sibling on roll at Holy Family RC School Primary School in the September the applicant would begin school. Any sibling connection must be stated on the application form. For admission purposes a sibling is a child living at the same address who is the brother/sister, half brother/ sister (children who share one common parent), step brother/sister where two children are related in marriage. This definition also includes adopted or fostered children at the same address.

#### **Multiple births**

If, when applying the oversubscription criteria the last child to be admitted is one of multiple birth, the Governors will admit the other sibling(s).

#### **Waiting Lists**

Where a place has been refused, the applicant will be placed on a waiting list for that academic year and when a place becomes available it will be allocated by the application of oversubscription criteria not length of time on the waiting list.

## Right of Appeal

Where a child is refused entry to school, the Governing Body will write to the parents giving full details why the application was refused in light of the published criteria. Parents have the right of appeal against the decision to refuse an application. Parents wishing to appeal must contact the school for details of the appeal process and an appeal form which must be returned to the school within 10 working days of the receipt of the decision letter. The appeal will be heard by an independent appeal panel. The decision of the appeal panel will be

made in accordance with the Schools Admissions Code on admission appeals and is binding on all parties.

Applications received outside the normal admission round 'in year admissions' when there is not a place available in that Year group will remain on the waiting list until the end of the year in which the application is made. After this time parents will be expected to make a further application for admission to the school. The oversubscription criteria will be applied.

## Llandaff City Church In Wales Primary School

### Admission policy 2023/2024

1. The law requires the Governing Body to publish its arrangements for the admissions of pupils to the Llandaff City Church in Wales Primary School ("the School"). The Standard Number for the School is 60 pupils in each year.
2. The aim of this policy is to set out the criteria in accordance with which the School will decide applications for admission for both Reception intake and applications outside the normal admissions round. The Governing Body will be responsible for the implementation of this Policy.
3. During the Autumn Term 2022, application forms will be sent to parents who have recorded their child's details in our Registration Book for entry in 2023/24 and have not already completed an application form. All completed forms must be returned to the School by 12 noon on Monday 9th January 2023. All applications received after that date shall be considered as late applications. It shall be for the Admissions Authority to decide whether or not to accept a late application for consideration. Its reasons for doing so shall be recorded clearly on the application. If accepted for consideration, the application shall be decided in accordance with the Policy and the School's internal procedures and where applicable, its oversubscription criteria.
4. Where there are 60 or fewer applications, all applicants will be allocated a place. Where there are more applications received than places available, governors will offer places using the oversubscription criteria in the order stated.
5. Where the Governing Body is unable to offer a place for all children within any category because the admission number would be exceeded, places will be allocated to those applicants who fall within any one of the categories listed in the following priority:
  - (i) Children who have a sibling (see note 2) attending the School at the time they would be admitted were their application to be successful. Therefore a child with a sibling will be prioritised in the category the applicant has been allocated to.
  - (ii) Proximity of the parent(s)/carer(s) home address to the school will be used for each criteria (after sibling priority) where the number of applications exceeds the limit of places. Proximity is measured by calculating the shortest walking distance from the School postcode to the home postcode as measured by the Local Authority. The Local Authority will use

either the School's main postcode (CF5 2HT) or the Cardiff Road pedestrian entrance (CF5 2DU) based on which School entrance is closest to the home address. For the purposes of this exercise, the 'home address' for children whose parents do not live at the same address is the address where the child will spend the majority of the school week during term time.

6. Applications for any year group, at any time in the year will be considered by the Governing Body in accordance with the School's Policy and oversubscription criteria:-

#### The oversubscription criteria are

1. A child who is looked after, or previously looked after (see note 1);
2. A child who attends a service at Llandaff Cathedral, on a weekly/fortnightly basis and has done so for at least the past two years;
3. A child who is living in the parish of Llandaff but who attends a Church in Wales service at another parish church on a weekly/fortnightly basis and has done so for at least the past two years. A map of Llandaff Cathedral Parish is attached;
4. A child who is living outside the Parish of Llandaff and attends a Church in Wales service on a weekly/fortnightly basis and has done so for at least the past two years;
5. A child who attends a Christian denomination, other than the Church in Wales, service on a weekly/fortnightly basis and has done so for, at least, the past two years;
6. A child who will have a sibling (see note 2) attending the school at the time they would be admitted were their application to be successful;
7. A child who attends a service at Llandaff Cathedral, on a weekly/fortnightly basis and has done so for, at least, the past one year;
8. A child who is living in the parish of Llandaff but who attends a Church in Wales service at another parish church on a weekly/fortnightly basis and has done so for at least the past one year. A map of Llandaff Cathedral Parish is attached;
9. A child who is living outside the parish of Llandaff and attends a Church in Wales service on a weekly/fortnightly basis and has done so for at least the past one year;
10. A child who attends a Christian denomination (see note 3) other than the Church in Wales, service on a weekly/fortnightly basis and has done so for, at least, the past one year;
11. A child who, with their parent or guardian, lives in the Parish of Llandaff;
12. A child who attends a place of worship, other than Christian (see note 3), on a weekly/fortnightly basis and has done so for, at least, the past two years;
13. A child who attends a place of worship, other than Christian, on a weekly/fortnightly basis and has done so for, at least, the past one year;
14. Children whose parent(s) or guardian(s) are applying for admission for other reasons.

7. Where Llandaff City CIW Primary School is named in a statement of special educational need, governors have a duty to admit the child to the school.
8. Provided always that the Governing Body reserves the right to depart from these criteria if there is before it compelling evidence that the welfare of a child will be seriously prejudiced if the child is not admitted to the School.
9. When considering applications from parent(s) or guardian(s) of children seeking admission on grounds of social or medical needs, the School may consult with the Special Educational Needs Co-ordinator, Headteacher and Local Education Authority as appropriate.
10. Criteria for categories 2, 3, 4, 5, 7, 8, 9, 10, 12 and 13 will be determined strictly in the light of the signed recommendation from the incumbent or priest-in-charge of the place of worship concerned.

### 11. Appeals Procedure

In accordance with the requirements of the School Standards and Framework Act 1998, the governors have established an appeals procedure. Parents(s)/carer(s) of a child who has not been admitted to the school may appeal against the decision. The panel is appointed by the Diocese of Llandaff and is entirely independent of the school and the local authority. Notice of intention to appeal should be sent to the school, who will inform the Diocesan Office for Education.

### 12. Accuracy of information

Please be aware that if parents/carers are found to have provided misleading or fraudulent information as part of the application, the offer of a place will be withdrawn and is likely to lead to the removal of a place after the child has started at the school.

### 13. Notes

1. Looked after children are children who are registered in the care of the local authority (under section 31 of the Children Act 1989) or who are provided with accommodation by the local authority (under section 20 of the Children Act 1989);
2. Sibling is defined as a biological brother or sister, half-brother or half-sister, adopted brother or sister, step-brother or step-sister or foster children and who will still be on the school register (of statutory school age) at the time of admission. Evidence may be required to verify sibling status;
3. Christian denomination/Churches refers to those Christian denominations/Churches affiliated to Churches Together in Wales (Cytûn) or the Evangelical Alliance, as recognised at the point governors determine places (ie. January) of the year of admission. Where applicants have been resident outside of Wales during the church attendance period, reference to Church in Wales should include other members of the Anglican Communion; Cytûn should include churches/denominations affiliated to other national member bodies of the World Council of Churches; Evangelical Alliance should include churches/denominations affiliated to other national member bodies of the World Evangelical Alliance.
4. The length of time a child has been in weekly/fortnightly attendance at a place of worship is calculated from the date upon which the Governing Body meet to consider applications (January of the year of admission).

## St Alban's Catholic Primary School Admissions Policy for the Year Commencing September 2023/24

St Alban's Catholic Primary School is a voluntary aided Catholic Primary School. The School is a ministry of the Oratory Parish of St Alban's on the Moors, Cardiff, within the overall provision of the Archdiocese of Cardiff. The Governing Body offer Catholic Education and ask parents applying for places for their children to support the Catholic character and ethos of the school. St Alban's Catholic Primary School is an inclusive and diverse community. Pupils at St Alban's learn respect and tolerance for others in accordance with the relevant provisions of the statutory Codes of Practice (WAG Admissions and Appeals 2009) as they apply at any given time to maintained schools and within the law on admissions as it applies to maintained schools.

### Admission Number 30

The Governing Body of St Alban's Catholic Primary School has sole responsibility for admissions to the school and will admit up to the school's admission number. The minimum age of entry to the school is 4 years provided that the child's 5<sup>th</sup> birthday falls between 01 September and 31 August of that academic year.

### Oversubscription Criteria

Children with a statement for special educational need naming St Alban's Catholic Primary School will be admitted. Where the number of applicants for admission exceeds the number of places available,

places will be awarded to applicants in the under mentioned categories in the following order of priority, with Looked After and previously Looked After Children will be given priority in each of the oversubscription categories. In the event of the Governors being unable to offer all children in a particular oversubscription category a place will be offered to multiple births and those children living closest to the school measured by the safest walking route as determined by the Local Authority.

### Order of Priority for Admission

Applications for admission will be considered against the following over-subscription criteria and preference will be given to those children meeting the earlier criteria.

1. Looked after Children (LAC - children in the public care) or previously Looked After children who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church.
2. Looked after children (LAC -children in the public care) or previously Looked After children who are not of the Roman Catholic Faith.
3. Baptised Catholic children of Catholic families, residing within the parish of St Alban's Catholic Primary School in Splott, Tremorfa, Pengam Green and Windsor Village. (Proof of residence and baptismal certificate is required.)
4. Baptised Catholic children of Catholic families who have siblings in the school at the time the applicant joins the school, residing

within the parish of St Alban's Catholic Primary School in Splott, Tremorfa, Pengam Green and Windsor Village. (Proof of residence and baptismal certificate is required.)

5. Catholic children who have been baptised and reside outside of category 1 and 2 above but within the County of Cardiff. (Baptismal certificate is required.)
6. Catholic children who have been baptised and reside outside of category 1 and 2 above but within the County of Cardiff and who have siblings in the school at the time of the applicant's entry to the school. (Baptismal certificate is required.)
7. Christian children from other denominations who have siblings in the school at the time the applicant joins the school, residing within the parish of St Alban's Catholic Primary School in Splott, Tremorfa, Pengam Green and Windsor Village. Proof of residence is required. (Baptismal certificate or a letter from the minister is required.)
8. Christian children from other denominations who have siblings in the school at the time the applicant joins the school and reside outside of category 1 and 2 above but within the County of Cardiff. (Baptismal certificate or a letter from the minister is required.)
9. Christian children from other denominations, residing within the parish of St Alban's Catholic Primary School in Splott, Tremorfa, Pengam Green and Windsor Village. Proof of residence is required. (Baptismal certificate or a letter from the minister is required.)
10. Christian children from other denominations who reside outside of category 1 and 2 above but within the County of Cardiff. (Baptismal certificate or a letter from the minister is required.)
11. Non-Christian children who have siblings in the school at the time of the applicant's entry, residing within the parish of St Alban's Catholic Primary School in Splott, Tremorfa, Pengam Green and Windsor Village. Proof of residence is required.
12. Non-Christian children, residing within the parish of St Alban's Catholic Primary School in Splott, Tremorfa, Pengam Green and Windsor Village. Proof of residence is required.
13. Non-Christian children who reside outside of category 1 and 2 above but within the County of Cardiff.

### **Definition of Siblings**

Children who have a sibling on roll at St Alban's Catholic Primary School in the September the applicant would begin school. Priority will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority. Any sibling connection must be stated on the application form. For admission purposes a sibling who is the brother/sister, half-brother/sister (children who share one common parent), step brother/sister where two children are related by marriage. This definition also includes adopted or fostered children at the same address.

### **Multiple Birth Children (eg twin/triplets)**

If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth the governors will admit the other sibling(s).

### **The Admission Panel**

The Admissions Panel will meet once per term to discuss applications received. Any successful applicant will start on a date which is convenient to the school and the applicant's parent/guardian.

### **How to Apply**

Any parent may apply for his/ her child to be admitted to the school. Parents applying for a place in the Reception year at the school MUST express a preference for a place in the school on the Council's School Admission Portal at [www.cardiif.gov.uk](http://www.cardiif.gov.uk) and ALSO complete the school's application form which can be requested from the school by contacting the school office on 029 20462915 or by downloading the application form from the school's website <https://www.stalbanprn.cardiff.sch.uk/> Every application will be considered by reference to the policy herein.

### **Right of Appeal**

Where a child is refused entry into school, the Governing Body will write to the parents giving full details of why the application was refused, in light of the publishing criteria. Parents have the right of appeal against the decision to refuse an application. The appeal must be forwarded in writing with fourteen days, to the Clerk to the Governors who will present it to the Appeals Committee.

### **Waiting List**

A waiting list will be maintained until 30<sup>th</sup> September. If an additional place becomes available the governors will consider those on the waiting list on the basis of published oversubscription criteria and not on the date the application was received.

# St Bernadette's Catholic Primary School

## Admission's Policy 2023-2024

St Bernadette's Primary School is a Voluntary Aided School and as such the Governors are the Admission Authority.

Children are admitted into Reception Class in the September following their fourth birthday.

Parents/Guardians will be advised to apply for a place during the Autumn Term prior to the academic year their child is due to start Reception.

Parents/Guardians applying for a place in the Reception Year at the school must complete the school's application form which you can request from the school office at [stbernadettesprm@cardiff.gov.uk](mailto:stbernadettesprm@cardiff.gov.uk) or phone the school direct on 02920 733443.

Parents/Guardians must also express a preference for a place at the school on the Council's School Admissions Portal at [www.cardiff.gov.uk](http://www.cardiff.gov.uk). Applicants will be notified of the result of their application in writing by the Governing Body on the offer date of Monday 17 April 2023, unless you have been offered one of your higher preferences through the

coordinated admissions process.

Parents/Guardians have the right to express a preference for a school. The preference will be considered individually and complied with wherever possible. Welsh Government imposes a statutory, maximum, infant class size of 30 pupils.

Places are provided for children who due to ALN (Additional Learning Needs), have been allocated Nursery funding by the Early Years Assessment Panel or Case Advisory Panel and to those children who have a Statement of Special Educational Needs where St Bernadette's Primary School is clearly named on the statement in accordance with the Education Act 1996.

In the event of the school receiving more applications for an age group than the number of places available, places will be filled by using the Oversubscription Criteria below.

### Oversubscription Criteria:

Children who will have siblings on roll at St Bernadette's Catholic Primary School in the year the applicant would join the school will have priority under each oversubscription criteria.

1. Baptised Catholic Children who are Looked After (CLA) or previously looked after are given priority in accordance with Section 106 of the Education Act 2005 and Education (Admission of Looked After Children) (Wales) Regulations 2009;
2. Baptised Catholic children who reside in Pentwyn and Pontprennau\*
3. Baptised Catholic children who reside outside of category 2
4. Children who are Looked After and previously looked after children that are not of the faith.
5. Christian children from other denominations who reside in the areas referred to in category 2 (Baptismal certificate or letter from minister of religion required).
6. Christian children from other denominations who reside in areas outside of those in category 2 (Baptismal certificate or letter from minister required).
7. Other children whose parents have demonstrated a wish for Catholic education at St Bernadette's.

### REQUIREMENTS

1. Proof of baptism will be required for categories 1-3 and 5-6.
2. The child's birth certificate.

\*Evidence of permanent residence of the child at time of application must be supplied. This needs to be a current Council Tax form with the correct postal address or equivalent documentation e.g. a child benefit statement. NB – utility bills will not be accepted.

The home address is considered to be the child's along with the parent's main and genuine principal place of residence on the published date i.e. where they are normally and regularly living.

### Tie breaker

If the governing body are unable to admit all applicants who fall into the lowest criterion a tie-breaker will be applied. The governing body give priority to children living nearest the school as measured by the safest walking route and will ask the Council to calculate this. The Council uses a Geographical Information System (GIS) to calculate home to school distances in miles. The safest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant's home address to the nearest open school gate. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data. Cardiff Council has developed a computerised walking route network based on the Local Authority Road Safety Officers Association (LARSOA) criteria and this is used to ensure that every pupil is assessed as consistently as possible.

### Children who are Looked After

A looked after child is a child who is looked after by a Local Authority (LA) in Wales or England in accordance with the Children Act 1989 and whom the LA has confirmed will be looked after at the time of child's admission to the school.

### Definition of sibling

Children who have a sibling on roll at St Bernadette's Catholic Primary School in the September the applicant would begin school. Any sibling connection must be stated on the application form. For admission purposes a sibling is a child living at the same address who is the brother/sister, half brother/ sister (children who share one common parent), step brother/sister where two children are related in marriage. This definition also includes adopted or fostered children at the same address.

### Multiple births

If, when applying the oversubscription criteria the last child to be admitted is one of multiple birth, the Governors will admit the other sibling(s).

### Waiting Lists

Where a place has been refused, the applicant will be placed on a waiting list and when a place becomes available it will be allocated by the application of oversubscription criteria not length of time on the waiting list.

### Right of Appeal

Where a child is refused entry to school, the Governing Body will write to the parents giving full details why the application was refused in light of the published criteria. Parents have the right of appeal against the decision to refuse an application. Parents wishing to appeal must contact the school for details of the appeal process and an appeal form which must be returned to the school within 10 working days of the receipt of the decision letter.

The appeal will be heard by an independent appeal panel. The decision of the appeal panel will be made in accordance with the Schools Admissions Code on admission appeals and is binding on all parties.

## St. Cadoc's Catholic Primary School Admission's Policy September 2023 – August 2024

St. Cadoc's Catholic Primary School is a voluntary aided Catholic School which operates in the Catholic Community of St. Cadoc's Parish, within the overall provision of the Archdiocese of Cardiff. It is maintained by Cardiff Local Authority.

As parents, one of the most important decisions we make for our child is where to send them to school. We naturally want the best for them. We want them to grow and develop throughout their school life in a happy and secure environment where they will be nurtured and respected as individuals within a strong community.

At St. Cadoc's Catholic Primary School we believe that faith, life and education grow together. We are driven in all of our actions and decisions by our Mission Statement, 'Pray together, learn together, play together, grow together'.

The aim of the Governors is to offer a Catholic education and ask parents applying for places for their children to support the Catholic character and ethos of the school. St. Cadoc's Catholic Primary School fully respects the beliefs of parents and children of all denominations and backgrounds. Pupils at St. Cadoc's are taught respect and tolerance for others and there is also provision in the Religious Education programme for learning about different faiths.

*"At St Cadoc's Catholic School we acknowledge that in reality the curriculum as a whole, and every part of it, is religious, since there is nothing, which does not ultimately, relate to God. The curriculum in all its aspects, but especially its content and delivery, must reflect the fact that Christ is the foundation of the whole educational enterprise in a Catholic School."* (The Catholic School 1977 Vatican Doc.)

The Governing Body of St. Cadoc's Catholic Primary School will act in accordance with the relevant provisions of the statutory Codes of Practice (Welsh Government Admissions and Appeals 2013) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools.

### Admission arrangements

The Governing Body of St. Cadoc's Catholic Primary School is the Admissions Authority for this school. The Admission Number is 45 children. This Admission Number applies to the Reception year and every other year in the school. The minimum age of entry to the school is 4 years provided that the child's 5th birthday falls between the 1st September and 31st August of that academic year.

### How to Apply

Any parent may apply for his/her child to be admitted to the school. Every application will be considered by reference to the policy herein by an admissions committee of the Governing Body. The Governors intend to join the coordinated admission arrangements for primary schools in Cardiff for admissions to the Reception class in September 2023.

Parents applying for a place in the Reception class in September 2023 **MUST** express a preference for a place in the school on the Council's School Admission Portal at [www.cardiff.gov.uk](http://www.cardiff.gov.uk) and **ALSO** complete the school's application form which can be requested from the school by contacting the school's admissions office or by downloading the application form from the school website [www.stcadocs.com](http://www.stcadocs.com).

Parents/Guardians will be notified of the result of their application in writing by the Governing Body on the offer date of 17th April 2023 unless one of your higher preferences has been offered through the coordinated admissions procedure.

Children with Statements of Additional/ Special Educational Needs (ALN) where St. Cadoc's Catholic Primary School is named on the Statement will be admitted.

If the number of applications received are at or below the school's published admission number (AN) all applicants will be admitted. If numbers of applications exceed the admission number then the following over-subscriptions criteria shall be applied.

### Oversubscription Criteria for Admission.

1. Children who are looked after or have been previously looked after.
2. Baptised Catholic children living in St. Cadoc's Parish at the time of application and living to the North of Newport Road.
3. Children living in St. Cadoc's Parish at the time of application and living to the North of Newport Road. Priority will be given to those applications supported by their Faith leader.

### Notes:

1. Applications under criteria 2 must be accompanied by proof of Baptism.
2. Children who have a sibling on roll in the September the applicant would begin school will be given priority in each of the above categories.

### Confirmation of Baptism

Confirmation of Baptism will be required by the provision of a copy of the baptism certificate from the relevant parish or confirmation in writing from the current Parish Priest / Minister.

### Siblings

Children who have a sibling on roll at St. Cadoc's Catholic Primary School in the September the applicant would begin school will be given priority in each of the above categories. Priority will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority.

### Definition of Sibling

Any sibling connection must be stated on the application form. For admission purposes a sibling is a child who is the brother / sister, half brother / sister (children who share one common parent), step brother / sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address.

### Multiple birth children (e.g. twins / triplets etc.)

If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth the governors will admit the other sibling(s).

### Proximity

Where it is possible to admit some, but not all of the children who fall within one particular category within the Oversubscription Criteria, preference will be given to those children whose homes are within the shortest safe walking distance to the main entrance of the school as measured using Global Positioning Satellite (GPS) system as operated by the Local Authority.

### Residence

Evidence of permanent residence of the child at the time of application must be supplied. Permanent residence is considered to be the child's along with the parent / guardian's main and genuine principal place of residence, that is where they are regularly and normally living. If a child is resident with friends or relatives (for reasons other than guardianship) the friend or relative's address will not be considered for allocation purposes.

### Children who are looked after children or have been previously looked after.

The definition of a Child who is looked after is a child who is in the care of the Local Authority in accordance with Section 22 of the Children

Act 1989. Children who are in the care of the Local Authority (looked after children) or provided with accommodation by them e.g. foster parents.

### Late Applications

Only applications received by the published closing date will be considered in the initial round of allocation of places.

### Right of Appeal

When a child is refused a place at the school the governing body will write to the parent giving full details of why the application was refused. Parents have a right to appeal this decision. Parents wishing to appeal must contact the school for details of the appeal process and an appeal form which must be returned to the school within 14 days of the receipt of the decision letter. The appeal will be heard by an independent appeal panel.

### Waiting List

Children not offered a place will be placed on a waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription. No account is taken of the length of time on the waiting list.

If offers of a place are refused then the place will be offered to the first child on the waiting list. The order of the waiting list will vary as late applications are received, refused and placed on the waiting list in the order of the oversubscription criteria.

The waiting list will be maintained until at least 30th September.

Amended, presented and approved by St. Cadoc's Governing Body November 2021.

## St. Cuthbert's Roman Catholic Primary School

### Admission's Policy 2023-24

St. Cuthbert's Catholic Primary School is a voluntary aided Catholic School which operates in the Catholic Community of St. David's Cathedral, within the overall provision of the Archdiocese of Cardiff. The aim of the Governors is to offer a Catholic education and ask parents applying for places for their children to support the Catholic character and ethos of the school.

St. Cuthbert's Catholic Primary School fully respects the beliefs of parents and children of all denominations and backgrounds.

Pupils at St. Cuthbert's are taught respect and tolerance for others and there is also provision in the Religious Education programme for learning about different faiths.

Parents applying for a place in Reception Year at the school must express a preference for a place at the school on the Council's School Admissions Portal at [www.cardiff.gov.uk](http://www.cardiff.gov.uk)

Parents / Guardians will be notified of the result of their application in writing by the Governing Body on the offer date of 17 April 2023 unless one of your higher preferences has been offered through the coordinated admissions procedure.

St. Cuthbert's Catholic Primary School will act in accordance with the relevant provisions of the statutory Codes of Practice (WAG Admissions and Appeals 2009) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools.

### Admission Number: 21 per year group

The Governing Body of St. Cuthbert's Catholic School has sole responsibility for admissions to the school and will admit up to the school's admission number.

The minimum age of entry to the school is 4 years provided that the child's 5th birthday falls between the 1st September and 31st August of that academic year.

### Oversubscription Criteria

Children with an ALN statement naming St. Cuthbert's Catholic Primary School will be admitted.

Where the number of applicants for admission exceeds the number of places available, places will be awarded to applicants in the under mentioned categories in the following order of priority, with Looked After and previously Looked After Children being given priority in each of the oversubscription categories.

In the event of the Governors being unable to offer all children in a particular oversubscription category a place then places will be offered to multiple births and those children living closest to the school measured from the school gates at Letton Road by the safest walking route as determined by the Local Authority.

1. Baptised Catholic children living in the parish of St David's Cathedral who have siblings in the school at the time of admission
2. Baptised Catholic children living in the parish of St David's Cathedral
3. The baptised Catholic children living outside the parish of St David's Cathedral who have a sibling in the school at the time of admission
4. The baptised Catholic children living outside the parish of St David's Cathedral
5. Children from other Christian faiths who have a sibling in the school at the time of admission.

### Proof of baptism will be required in each of the above categories.

6. Children from other Christian faiths whose parents wish them to have a Catholic Education. Each application should be supported by a letter or evidence of practice of worship from their religious leader.
7. Children of a religious tradition, other than Christian who wish to receive education at St. Cuthbert's. Each application should be supported by a letter or evidence of practice of worship from their religious leader.
8. Non Baptised children including children of a religious tradition, other than Christian who wish to receive education at St. Cuthbert's who have a sibling in the school at the time of admission.

### Definition of Sibling

Children who have a sibling on roll at St. Cuthbert's Catholic Primary School in the September the applicant would begin school.

Priority will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority.

Any sibling connection must be stated on the application form. For admission purposes a sibling is a child who is the brother / sister, half-brother/sister (children who share one common parent), step brother / sister where two children are related by marriage. This definition also includes adopted or fostered children at the same address.

#### **Multiple Birth Children (eg twins/triplets)**

If when applying the oversubscription criteria the last child admitted is one of multiple-birth then the remaining siblings will be admitted as excepted children.

#### **The Admission Panel**

The Admissions Panel will meet once per term or as needed to discuss applications received.

Any successful applicant will then be invited to commence at an agreed date.

An application may be considered by holding an extra ordinary meeting, allowing admittance to follow.

#### **How to Apply**

Any parent may apply for his/her child to be admitted to the school. A form of application can be made online at Cardiff County Admission Portal. Every application will be considered by reference to the policy herein.

#### **Right of Appeal**

Where a child is refused entry to school, the Governing Body will write to the parents giving full details of why the application was refused, in light of the published criteria.

Parents have the right of appeal against the decision to refuse an application.

The intention to appeal must be forwarded in writing within fourteen days of the refusal letter, to the Clerk to the Governors who will present it to the Independent Appeals Committee.

#### **Waiting List**

A waiting list will be maintained until 30th September.

If an additional place becomes available the governors will consider those on the waiting list on the basis of the published oversubscription criteria and not on the date the application was received.

## **Saint David's CIW Primary School Admissions Policy**

The law requires the Governing Body to publish its arrangements for the admissions of pupils to the St Davids Church in Wales Primary School ("the School"). The Standard Number for the School is **30** pupils in each year.

For those parents who do not know our school, you are very welcome to visit the school before making an application. Please contact the school office on 02920734308 or email [stdavidsprm@cardiff.gov.uk](mailto:stdavidsprm@cardiff.gov.uk) if you would like to arrange a visit.

#### **ADMISSIONS POLICY AND GUIDANCE FOR 2023/24**

St Davids Church in Wales Primary School is a voluntary aided co-educational day school and one of its foremost aims is to provide a Christian education in accordance with the teachings of the Church in Wales. Placements in the school are awarded at the discretion of the Governing Body who review their admissions policy annually.

The planned admission number is the number of pupils that the Governing Body will admit to a year group in the school. The planned admission number for this school is 30. In addition there are 54 part-time places in the Nursery.

Children are admitted into the school in the autumn term of the academic year in which they turn five. Nursery places are awarded in the autumn term of the academic year in which they turn four. (The academic year runs from 1st September to 31st August.)

Applications for Nursery places should be submitted directly to the school in line with the Local Authority admission dates which are agreed and published annually. These dates are available on our school website.

As in all schools, children who are admitted to our nursery classes will not have an automatic right of admission to full time education (reception class) at our school.

Parents applying for a place in reception at the school, must express a preference for a place at the school via the council's school's admissions portal at [www.cardiff.gov.uk](http://www.cardiff.gov.uk) by the deadline set by the Local Authority.

Support from parish priests and ministers will be sought by the school and the Admissions panel of the Governing Body will meet if there are more applications than places available.

Applicants will be notified of the result of their application in writing by the Governing Body on the offer date of, Monday 17th April 2023, unless you have been offered one of your higher preferences through the coordinated admission process.

Parents whose application to reception has been unsuccessful have the right to appeal. To exercise that right, the appeal must be made in writing to the Clerk to the Governors within 15 school days of receiving notification of an unsuccessful application. The appeal will be considered by an independent Admission Appeal Panel, administered by the Monmouth Diocesan Board of Education, according to the Welsh Assembly Government's Code of Practice on School Admission Appeals. There is no appeal procedure for applications to Nursery as this is non-statutory education.

Following the allocation of places, children whose application has been unsuccessful will be placed on a waiting list until the 30th September in the school year in which they apply. Thereafter, the parents should make a fresh application for admission directly with the school. If additional places become available while the waiting list is in operation, they must be allocated to children on the waiting list based on the published oversubscription criteria.

Waiting lists must not give priority to children based on the date the application was added to the list. 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. Parents who wish to discuss position on a waiting list can ring the school.

Applications for a place in any year group, at any time of year (e.g. families who have moved into the area) will be considered in the light of available places and placed on the waiting list as appropriate. The Governing Body has a duty to prioritise admission of children Looked After or previously Looked After by the Local Authority or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989). Priority will also be given to children with

a Statement of Special Educational Needs or note in lieu where the school has been named, including Children with enhanced nursery funding from the Case Advisory Panel at the date of application. Priority may be given to applications for children with a significant medical condition which can be supported by documentary evidence from a Medical Consultant or Social Worker.

All children whose parents wish them to attend the school will be admitted provided the number seeking admission does not exceed the places available.

In the event that the number of applications exceeds the school's standard number, the applications shall be determined in accordance with the following criteria. Places will be offered to those in Category 1, any remaining places to those in Category 2, then Category 3, 4, 5, 6, 7 and then finally to any other applicants in Category 8.

Where the Admissions Committee is unable to offer a place for all children within any category because the admission number would be exceeded, places will be allocated to those applicants who fall within any one of the categories listed in the following priority:

- Children who have a brother or sister (including step-brother/step-sister living in the same house) attending the school at the time, would be admitted were their application to be successful, followed by
- Those who live nearest to the school. Proximity is measured by calculating the shortest walking distance from the school postcode to the home postcode as measured by RAC Route Planner (Walking). The Admissions Committee will use the school's main postcode CF23 7ED. For the purposes of this exercise, the 'home address' for children whose parents do not live at the same address is the address where the child will spend the majority of the school week (i.e. at least 3 evenings/nights, Sunday to Thursday) during term time.

Applications for any year group, at any time in the year (e.g. families who have recently moved home) will be considered by the Admissions Committee in accordance with the School's Policy and oversubscription criteria.

#### School Oversubscription criteria

1. Children who are "looked after" by a local authority, and/or has a statement issued by the local authority, must be admitted to the school.
2. Children who, with their parent(s) or guardian(s), are practising Church in Wales Anglicans living within the Cyncoed ministry area and attend church weekly, or fortnightly for at least two years.
3. Children who, with their parent(s) or guardian(s), are practising Church in Wales Anglicans living within the Monmouth or Llandaff diocese area, and attend church weekly, or fortnightly for at least two years.
4. Children who, with their parent(s) or guardian(s), are in weekly or fortnightly attendance of Churches, that are members of Churches together in Wales (Cytun) (Churches Together in Britain and Ireland (CTBI) if recently moved to Wales) or The Evangelical Alliance or children who attend churches that are members of Churches together in Wales (Cytun) (Churches Together in Britain and Ireland (CTBI) if recently moved to Wales) or The Evangelical Alliance alone or in the company of other practicing worshippers

and have done so for at least two years prior to the closing date for applications. This includes Presbyterian Church of Wales; the Chinese Christian Church; the Union of Welsh Independent Churches; Baptist Union of Wales; the Methodist Church; the United Reformed Church; Covenanted Baptist Churches; the Salvation Army; the Roman Catholic; the Congregational Federation of Churches; Religious Society of Friends and Orthodox Church. Churches must be members of Cytun or The Evangelical Alliance as at the closing date for applications to the School, and attend church weekly, or fortnightly for at least two years

5. Children who have a brother or sister, including step-brother/step-sister living in the same house, attending the school at the time they would be admitted were their application to be successful.
6. Children who, with their parent(s) or guardian(s), are in weekly/fortnightly attendance of any Christian denomination, or other World Faith, that does not fall into categories 1 to 4 above and where the denomination is in communion with the Church in Wales and whose long term participation can be substantiated by a senior representative of that faith organization, and whose families wish their child to be educated in a Church in Wales School.
7. Children living with parent(s) or guardian(s) within the Cyncoed ministry area
8. Children whose parent(s) or guardian(s) are applying for admission for other reasons.

Provided always that the Governing Body reserves the right to depart from these criteria if there is compelling evidence that the welfare of a child will be seriously prejudiced if the child is not admitted to the school.

When considering applications from parent(s) or guardian(s) of children seeking admission on grounds of social or medical needs, the school may consult with the Special Educational Needs Co-coordinator, Headteacher and Local Education Authority as appropriate.

Criteria for categories 2, 3, 4 and 6 will be determined strictly in the light of the signed recommendation from the incumbent or priest-in-charge of the church concerned.

Firm offers of places for the September 2023 intake will be sent to parents by 17th April 2023. Appeals against the School's decision not to admit a child should be sent to the Clerk of the Governors, c/o the school, within 15 school days of the date on the letter of refusal and will thereafter be considered by an Independent Appeal Committee.

**N.B Nursery Education is not compulsory, and parents have no right of appeal, if their application for a Nursery place is unsuccessful.**

#### Applicability of this policy:

New versions of this admissions and over-subscription policy shall be effective from 1st September 2023 (start of the new academic year) after formal adoption by the full Governing Body.

This is in order to ensure parents of applicant children have sufficient notice of the over-subscription policy when selecting a school.

# St. Fagans Church in Wales Primary School

## Admissions Policy And Guidance For September 2023

St Fagans Church in Wales Primary School is a voluntary aided co-educational day school and one of its foremost aims is to provide a Christian education in accordance with the teachings of the Church in Wales. Placements in the school are awarded at the discretion of the Governing Body who review their admissions policy annually.

The planned admission number is the number of pupils that the Governing Body will admit to a year group in the school. The planned admission number for this school is 30. In addition, there are 32 part-time places in the Nursery.

Children are admitted to the school in the Autumn term in the year in which they are FIVE. Nursery places are awarded in the Autumn term of the year in which they are FOUR, however a placement in the nursery class does not guarantee a place in the main body of the school as there is a second application process for Reception, as in all schools

Nursery applications must be made via the school.

Parents applying for a place in Reception Year at the school must express a preference for a place at the school on the Council's School Admissions Portal at [www.cardiff.gov.uk](http://www.cardiff.gov.uk)

Support from parish priests and ministers will be sought by the school. Please contact the vicar or minister of your church to inform them that you are applying for a place at St Fagans CW Primary School and ask permission to use them as a reference.

The Admissions Panel of the Governing Body will meet if there are more applications than places available. Late applications will be considered after applications that have been received on time. Only exceptional circumstances (e.g., serious illness or major incident) would allow a late application to be considered in the first round of admissions.

Applicants will be notified of the result of their application in writing by the Governing Body on the offer date of Monday 17 April 2023, unless you have been offered one of your higher preferences through the coordinated admissions process.

Parents whose application to Reception has been unsuccessful have the right to appeal. To exercise that right, the appeal must be made in writing to the Clerk to the Governors within 15 school days of receiving notification of an unsuccessful application. The appeal will be considered by an independent Admission Appeal Panel, administered by the Llandaff Diocesan Board of Education, according to the Welsh Assembly Government's Code of Practice on School Admission Appeals. There is no appeal procedure for applications to Nursery as this is non-statutory education.

Following the allocation of places, children whose application has been unsuccessful will be put on a waiting list until the 30th September in the school year in which they apply. Thereafter the parents should make a fresh application for admission. If additional places become available while the waiting list is in operation, they must be allocated to children on the waiting list on the basis of the published oversubscription criteria. Waiting lists must not give priority to children based on the date the application was added to the list. 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. Parents who wish to discuss position on a waiting list can ring the school.

Any 'in-year' applications must be made via the school. (e.g., families who have moved into the area) Applications for a place in any year group, at any time of year will be considered in light of available places at the time the admissions panel meet.

The Governing Body has a duty to prioritise admission of children Looked After or previously Looked After by the Local Authority, or provided with accommodation by them (e.g., children with foster parents) (Section 22 of the Children Act 1989). Priority will also be given to children with a Statement of Special Educational Needs or note in lieu where the school has been named, including Children with enhanced Early Years funding from the Case Advisory Panel at the date of application. Priority may be given to applications for children with a significant medical condition which can be supported by documentary evidence from a Medical Consultant or Social Worker giving detailed reasons why the child should be admitted to St Fagans CW Primary School.

If the number of remaining applications exceeds the available pupil places, the Governing Body will admit children whose applications satisfy the over-subscription criteria in the following order: -

### School Oversubscription criteria

1. Looked After or previously Looked After Children or provided with accommodation by the Local Authority stated above; Children with a Statement of Special Educational Needs or Individual Development Plan (IDP) with enhanced funding as outlined above.
2. Parish children who attend an Anglican church with their parents on the majority of Sundays and whose parents have been at the heart of the church long term, as substantiated by their parish priest.
3. Children with siblings attending the school at the date of enrolment.
4. Parish children of another Christian Church for whom there is no alternative denominational education provision, who attend with their parents on the majority of Sundays and whose parents have been at the heart of the church long term, as substantiated by their minister.
5. Parish children who attend a Christian Church with their parents on the majority of Sundays and whose parents have been at the heart of the church long term, who do not meet the criteria above. (This will also include formally constituted Churches such as Bethel and Immanuel Presbyterian Churches.)
6. Proximity to school, measured as the safest walking route as advised by Cardiff Council.

NB: Multiple births will be prioritised in each criterion.

### Definitions

The determination of being at the heart of the church is made by reference to the application form and support letter from parish priests or ministers. It will include involvement in Church life (not just the Church services) and an active contribution to the life, work and witness of the Church.

Long term participation will indicate a period of at least two years and on-going.

Parish children are children whose ordinary place of residence is within the parishes of St. Fagans and Michaelston-super-Ely, Glan Ely and Caerau with Ely. The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

Another Christian Church will be a subscriber to the Covenanted Churches in Wales, and/or Members of Cytun and/or members of the Evangelical Alliance Wales.

Alternative denomination educational provision is presently available for members of The Roman Catholic Church.

For the sibling criteria to be applicable one of the following conditions must exist:

- a brother and / or sister is to be permanently resident at the same address.
- a stepbrother and / or stepsister (including half brother / sisters) is to be permanently resident at the same address.
- where children are related by virtue of their parents being married, co-habiting or in a civil partnership. This definition also includes adopted or fostered children living at the same address.

## St Francis R.C. Primary School Admissions Policy 2023-2024

### Admission arrangements

St Francis R.C. Primary School is a Voluntary Aided School. The Governing Body of St. Francis RC Primary School is the Admissions Authority for this school. The Admission number is 55 children. This Admission number applies to the Reception year and every other year in the school. The minimum age of entry to the school is 4 years provided that the child's 5th birthday falls between the 1st September and 31st August of that academic year.

### How to Apply

Parents/Guardians applying for a place in the Reception Year at the school must complete the school's application form which you can request from the school office at [stfrancisprm@cardiff.gov.uk](mailto:stfrancisprm@cardiff.gov.uk) or phone the school direct on 02920 591666.

Parents/Guardians must also express a preference for a place at the school on the Council's School Admissions Portal at [www.cardiff.gov.uk](http://www.cardiff.gov.uk). Applicants will be notified of the result of their application in writing by the Governing Body on the offer date of Monday 17 April 2023, unless you have been offered one of your higher preferences through the coordinated admissions process.

Parents/Guardians have the right to express a preference for a school. The preference will be considered individually and complied with wherever possible. Welsh Government imposes a statutory, maximum, infant class size of 30 pupils. Places are provided for children who due to ALN (Additional Learning Needs), have been allocated Nursery funding by the Early Years Assessment Panel or Case Advisory Panel and to those children who have a Statement of Special Educational Needs where St Francis R.C. Primary School is clearly named on the statement in accordance with the Education Act 1996.

Any parent may apply for his/her child to be admitted to the school. Every application will be considered by reference to the policy herein by an admissions committee of the Governing Body.

If numbers of applications exceed the admission number then the following over-subscriptions criteria shall be applied.

### Oversubscription Criteria for Admission.

1. Baptised Catholic looked after children and previously looked after children.
2. Baptised Catholic children living in St. Francis' Parish and St Clare's Parish, Ely.
3. Baptised Catholic children of neighbouring parishes.

### Confirmation of Baptism will be required in each of the above categories.

4. Looked After Children and previously Looked After Children of other Christian or Non-Christian faiths.
5. Children from other Christian faiths whose parents wish them to have a Catholic education. Each application should be supported by a letter or evidence of practice of worship from their religious leader.
6. Non-Christian children whose parents wish them to be educated in a Catholic School.

### Requirements

Confirmation of Baptism will be required for categories 1-3 and 5 by the provision of a copy of the baptism certificate from the relevant parish or confirmation in writing from the current Parish Priest/Minister.

The child's birth certificate.

Evidence of permanent residence must be supplied. This needs to be a current Council Tax form with the correct postal address or equivalent documentation e.g. a child benefit statement. NB – utility bills will not be accepted. The home address is considered to be the child's along with the parent's main and genuine principal place of residence on the published date i.e. where they are normally and regularly living.

### Guidance Notes:

#### Siblings

Children, who have a sibling on roll at St. Francis RC Primary School in the September the applicant would begin school, will be given priority in each of the above categories. Priority will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority.

### Definition of Sibling

Any sibling connection must be stated on the application form. For admission purposes a sibling is a child who is the brother/sister, half-brother/sister (children who share one common parent), step brother/sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address.

### Multiple birth children (e.g. twins / triplets etc.)

If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth the governors will admit the other sibling(s).

### Proximity

Where it is possible to admit some, but not all of the children who fall within one particular category within the Oversubscription Criteria, preference will be given to those children whose homes are within the shortest safe walking distance to the main entrance of the school and the council will calculate this.

### Looked After Children / previously Looked After Children

The definition of a Looked After Child is a child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989. Children who are in the care of the Local Authority (Looked After Children) or provided with accommodation by them e.g. foster parents.

### Late Applications

Only applications received by the published closing date will be considered in the initial round of allocation of places.

### Waiting List

Children not offered a place will be placed on a waiting list. The order of priority on the waiting list is the same as the list of criteria for oversubscription. No account is taken of the length of time on the waiting list. If offers of a place are refused then the place will be offered to the first child on the waiting list. The order of the waiting list will vary as late applications are received, refused and placed on the waiting list in the order of the oversubscription criteria. The waiting list will be maintained until 30 September.

### Right of Appeal

When a child is refused a place at the school the Governing Body will write to the parent giving full details of why the application was refused. Parents have a right to appeal this decision. Parents wishing to appeal must contact the school for details of the appeal process and request an appeal form which must be returned to the school within 10 working days of the receipt of the decision letter.

The appeal will be heard by an independent appeal panel.

## St John Lloyd RC Primary School Admission policy 2023-24

A place of EXCELLENCE where children can achieve their full potential in their Academic, Creative, Personal, Moral and Spiritual Development with God at THEIR side. St. John Lloyd Catholic Primary School is a voluntary aided Catholic School which operates in the Catholic Community of St. John Lloyd and Blessed Sacrament Parish, within the overall provision of the Archdiocese of Cardiff.

The aim of the Governors is to offer a Catholic education and ask parents applying for places for their children to support the Catholic character and ethos of the school. St. John Lloyd Catholic Primary School fully respects the beliefs of parents and children of all denominations and backgrounds. Pupils at St. John Lloyd are taught respect and tolerance for others and there is also provision in the Religious Education programme for learning about different faiths.

St. John Lloyd Catholic Primary School will act in accordance with the relevant provisions of the statutory Codes of Practice (WAG Admissions and Appeals 2009) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools.

### Admission Number: 45

The Governing Body of St. John Lloyd Catholic School has sole responsibility for admissions to the school and will admit up to the school's admission number. The minimum age of entry to the school is 4 years provided that the child's 5th birthday falls between the 1st September and 31st August of that academic year.

Please note that admission into nursery does not guarantee a full time place in Reception.

### Oversubscription Criteria

Children with an SEN/ ALN statement naming St John Lloyd Catholic Primary School will be admitted.

Where the number of applicants for admission exceeds the number of places available, places will be awarded to applicants in the under mentioned categories in the following order of priority, with Looked After and previously Looked After Children being given priority in each of the oversubscription categories.

In the event of the Governors being unable to offer all children in a particular oversubscription category a place then places will be offered to multiple births and those children living closest to the school measured from the school gates at Brynbala Way by the safest walking route as determined by the Local Authority.

### Oversubscription Criteria

(\*Confirmation of Baptism will be required for categories 1b to 4.)

- 1a. Children who are in the care of the Local Authority (looked after children) or provided with accommodation by them e.g. foster parents (section 106 of the Education Act 2005, All Wales Education regulations 2009)
- 1b. Baptised Catholic children whose families are residing in the parishes of St John Lloyd & Blessed Sacrament.
- 1c. Pupils with Statements of Additional/ Special Educational Needs where St John Lloyd Primary School is named on the Statement will automatically be admitted.
2. Baptised Catholic children with a sibling currently in the school.
3. Baptised Catholic children not in either of the above categories but residing in the County of Cardiff.
4. Baptised Catholic children residing outside the County of Cardiff.
5. Children baptised into other Christian denominations who reside in the areas referred to in Category 1. Priority will not be given to applications in this category unless an accompanying letter is provided confirming baptism.
6. Children baptised into other Christian denominations who reside in areas other than referred to in Category 1. Priority will not be given

to applications in this category unless an accompanying letter is provided confirming baptism

7. Non-baptised children who have siblings in the school
8. Non-baptised children including children of other faiths, who seek a Catholic education

#### Definition of Sibling

Children who have a sibling on roll at St. John Lloyd Catholic Primary School in the September the applicant would begin school. Priority will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority. Any sibling connection must be stated on the application form. For admission purposes a sibling is a child who is the brother / sister, half-brother/ sister (children who share one common parent), step brother / sister where two children are related by marriage.

This definition also includes adopted or fostered children at the same address. Multiple Birth Children (e.g. twins/triplets if when applying the oversubscription criteria, the last child to be admitted is one of a multiple birth the governors will admit the other sibling(s).

#### The Admission Panel

The Admissions Panel will meet once per term to discuss applications received. Any successful applicant will then be invited to commence at the start of the following half term. An application

may be considered by holding an extra ordinary meeting, allowing admittance to follow.

#### How to Apply

Any parent may apply for his/her child to be admitted to the school. A form of application can be obtained from the School Office. Every application will be considered by reference to the policy herein.

#### Right of Appeal

Where a child is refused entry to school, the Governing Body will write to the parents giving full details of why the application was refused, in light of the published criteria. Parents have the right of appeal against the decision to refuse an application. The intention to appeal must be forwarded in writing within fourteen days of the refusal letter, to the Clerk to the Governors who will present it to the Independent Appeals Committee.

#### Waiting List

A waiting list will be maintained until 30th September. If an additional place becomes available the governors will consider those on the waiting list on the basis of the published oversubscription criteria and not on the date the application was received.

## St Joseph's Primary School Admission Policy 2023-2024

St Joseph's Primary School is a Voluntary Aided School and as such the Governors are the Admission Authority.

Children are admitted into Reception Class in the September following their fourth birthday.

Parents/Guardians will be advised to apply for a place during the Autumn Term prior to the academic year their child is due to start Reception.

Parents/Guardians applying for a place in the Reception Year at the school must complete the school's application form which you can request from the school office at [stjosephsprm@cardiff.gov.uk](mailto:stjosephsprm@cardiff.gov.uk) or phone the school direct on 02920 621625.

Parents/Guardians must also express a preference for a place at the school on the Council's School Admissions Portal at [www.cardiff.gov.uk](http://www.cardiff.gov.uk) Applicants will be notified of the result of their application in writing by the Governing Body on the offer date of Monday 17 April 2023, unless you have been offered one of your higher preferences through the coordinated admissions process.

Parents/Guardians have the right to express a preference for a school. The preference will be considered individually and complied with wherever possible. Welsh Government imposes a statutory, maximum, infant class size of 30 pupils.

Places are provided for children who due to ALN (Additional Learning Needs), have been allocated Nursery funding by the Early Years Assessment Panel or Case Advisory Panel and to those children who have a Statement of Special Educational Needs where St Joseph's Primary School is clearly named on the statement in accordance with the Education Act 1996.

In the event of the school receiving more applications for an age group than the number of places available, places will be filled by using the Oversubscription Criteria below.

#### Oversubscription Criteria:

Children who will have siblings on roll at St Joseph's Catholic Primary School in the year the applicant would join the school will have priority under each oversubscription criteria.

1. Baptised Catholic Children who are Looked After (CLA) or previously looked after are given priority in accordance with Section 106 of the Education Act 2005 and Education (Admission of Looked After Children) (Wales) Regulations 2009:
2. Baptised Catholic children who reside in St Joseph's Parish
3. Baptised Catholic children who reside outside of category 2
4. Children who are Looked After and previously looked after children that are not of the faith.
5. Christian children from other denominations who reside in the areas referred to in category 2 (Baptismal certificate or letter from minister of religion required).
6. Christian children from other denominations who reside in areas outside of those in category 2  
(Baptismal certificate or letter from minister required).
7. Other children whose parents have demonstrated a wish for Catholic education at St Joseph's .
  1. Proof of baptism will be required for categories 1-3 and 5-6.
  2. The child's birth certificate.

#### REQUIREMENTS

\*Evidence of permanent residence of the child at time of application must be supplied. This needs to be a current Council Tax form with the correct postal address or equivalent documentation e.g. a child benefit statement or tenancy agreement. NB – utility bills will not be accepted.

The home address is considered to be the child's along with the parent's main and genuine principal place of residence on the published date i.e. where they are normally and regularly living

#### **Tie breaker**

If the governing body are unable to admit all applicants who fall into the lowest criterion a tie-breaker will be applied. The governing body give priority to children living nearest the school as measured by the safest walking route and will ask the Council to calculate this. The Council uses a Geographical Information System (GIS) to calculate home to school distances in miles. The safest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant's home address to the nearest open school gate. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data. Cardiff Council has developed a computerised walking route network based on the Local Authority Road Safety Officers Association (LARSOA) criteria and this is used to ensure that every pupil is assessed as consistently as possible.

#### **Children who are Looked After**

A looked after child is a child who is looked after by a Local Authority (LA) in Wales or England in accordance with the Children Act 1989 and whom the LA has confirmed will be looked after at the time of child's admission to the school.

#### **Definition of sibling**

Children who have a sibling on roll at St Joseph's Catholic Primary School in the September the applicant would begin school. Any sibling connection must be stated on the application form. For admission

purposes a sibling is a child living at the same address who is the brother/sister, half brother/ sister (children who share one common parent), step brother/sister where two children are related in marriage. This definition also includes adopted or fostered children at the same address.

#### **Multiple births**

If, when applying the oversubscription criteria the last child to be admitted is one of multiple birth, the Governors will admit the other sibling(s).

#### **Waiting Lists**

Where a place has been refused, the applicant will be placed on a waiting list and when a place becomes available it will be allocated by the application of oversubscription criteria not length of time on the waiting list.

#### **Right of Appeal**

Where a child is refused entry to school, the Governing Body will write to the parents giving full details why the application was refused in light of the published criteria. Parents have the right of appeal against the decision to refuse an application. Parents wishing to appeal must contact the school for details of the appeal process and an appeal form which must be returned to the school within 10 working days of the receipt of the decision letter.

The appeal will be heard by an independent appeal panel. The decision of the appeal panel will be made in accordance with the Schools Admissions Code on admission appeals and is binding on all parties.

## **St Mary the Virgin Church in Wales Primary School Admissions Policy September 2023 – July 2024**

- 1.1 This policy refers to the admissions in September 2023 to St Mary the Virgin Church in Wales Primary School.
- 1.2 Parents applying for a place at the school must express a preference for that place on the Council's School Admissions Portal at [www.cardiff.gov.uk](http://www.cardiff.gov.uk)
- 1.3 Applicants for the Reception class will be notified of the result of their application in writing by The Governing Body on the offer date of Monday 17th April 2023, unless you have been offered one of your higher preferences through the coordinated admissions process.
- 1.4 Applications to Nursery class:
  - 1.4.1 Children are entitled to a part-time nursery place from the start of the term following their third (3rd) birthday. Regulation 4 of the Wales Education Regulations (Nursery Education and Early Years Development and Childcare Plans) states that:
    - 1.4.1.1 Children born between April 1st and the end of the Summer term can take up a school place at the start of the Autumn term

- 1.4.1.2 Children born between September 1st and the end of the Autumn term can take up a school place at the start of the Winter term
  - 1.4.1.3 Children born between January 1st and the end of the Spring term can take up a school place at the start of the Summer term

## **2. About our School**

- 2.1 St Mary the Virgin Church in Wales Primary School is a Voluntary Aided Church in Wales Primary School.
- 2.2 Recognising the school's Christian foundation, the importance of its ethos and character as well as its core values, St Mary the Virgin Church in Wales Primary School maintains faith at the heart of the school's life, alongside a commitment to provide a setting where people of all faiths and none are valued equally. It is in this context that the human journey of faith is seen as something to be celebrated as part of the rich and diverse heritage of Butetown, Cardiff and contemporary Wales.
- 2.3 This policy recognises that the school draws its pupils from a variety of backgrounds, including:
  - Families who are active and practising members of the Church in Wales;
  - Families who are members of other Christian denominations;
  - Families of other faiths who support the ethos and character of the school;
  - Families living in the local community.

2.4 The school offers 60 places in each Reception, Year 1 and Year 2 class groups.

2.5 The school offers 30 places in year groups 3 – 6.

2.6 The school offers 80 part time Nursery Places, with 40 morning and 40 afternoon places.

### Procedure for Admission

3.1 Parent(s)/carer(s) applying for a place at the school must express a preference for a place at the school on the Council's School Admissions Portal at [www.cardiff.gov.uk](http://www.cardiff.gov.uk)

### 3. Oversubscription.

If the school is oversubscribed, the following criteria will be applied:

The governors offer 60 Places in each foundation phase year group and 30 places for KS2 classes.

If there are more than 60 applications received for Reception, Year 1 and Year 2, and 30 applications received for Years 3 – 6, the governors will offer places using the following criteria in the order stated.

Children living closest to the school would be prioritised within each criterion.

1. Looked after or previously looked after children (as defined by the Welsh Government School Admissions Code (005/2013).
2. Children with specific learning or medical needs where St Mary the Virgin Church in Wales Primary School is named as the most appropriate setting; or children with compelling social grounds for their admission. Where preferences exceed places available, criteria 3 – 4 will then be applied in order to decide which other children are admitted.
3. Children of Church in Wales families, or those belonging to another Christian denomination, who are active and practising at

the heart of their faith community. Evidence may be requested.

4. Children whose families have a regular and practising commitment within their own faith (as recognised by the Interfaith Council for Wales) and specifically wish their children to be educated in a school with a distinctive Christian character, where faith and values are celebrated. Evidence may be requested.
5. Children who are permanently resident within the defined catchment area of the school on the published closing date for receipt of preference forms: evidence of permanent residence of the child must be supplied if required.
6. Children who have a sibling of statutory school age who will be on roll when they are admitted. In considering siblings, first priority will be given to applications from multiple birth siblings.
7. In determining applications for admission in respect of other children, the Governing Body gives priority to children living nearest to the school as measured by the shortest practicable walking route. The school makes use of Cardiff Council's Geographical Information System (GIS) to calculate home to school distance in miles to the nearest two decimal places.

### 4. Appeals Procedure

- 4.1 In accordance with the requirements of the Schools Standards and Framework Act 1998, the Governing Body has established an Appeals Procedure.
- 4.2 Parent(s)/carer(s) of a child who has not been admitted to the school may appeal against the decision.
- 4.3 The panel is appointed by the Diocese of Llandaff and is entirely independent of the School and the Local Authority.
- 4.4 Notice of intention to appeal should be sent to the Clerk to the Governors, c/o the school.

## St. Mary's Catholic Primary School Admissions Policy 2023-24

**Admissions Policy and Oversubscription Criteria**  
**Indicated Admission number 30**  
**School Capacity Number 272**

St. Mary's Catholic Primary School is a voluntary aided Catholic School which operates in the Catholic Community of St. Mary's Parish, within the Archdiocese of Cardiff and Cardiff Council Local Authority.

We provide a Catholic education which permeates every aspect of school life at St. Mary's. All of our actions and decisions are made in line with our school Mission Statement:

"In Jesus' footsteps we learn, love and grow together to be the best that we can be."

It is essential that the Catholic nature of our school is fully supported by all families and it is expected that applicants desire a Catholic education for their child.

The Governing Body of St. Mary's Catholic Primary School will act in accordance with all relevant provisions of the statutory codes of practice (the Welsh Assembly Government School Admissions Code and the School Admissions Appeals Code of Practice 2013) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools.

### Admissions to Nursery

Application forms for Nursery are available from the school or school web site. Applications can only be made by the person(s) who have parental responsibility and only one application can be submitted for each child.

### Admissions to Reception

When applying to our Reception Class, parents should be aware that attending our Nursery Class does not guarantee a place in our Reception Class. A separate application is required and priority is not given to children who have attended our Nursery Class.

Parents applying for a place in Reception Year at the school must express a preference for a place at the school on the Council's School Admissions Portal at [www.cardiff.gov.uk](http://www.cardiff.gov.uk) and also complete the school's application form. Application forms can be found on the school web site [www](http://www).

stmarysprm.cardiff.sch.uk , emailing the school at stmarysprm@cardiff.gov.uk or by requesting a form by visiting the school office or telephoning on 029 20225680.

Applicants will be notified of the result of their application in writing by the Governing Body on the offer date of Monday 17 April 2023, unless you have been offered one of your higher preferences through the coordinated admissions process

The minimum age of entry to the Reception Class is 4 years provided that the child's 5th birthday falls between 1st September and 31st August of that academic year.

The indicated admission number for the school is 30. Where the number of applications is equal to or less than the number of places available, all applications will be successful. However, where the number of applications exceeds the number of places available, the Admissions Committee will apply the following over-subscription criteria and allocate places accordingly.

Where St. Mary's Catholic Primary School is named on a child's statement of educational need, the Admissions Committee has a duty to admit the child to the school before the over-subscription criteria is applied against applications received.

In each category below:

- Priority will be given firstly to applications made on medical needs (see Medical Grounds)
- Priority will next be given to the siblings of those pupils who will be registered at St Mary's Catholic Primary School at the time the child is to be admitted.

#### **The Oversubscription Criteria are as follows:**

1. Looked after Children (LAC - children in the public care) or previously Looked After Children who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church.
2. Children who are baptised as Roman Catholics, or have been formally accepted into the Roman Catholic Church, who permanently reside in the catchment area\*.
3. Children who are baptised as Roman Catholics, or have been formally accepted into the Roman Catholic Church, who do not permanently reside in the catchment area\*.
4. Looked after children (LAC - children in the public care) or previously Looked After children who are not of the Roman Catholic Faith.
5. Children of other Christian denominations, whose parents have demonstrated a wish for Catholic education, who permanently reside in the catchment area\*.
6. Children of other Christian denominations, whose parents have demonstrated a wish for Catholic education, who do not permanently reside in the catchment area\*.
7. Children of other Faith traditions, whose parents have demonstrated a wish for Catholic education, who permanently reside in the catchment area\*.
8. Children of other Faith traditions, whose parents have demonstrated a wish for Catholic education, who do not permanently reside in the catchment area\*.
9. Other children, whose parents have demonstrated a wish for Catholic education, who permanently reside in the catchment area\*.
10. Other children, whose parents have demonstrated a wish for Catholic education, who do not permanently reside in the catchment area\*.

\* Catchment area of St Mary's Catholic Primary School:

- Ely River, the eastern side of Western Avenue (A48) Ely Road and Cardiff Road.
- To roundabout (BBC) including Llandaff Village bounded by the River Taff to railway line parallel to Ninian Park Road.
- Both sides of Sloper Road to both sides of Bessemer Road and Hadfield Road to the River Ely.

In the event that the Admissions Committee is unable to allocate places to all the children in one particular category whose parents are practising Catholics or practising Christians, priority will then be based on those residing closest to St Mary's Catholic Primary School. For further information on how distances are measured, please refer to the paragraph entitled 'Home to School Distances' within the 'Relevant Information' section.

#### **RELEVANT INFORMATION**

##### **Additional Documentation and Proof of Residency**

1. It is the expectation that children are taught in their chronological year group, unless exceptional circumstances apply. For this reason, applications must be supported by a photocopy of your child's birth certificate.
2. The Admissions Committee also requires proof of residency in support of all applications, and for this purpose, parents / carers must submit a copy of their current Council Tax Statement in order to verify their home address. When processing applications, St Mary's Admission Committee will use the address at which you and your child reside on the relevant closing date for your application, and it is your responsibility to advise the Admissions Committee of any change in your circumstances following submission of your application. Such changes may have an effect on the outcome of your application.
3. If you have indicated that your child is a baptised Roman Catholic or has been received into the Roman Catholic Church, evidence is required to be submitted with the application. Evidence must include a photocopy of your child's Baptismal Certificate or completion of the Minister/Religious Leader's reference. If your child is currently preparing for the sacrament this must be confirmed by the parish priest in writing and will be equated to 'baptism'. If this confirmation is not received then your application will be considered under 'other children' (Cat 9 and 10). The Admissions Authority will consider the age that your child was baptised as a Roman Catholic with the youngest given the highest priority.

If you have indicated that your child is of another faith than Roman Catholic, evidence must be the completion of the Minister/Religious Leader's reference. If not, your application will be considered under 'other children' (Cat 9 and 10).

For Christian applicants a photocopy of your child's Baptismal Certificate should be provided unless the particular denomination favours adult baptism in which case completion of the Minister/Religious Leader's reference is required. If not, your application will be considered under 'other children' (Cat 9 and 10).

4. Where admission to the school is sought on medical need, then the application must be supported by a letter from the Consultant overseeing the care of the child. Letters from GP's or other health professionals will not suffice.

Allegations of fraudulent claims will be investigated and places may be withdrawn if parents have knowingly provided false information in order to obtain the advantage of a particular school to which they would not normally be entitled.

Applicants should note that for the purpose of processing applications for school places the information you provide on your application form may be shared with other agencies that are directly involved in the education, health and welfare of school children, including other local admission authorities.

### Late Applications

Any applications received after the closing date, or applications that remain incomplete as at the closing date, will only be processed after places have been allocated for applications that were received by the closing date, and this may increase the possibility of not achieving a place at St Mary's Primary School. Any late applications will be batch filed and processed together at the end of the calendar month following receipt, once the offer date has passed. However, applications received after the published submission date will be considered with those received at the closing date only if supported by a letter giving exceptional reasons for its lateness and only if received before the offers of the places are made. Exceptional reasons may be defined as when circumstances include the serious illness of a single parent, having just moved into the area, or arriving from abroad has meant that it was not possible to submit the application by the closing date.

### Allocating Places

Parents/carers have the right to express a preference for their child to be admitted to any school maintained from public funds. Making an application and providing the relevant supporting evidence does not guarantee admission to the preferred school. Each request will be considered individually and complied with wherever possible. If the number of applications received is at or below the school's indication admission number, all applications will be admitted. However, if more applications are received than the admission number, the admission request may have to be refused. In these circumstances, admission is based on the relevant school's published over-subscription criteria. The Admissions Committee will consider all applications made in accordance with the over-subscription criteria, without reference to race, gender, disability, social background, ability or aptitude of the child.

Headteachers do not have the authority to give parents an indication of the outcome of their application, or tell them that their child has been given a place at the school, before an offer of a place has been made formally by the Governing Body.

### Deferred Entry

The law does not require a child to start school until the start of the term following the child's fifth birthday. In accordance with this, the Governing Body will allow parents the option of deferring their child's entry into Reception until later in the same school year. The effect is that the place is held for the child and is not available to be offered to another child. The parents would not, however, be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the application was made.

### Terms Used

#### • Home to School Distances

This distance is measured as the "shortest available walking route, accompanied as necessary" between the home and school. Cardiff Council uses a Geographical Information System (GIS) to calculate

home to school distances in miles to the nearest 2 decimal point. The shortest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant's home address to the nearest open school gate.

#### • Children of UK Service Personnel and Crown Servants

The address of UK service Personnel will be accepted if their application form is accompanied by an official Ministry of Defence (MoD) letter declaring a definite return date and confirmation of the new address.

#### • Shared Parental Responsibility

Where parents have shared responsibility for a child, and the child lives with both parents for parts of the week the home address will be determined as the property where the child lives for the majority of the school week (i.e. 3 out of 5 days) as at the stipulated closing date for applications. Parents will be required to provide documentary evidence to support the address they wish to be considered for admission purposes.

#### • Medical Grounds

Written recommendations from a medical consultant (not a GP) must be provided giving detailed reasons for the pupil's admission to a particular school to be considered under this criterion. It is your responsibility to provide this information with your application by the closing date. Evidence after the closing date will not be considered until after the initial allocation of places.

#### • Siblings

For admission purposes a sibling is a child who is the brother/ sister, half-brother/ sister (children who share one common parent), Step brother/ step sister (where two children are related by virtue of their parents being married or co-habiting). This also includes adopted or fosters children living at the same address. A school will only consider siblings attending Years 1-6 during the 2022-23 school year.

#### • Multiple Births

If, when applying the oversubscription criteria, the last child to be admitted is one of multiple birth, the Admissions Committee will admit the other sibling(s)

### Waiting lists

#### • Phase Transfer

During a phase transfer process, should your child be refused a placement at your preferred school(s), your child's name will remain on a waiting list until 30th September in the year in which the application is made. If additional places become available, they will be allocated to children on the waiting list on the basis of the published oversubscription criteria. Waiting lists do not give priority to children based on the date the application was added to the list. Prior to 30th September, parents will be contacted and asked to confirm whether or not they wish to remain on the waiting list for the remainder of the academic year, after which time a new application may be made.

#### • In-Year Admission or Transfer

Where an application made for an in-year transfer is refused, the child's name will remain on a waiting list until the end of the academic year at which time a new application may be made. If additional places become available, they will be allocated to children on the waiting list on the basis of the published oversubscription criteria. Waiting lists do not give priority to children based on the date the application was added to the list.

### Some reasons why we may refuse admission

Whilst parents have the right to express a preference for their child to be admitted to any school maintained from public funds, there are reasons why that preference may have to be refused, since when determining applications, the Admission Committee also has to have regard for:

- The infant class size initiative which is committed to ensuring that no child aged 5, 6 or 7 years will be in a class of more than 30 pupils for every one qualified teacher. The statutory infant class size limit of 30 pupils applies to Reception, Year 1 and Year 2 classes.
- The physical limitations of the school and the site buildings which may result in a class size of fewer than 30 pupils.
- Any other factors which may prejudice the provision of efficient education and / or the efficient use of resources.

### Class size exceptions

Welsh Government regulations require Governing Bodies to limit infant class sizes to no more than 30 pupils and also to ensure where possible

that junior class sizes do not exceed 30 pupils. There are, however, exceptions to these regulations (called 'excepted pupils') which may allow the 30 pupils per class limit to be exceeded. These pupils are as specifically outlined in the statutory School Admissions Code.

Excepted pupils will remain so, once admitted, for the remainder of their time in an infant class or until class numbers fall back and they can be organised to comply with the infant class size limit. Classes must be organised so as to comply with the limit wherever possible.

### School Appeals

Parents have the statutory right of appeal against the refusal by a Governing Body to admit their child, and should put their reasons for appeal in writing in accordance with the procedures outlined in the decision letter.

Appeals will be heard by an Independent Appeal Panel, in which the Governing Body and Headteacher play no role. The decision of the Appeal Panel is binding on all parties.

## St Mellons Voluntary Controlled Church in Wales School Policy for Admissions Academic Year 2023-24

### Legislation –

This policy complies with the following legislation and statutory codes: The School Standards and Frameworks Act 1998 as amended by section 40 of the Education and Inspections Act 2006; the School Admissions Code and the School Admissions Appeals Code.

### Capacity –

The capacity of the school is the number of pupil places it contains. The number is agreed with the Local Authority and calculated using Welsh Government Guidance – 'Measuring the capacity of schools in Wales'. The present capacity is TBC.

### School Roll –

This is the number of children actually attending the school, it is currently 98.

### Admission Number –

The Admission Number (AN) is the number up to which children should be admitted in a relevant age group eg Reception, if sufficient applications are received. Pupils may not be refused a place until the AN is reached when all applications will be assessed against the oversubscription criteria and places awarded accordingly. In the case of the reception class at St Mellons Church in Wales Voluntary Controlled School 2023-24, the number is 15 places allocated according to the school's admission criteria and 15 allocated by the LA admission criteria School Admissions Policy 2023 to 2024 (cardiff.gov.uk)

### School Allocated Places (15)

The Council administers all applications for school places. Responsibility for admission arrangements for the 15 school allocated places is delegated to a sub-committee of the school's Governing Body, known as an "admissions committee".

### Timetable –

**November 2022** (Date TBC) Online application process opens. Applications should be made online at [www.cardiff.gov.uk/primaryadmissions](http://www.cardiff.gov.uk/primaryadmissions). If parents need help to make an application they can contact the school on 02920794195 or the School Admissions Service on 02920872087.

**9th January 2023** Deadline for applications. All applications received up to and on the closing date will be considered together.

**17th April 2023** Offers of a place will be made by the Council.

**May 2023** (Date TBC) Parents must inform the Council if they are accepting or rejecting the offer made. If the Council have not heard from parents by this date the offer may be removed and offered to another child.

**May 2023** (Date TBC) The closing date to receive letters appealing a decision not to offer a place.

### Late Applications

Late applications can be made if the application deadline is missed, but these applications will not be considered in the initial round of allocations.

Late applications should be made using a paper application available at a Hub or downloaded from [www.cardiff.gov.uk/primaryadmissions](http://www.cardiff.gov.uk/primaryadmissions). Applications received after the closing date will only be considered after all those received by the deadline have been considered. This means if no places are left after considering all the cases before the deadline, even if you fulfill a higher criterion than under which places have been offered to other applicants, you will be unsuccessful.

Parents have the right to appeal against a decision not to offer a place. At St Mellons Church in Wales Voluntary Controlled School, pupils are admitted to the Reception Year at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday.

### Admission outside the normal round –

All applications for admission at any time other than the normal entry into Reception should be made via the council website <https://www.cardiff.gov.uk/ENG/resident/Schools-and-learning/Schools/Applying-for-a-school-place/Primary-school>

### Oversubscription criteria –

where the number of applications received up to and including the closing date is less than, or equal to, the admission number, all the children will be offered a place in the reception class.

Where the number of applications exceeds the admission number, places will be allocated in accordance with the following oversubscription criteria:

Children with statements of special educational needs naming St Mellons Church in Wales Voluntary Controlled School will automatically be admitted before the oversubscription criteria is applied.

1. Looked after children and children who have been previously looked after. (see Note 2 for definition)
2. Children who have a sibling who is a pupil at the school at the time

of application and who will be a pupil at the school at the time of admission (see Note 3 for definition)

3. Children with a home address in the Old St Mellons Community. Please ask at the school office for a map (see Note 4 for definition)
4. Children who have at least one parent who regularly/habitually attends worship/Sunday School in St Mellons Parish Church. (see definition of regularity of worship)
5. Children who have at least one parent who regularly/habitually attends worship/Sunday School in another Christian place of worship in the St Mellons Parish (see definition of regularity of worship)
6. Children who have at least one parent who regularly/habitually attends worship/Sunday School at another Anglican Church (see definition of regularity of worship)
7. Children who have at least one parent who regularly/habitually attends worship/Sunday School in another Christian place of worship. (see definition of regularity of worship)

#### **Multiple birth children –**

Multiple birth children will be given priority over any other children within each oversubscription criteria from 2 to 7 above.

#### **Tie Break – distance criteria –**

Where it is necessary to distinguish between two children who fulfill equal criteria the proximity of the child's home, as measured by the safest available walking route from the front door of the home to the main school gate will be used, with those living nearer being accorded the higher priority. In the event of necessity the method used to calculate the distance will be Google Maps.

#### **Definition of regularity of worship –**

Regular/habitual worship/Sunday School is defined as attending worship/Sunday School on at least one Sunday a month over the previous 12 month period. Evidence of this must be provided by a written statement signed by the relevant priest or minister.

#### **Waiting Lists –**

Children not offered a place will be placed on a waiting list. The order of priority on the waiting list is the same as the list of criteria for oversubscription. No account is taken of the length of time on a waiting list. The waiting list will be maintained until 30 September 2024. After this date parents should make another application for their child to attend the school.

#### **Explanatory Notes:**

1. A parent is anyone who has parental responsibility for, or is the legal guardian of, the child. If you in any doubt please contact the school for advice.
2. A Looked After Child (LAC) is a child who is looked after by a Local Authority in Wales or England in accordance with section 22 of the Children's Act and whom the LA has confirmed will be looked after at the time of the child's admission to school.
3. Sibling refers to brother or sister, half brother or half sister, adopted brother or sister, step brother or sister, foster child or the child of the parent/carer's partner.
4. The home address is the place the child spends the majority of the school week (Monday – Friday, including nights, at the time of application for a place at the school. The school reserves the right to check the validity of any address given, by asking for evidence such as inclusion on the electoral roll, or a recent utilities bill confirming your name and address.
  - Where a child's permanent address is not the same as the parents (eg if he or she is resident with a grandparent) the school reserves the right to see official documentation such as a child benefit book or medical card.
  - Childcare arrangements are not sufficient reason for listing another address.
  - If you are moving into the area we will ask to see evidence of your move, before considering any application for a place. Typical evidence is a letter from your solicitor confirming that you have a legally binding arrangement to buy the house or a formal lease arrangement.

## **St. Monica's Church in Wales Primary School**

### **Admissions Policy and Guidance for 2023 - 2024**

St. Monica's Church in Wales Primary School is a Voluntary Aided Co-educational Primary School and one of its foremost aims is to provide a Christian education in accordance with the rites, ceremonies and doctrines of the Anglican faith as practised in the Church in Wales. Parents should be aware that the faith and doctrines of the Church in Wales are an integral part of the curriculum and as such these permeate throughout everything that we do at school. As a fully inclusive school, children of all faiths and none are very welcome to apply. Places in the school are awarded at the discretion of the Governing Body on an individual basis, who review their admissions policy annually.

The standard admission number is the number of pupils that the Governing Body will admit to a year group in the school. The standard number for this school is 20. The Governing Body has resolved that

this will be the maximum number admitted into a year group due to restrictions of space in the school, unless it included "excepted pupils"

as specified by Regulation. The total number of places in the school will not exceed 145 pupils.

Children are admitted to the school in the autumn term in the academic year in which they are five.

Application forms will be given to all who express an interest in the school. Completed forms must be returned in line with Cardiff Local Authority dates. The school will request references from religious leaders should the number of applicants exceed the places available, in such circumstances the Admissions Panel of the Governing Body will meet. Parents will be notified of the outcome in line with Cardiff Local Authority dates.

Parents whose application has been unsuccessful have the right to appeal. To exercise that right, the appeal must be made in writing to the Clerk to the Governing Body within 15 school days of receiving the letter refusing a place. The appeal will be considered by an independent Admission Appeal Panel, administered by the Llandaff Diocesan Board of Education, according to the Welsh Assembly Government's Code of Practice on School Admission Appeals.

All unsuccessful applications will be put on a waiting list. If additional places become available while the waiting list is in operation they will be allocated on the basis of the oversubscription criteria, and not based on the date the application was added to the list. The waiting list will remain in operation until 31 August 2024 or until the place is no longer required.

The Governing Body will give priority to applications for admission for “looked-after” children in the care of the Local Authority, or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989), where the school is named as the most appropriate educational setting.

Applications for a place in any year group, at any time of year will be considered in light of available places at the time the admissions panel meet.

If the number of applications exceeds the available pupil places, the Governing Body will admit children whose applications satisfy the over-subscription criteria in the following order:

1. Children who live in the Roath and Cathays Ministry Area and attend an Anglican church in the Roath and Cathays Ministry Area on the majority of Sundays and have been practising members of the Anglican Communion and whose long-term participation is substantiated by their vicar.
2. Children who live in the Roath and Cathays Ministry Area and attend an Anglican church in another Ministry Area on the majority of Sundays and have been practising members of the Anglican Communion and whose long-term participation is substantiated by their vicar.
3. Children who live in the Roath and Cathays Ministry Area and, with their parents, attend another Christian Church and whose long-term participation is substantiated by their Priest or Minister.
4. Children with siblings in the school at the date of enrolment and/or children whose applications are on medical or compassionate grounds. Such applications should be supported by external advice where appropriate.
5. Children who live within the Roath and Cathays Ministry Area of any faith whose long-term participation can be substantiated by a senior representative of that faith organisation, and whose families wish their child to be educated in a Church in Wales School.
6. Children who live outside the Roath and Cathays Ministry Area and, with their parents, attend another Christian Church and whose long-term participation is substantiated by their Priest or Minister.

7. Children who live within the Roath and Cathays Ministry Area of no faith and whose families wish their child to be educated in a Church in Wales School.
8. Children who live outside the Roath and Cathays Ministry Area of any faith whose long-term participation can be substantiated by a senior representative of that faith organisation, and whose families wish their child to be educated in a Church in Wales School.
9. Children who live outside the Roath and Cathays Ministry Area of no faith and whose families wish their child to be educated in a Church in Wales School. (NB within each stage, looked-after children will be given priority over other children.) In the event of oversubscription within one of the criteria, the Governing Body will give priority to children living closest to the school.

### Definitions

The determination of active and practising is made by reference to the application form and a support letter from religious leaders will be sought by the school. Long-term participation will indicate a period of at least 2 years and on-going.

Residence is deemed to be the child’s ordinary place of residence – a residential property at which the person or persons with parental responsibility reside at the closing date for receiving applications for admission to the school. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child’s ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

For the sibling criteria to be applicable, a brother and/or sister (including step and half siblings) are permanently resident at the same address. A “parent” is defined as someone who has parental responsibility for the child or a primary carer.

Distance to school will be measured using Google Maps shortest walking route, using the home postcode to St Monica’s CW Primary School.

## St. Patrick’s Catholic Primary Admission Arrangements to St. Patrick’s Catholic Primary School for September 2023

**Approx. number on roll: 288**

**Standard Admission Number: 45**

**Age Range 4 – 11**

Oversubscription criteria for St. Patrick’s Catholic Primary School are only applied when there are more applications to the school than the admission number, which has been set at 45 for September 2023.

The Oversubscription Criteria are as follows:

1. Baptised catholic children who are in the care of the local authority (looked after children) or provided with accommodation by them e.g. foster parents (section 106 of the Education Act 2005, All Wales Education regulations 2009).
2. Baptised Catholic children living within the parish of St. Patrick’s who have a sibling i.e. a full, half or step, adopted or fostered, brother or sister, in the school at the time of admission.
3. Baptised Catholic children living within the parish of St. Patrick’s.
4. Baptised Catholic children living outside St. Patrick’s Parish, who have a sibling in the school at the time of admission.
5. Baptised Catholic children living outside St. Patrick’s Parish.

6. Non-Catholic children who are in the care of the local authority (looked after children) or provided with accommodation by them e.g. foster parents (section 106 of the Education Act 2005, All Wales Education regulations 2009).
7. Non-Catholic children who have a sibling in the school at the time of admission.
8. Children from other Christian faiths whose parents wish them to have a Catholic Education. Each application should be supported by a letter or evidence of practice of worship from their religious leader.
9. Non – Christian children whose parents wish them to be educated in a Catholic School.

All applications for the admission of children to this school should be made to the Headteacher in the first instance. Certificates of Baptism or any other evidence of baptism are required when an application is made from parents of baptised children (categories 1 – 5). If circumstances arise where it is possible to admit some but not all of those children in any of the above categories, preference will be given to those whose homes are within the shortest walking distance of the school as determined by the ‘Strategic Planning and Performance Unit’ of the Local Authority and their use of the Geographical Information System (GIS) system. This is called the ‘Tie-Breaker’.

**Late Applications** – only applications received by the published closing date will be considered in the initial round of allocation of places. Applications received after the published closing date will be processed in the same way, but will be considered only after all of the applications received on time. This could mean that there may not be a place available at the school.

**Waiting List** – A waiting list will be maintained until the Friday, immediately prior to the autumn half-term in any academic year. If a place becomes available, it will be allocated on the basis of the oversubscription criteria.

**Right of Appeal** – Where a child is refused entry to the school, the Governing Body will write to the parents giving full details of why the application was refused, in light of published criteria. Details of the procedure to be followed if an appeal against an decision of the Governing Body on admission is contemplated will be provided with the letter of refusal. An 'Independent Appeals Panel' considers all appeals. Unsuccessful applications are given the opportunity to be placed on a waiting list until the October, half-term holidays, in 2023.

## St Paul's C.W. Primary School Admissions Policy and over subscription policy for September 2023

This policy follows the Welsh Government Admission code 2013 and the Articles and Instruments of St Paul's Church in Wales Primary School.

### Numbers of Pupils to be Admitted

The school's agreed admission number is 30. Pupils will be admitted to the Reception Class up to that number.

### Procedures and Timetable

Parents applying for a place in Reception Year at the school must express a preference for a place at the school on the Council's School Admissions Portal at [www.cardiff.gov.uk](http://www.cardiff.gov.uk)

Following the admissions committee meeting, Applicants will be notified of the result of their application in writing by the Governing Body on the offer date of Monday 17 April 2023, unless you have been offered one of your higher preferences through the coordinated admissions process. All parents have the right to appeal the decision. Details of the appeal process are given in the letter.

### Waiting List

Where an existing class number has reached 30, no new admissions will take place until a place becomes available. Waiting lists are prioritised following the same criteria as admissions. The school will keep a child on the waiting list until July of the academic year that an application is made. School may extend this time following a parent's request.

### Criteria for Determining Admissions

Children, whose parents wish them to attend St Paul's Church in Wales Primary School, subject to the availability of places within current legislation, will be enabled to do so provided that the number seeking admission does not exceed the accommodation available.

The school is open to any child of statutory school age whose parents wish them to receive an education in a Church in Wales school with a clear and distinctive Christian character.

Should there be more applications than there are places available, the Governing Body will award places to applicants according to their ability to satisfy the following admissions criteria in order of priority.

The Governing Body will give priority to children whose applications are on medical or compassionate grounds. Such applications must be supported by professional evidence and references, for example

a letter from a registered health professional such as a doctor or social worker and should set out the particular reasons why St Paul's is the most suitable school and the difficulties that would be caused if the child had to attend another school.

### 1. Looked After Children

Children who are looked after by the Local Authority (as defined by Section 22 of the Children Act 1989) or previously looked after children (as defined by the Welsh Government School Admissions Code 2013)

### 2. Children with A Statement of Special Educational Needs

Children allocated nursery funding by the Early Years Assessment Panel, or the Case Advisory Panel or children with a statement where the school is named as the most appropriate educational setting.

### 3. Practising Members of the Parish Churches of Grangetown St Paul or St Dyffrig and St Samson.

Children whose parents are committed and practising members of the Anglican Church in the Parish or whose children have regularly attended (majority of Sundays) Anglican Church Services and/or Anglican Sunday Schools in the Parish over a full year. Evidence must be provided.

### 4. Practising Members of the Anglican Church who LIVE in the Parish.

Children, who live in the parish, whose parents are committed and practising members of the Anglican Church or whose children have regularly attended (majority of Sundays) Anglican Church Services and/or Anglican Sunday Schools over a full year. Evidence must be provided.

### 5. Siblings\*

Children who have a sibling (full/half/step living at the same address) currently attending this school.

### 6. Practising Members of the Anglican Church who DO NOT LIVE in the Parish

Children whose parents are committed and practising members of the Anglican Church or whose children have regularly attended (majority of Sundays) Anglican Church Services and/or Anglican Sunday Schools over a full year. Evidence must be provided.

### 7. Practising Christians who LIVE in the parish

Children who live in the parish and whose parents are committed and practising members of other Christian denominations (which will be a Member of Cytun and/or a church that subscribes to the historic Christian Faith as expressed in the Nicene Creed) or whose children regularly attend services and/or Sunday School at other Christian churches. Evidence must be provided.

### 8. Practising Members of Other Faiths who LIVE in the Parish

Children whose families have a regular and practising commitment within their own faith (as recognised by the Interfaith Council for Wales. Evidence must be provided.

### 9. Practising Christians who DO NOT LIVE in the Parish

Children whose parents are committed and practising members of other Christian denominations (which will be a Member of Cytun and/or a church that subscribes to the historic Christian Faith as expressed in the Nicene Creed) and whose children regularly attend services and/or Sunday School at other Christian churches. Evidence must be provided.

### 10. Practising Members of Other Faiths who DO NOT LIVE in the Parish

Children whose families have a regular and practising commitment within their own faith (as recognised by the Interfaith Council for Wales) Evidence must be provided.

### 11. Children who have been Baptised

Children who have been baptised with certification. Evidence must be provided.

### 12. Other Reasons

Any children whose parents wish them to attend the school for other reasons.

Parish refers to Grangetown St Paul, St Dyffrig and St Samson.

Evidence provided refers to a signed reference from the church vicar/ minister/pastor or faith leader, to include a brief history of involvement and attendance.

### Oversubscription of a category

In the event of over subscription, priority will be given to children who live nearest to the school in the oversubscribed category (where proximity is recognised by Cardiff County Council Transport department).

\*Category 5 Siblings - priority will be giving to multiple birth children.

In cases of families with shared parental responsibility home address is the address where the child resides for the majority of the week.

## St. Peter's R.C. Primary School Admissions Policy and Oversubscription criteria 2023-2024

### Vision statement

*"That every child who is placed in our care and every person who is part of our school community fulfils their potential by growing and developing in a human and spiritual sense"*

### Mission statement

*"To create an environment within our school community that truly reflects the values that are expressed in the in the Gospels"*

### Core Purpose Statement

*"To create an environment which fosters and promotes high and consistent standards of wellbeing, pastoral care, academic, moral, ethical and spiritual development for all the children who are placed within its care"*

### Indicated Admission Number 60

The admissions policy applies to admissions in the academic year 2023-2024

### Introduction

St. Peter's Roman Catholic Primary School will act in accordance with all relevant provisions of the statutory codes of practice (the Welsh Assembly Government School Admissions Code (July 2013) and the School Admission Appeals Code of Practice (December 2013) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools.

Reference in the codes to "admission authorities" shall be deemed to be references to the Voluntary Aided Governing Body of St. Peter's Roman Catholic Primary School. References to "the Local Authority" or "LA" shall be deemed to be references to Cardiff City Council. In particular, St Peter's Roman Catholic Primary School will have regard to the Archdiocese of Cardiff advice and will participate in the co-ordinated admission arrangements operated by Cardiff Local Authority.

In line with Cardiff City Council school admission policies application for admission to St. Peter's Roman Catholic Primary School will be made in line with parental preference.

The indicated admission numbers for schools is derived from the physical capacity of the school to accommodate pupils' learning needs, using a formula set out in the Welsh Government Circular 021/2011.

### The Admissions Number is 60

In accordance with the provisions of the Government of Maintained Schools (Wales) Regulations 2005, the Governing Body has delegated responsibility for determining admissions to its 'Admissions Committee'. That Committee has a minimum of three governors of which one must be the head teacher. Accordingly, the Admissions Committee of St Peter's Roman Catholic Primary School Governing Body, will, if there are more applications than places available, admit according to the oversubscription criteria in the relevant age group.

St. Peter's R.C. Primary School has a Catholic ethos. The school is governed as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school or of no faith background to apply for and be considered for a place here. Indeed the School welcomes and encourages applications from all families.

Children can start school in the September following their 4th birthday. The legal requirements confirm that parents are able to delay the admission of their child until the term following their fifth birthday, and such a request will not prejudice an application in any way. It is the expectation however that on starting school the child will continue to follow their chronological year group unless exceptional circumstances apply.

When considering admission to the Reception year group, parents should be aware that attending a nursery class does not guarantee a place at any primary or infant school as a separate application is required, and priority is not given to those children attending any specific nursery setting.

Parents applying for a place in Reception year at the school must:

- express a preference for a place in the school on the Council's School Admission Portal at [www.cardiff.gov.uk](http://www.cardiff.gov.uk) and also
- complete the school's application form.

Applications can be made online via the school's website and paper application forms will be available from the school from November 2022. All applications must be on the school's agreed application form. Applications can only be made by the person/s holding parental responsibility for the named applicant. The person completing the application will be required to make a declaration to this effect.

All applications should be returned to the school by the agreed closing date. It is the responsibility of parents/carers to ensure that the school receives their completed application form safely and on time. If posting an application, it is recommended that the form is sent by recorded delivery and that you provide a stamped address envelope so that receipt of your application can be acknowledged.

Applications received by the closing date will be considered by the Admissions Committee at the same time. Parents will be notified of the result of their application in writing by the Governing Body on the offer date of 17th April 2023 unless one of your higher preferences has been offered through the coordinated admissions procedure. Appeals will be heard from 4th May 2023.

### **Oversubscription Criteria**

1. Baptised Roman Catholic children whose families are residing in
  - (i) St Peter's Parish
  - (ii) that part of St Bridget's, St Paul's and Christ the King parishes south of Eastern Avenue.

(Defined in notes below)

2. Baptised Roman Catholic children with a brother or sister currently in the school.
3. Baptised Roman Catholic children not in any of the above categories
4. Baptised children of other denominations (defined in notes below) who reside in the areas outlined in category 1 Applications must be accompanied by proof of baptism
5. Baptised children of other denominations who reside outside the areas determined in Category 1. Applications must be accompanied by proof of baptism
6. Children of other faiths not listed, who seek a Catholic education. Applications will not be considered unless a statement providing confirmation of membership accompanies the application and can be verified.
7. Baptised children of other denominations with a brother or sister in the school
8. Non-baptised children who have brothers and sisters in the school
9. Non-baptised children who reside in Cardiff.

### **Relevant Notes and Definitions**

#### **1. Parish Maps**

Maps of the Parish of St. Peter's, St. Bridget's St. Paul's and Christ the King Parishes are available at the school so that parents /guardians of applicants can confirm which category in the oversubscription criteria their child's application matches.

#### **2. Looked after Children**

The definition of a Looked after Child is a child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989. Children who are in the care of the Local Authority (looked after children) or provided with accommodation by them e.g. foster parents (section 106 of the Education Act 2005, All Wales Education regulations 2009) and Previously Looked after Children will have priority in all clauses of the Oversubscription Criteria.

### **3. Additional Learning Needs**

Where St. Peter's R.C. Primary School is named in a Statement of Additional Learning Needs (ALN) the pupil will be admitted

### **4. Siblings**

Twins, triplets or quads will have the first consideration in the admission of any siblings.

Children who have a brother or sister at the school must be able to prove that the sibling is on roll at St Peter's RC Primary School in the September the applicant would begin school and any reference to the youngest sibling in the school will mean, the youngest commanding the highest degree of priority

#### **Definition of sibling for the purposes of an application:**

A sibling is a child who is the brother/sister, half-brother/sister (children who share one common parent), step brother/step sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address. For clarity in consideration of admission this means the Admissions Committee will admit a sibling who is a child permanently resident at the same address as the pupil applying for a place who is the brother/sister, half-brother/half-sister, (children who share one common parent) step brother/ step sister, where two children are related by virtue of their parents being married, cohabiting or in a civil partnership. This definition also includes adopted or fostered children living at the same address.

### **5. Shared Parental Responsibility**

Where parents have shared responsibility for a child, and the child lives with both parents for parts of the week the home address will be determined as the property where the child lives for the majority of the school week (i.e. 3 out of 5 days) as at the stipulated closing date for applications. Parents will be required to provide documentary evidence to support the address they wish to be considered for admission purposes.

### **6. Home Address**

The Admissions Committee will also require proof of residency in support of all applications, and for this purpose, parents / carers must submit a copy of their current Council Tax Statement, recent utility bills, bank statement or driving licence in order to verify their home address

### **7. Certificate of Baptism.**

If you have indicated that your child is a baptised Roman Catholic or has been received into the Roman Catholic Church, evidence is required to be submitted with the application.

Evidence must include a Baptismal Certificate or written confirmation from a priest. If confirmation of a course of preparation for baptism has begun and is confirmed in writing by the parish priest then the applicant will be admitted under the relevant category.

### **8. Application under Categories 4 and 5**

#### **Definition of Christians of other Denominations**

Children whose parents(s) or guardian(s) are active and practising members of Churches together in Wales (Cytun). This includes churches such as Presbyterian Church of Wales; Union of Welsh Independent Churches; Baptist Union of Wales; Methodist Church; United Reformed Church; Covenanted Baptist Churches; Salvation Army; Roman Catholic; Congregational Federation of Churches; Religious Society of Friends; Orthodox Church.

Priority will not be given to applications in this category unless an accompanying statement of affiliation or reference signed by the minister or church's representative is provided confirming membership of the church.

### 9. Application under Category 6

If you have indicated that your child is of another faith than Roman Catholic, then the evidence is required to be submitted with the application. Evidence must include a letter of support from your Minister or Faith Leader. If not, your application will be considered under Categories 7 or 8

### 10. Medical Need

When an applicant seeks admission to the school on medical grounds, then the application, must be supported by a letter from the Consultant, who is overseeing the care of the child

### 11. Children of UK Service Personnel and Crown Servants

The address of UK service Personnel will be accepted if their application form is accompanied by an official Ministry of Defence (MoD) letter declaring a definite return date and confirmation of the new address.

### 12. Tie Breaker

In the event of a Tie Breaker being required the governors will admit those applicants who live nearest to the school. The distance will be measured from the front door of the reception entrance to the front door of the house or flat of the applicant. In the case of a child whose parents have joint shared responsibility the parent who has the greater responsibility during the school week and whose residence is nearer the school will be the determining factor. A letter from the parents will have to be provided to confirm that fact.

The school will use the Geographical Information System (GIS) to calculate home to school distances in miles. (This is the system applied to all maintained Schools in Cardiff) The shortest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant's home address to the nearest open school gate. The coordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data

### 13. Late Applications

Applications received after the closing date will be considered when a good reason is stated such as a family moving in to the area.

### 14. Waiting List

A waiting List will be maintained until 30th September in the school year in which the applicants applied. If an additional place becomes available the governors will consider those on the waiting list on the basis of the published oversubscription criteria, not on the date the application was received. If a place becomes available before an admissions appeals panel is heard the governors will consider those on the waiting list according to the oversubscription criteria. If the governors place an applicant on a waiting list it will not affect the parent's right of appeal.

### 15. Appeals Process

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of St Peter's RC Governing Body Admissions Committee The Appeal Panel will be independent of the school. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Welsh Assembly Government in December 2013. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties.

Appeals will be dealt with within thirty school days. Late applications will be considered and applicants notified within 15 school days if a place is available.

A waiting list will be maintained until 30th September in the school year in which the applicants applied. Should places become available then the places will be allocated on the basis of the oversubscription criteria. The school will notify the parents of where their child has been on the waiting list.

The school will notify the parent if a place has been allocated.

If the applicant is rejected the parent will be notified and given the following information:

- Number of applications received
- Number available
- Oversubscription Criteria
- Reason for Rejection
- Right of Appeal
- Process for that Appeal
- Deadline for Response

Details of the procedure to be followed if an appeal against any decision of the Governors on admission is contemplated may be obtained from the Admissions Appeal Committee c/o Clerk to the Governing Body at the school Appeals Process Information Notes to parents who appeal against a decision of the Governing Body not to admit an applicant.

The Governing Body is the Admission Authority and is required to make arrangements for the hearing of appeals against decisions not to offer a place to a child at the school.

### 16. Admission Appeals

Parents have a right to appeal in the event that their application for a place is unsuccessful.

Appeals must be lodged with the Clerk to the Appeal Panel by date... (within "x" days)

Appeals will be heard within thirty school days

### 17. Late Appeals.

Where an appeal is submitted after the specified date it will normally only be considered where the parent can demonstrate that there was a reasonable cause for the appeal not to be made on time. The Clerk will write to the parents advising them whether or not a late appeal is to be heard in the light of the circumstances described by the parents.

## St Philip Evans Catholic Primary School Admissions Policy 2023/2024

Admissions Policy and Oversubscription Criteria for Indicated Admission Number 52  
School Capacity Number 364

The admissions policy applies to admissions in the academic year 2023 - 2024

St Philip Evans Catholic Voluntary Aided Primary School aims to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of school life. It is essential that the Catholic character of the school's education be fully supported by all families in the school. It is expected that all applicants desire a Catholic education for their child and will therefore give their full, unreserved and positive support for the aims and ethos of the school.

The Standard Admissions Number (SAN) for the Reception class intake is 52.

The school capacity is 364. The governing body has sole responsibility for admissions to this school.

St Philip Evans RC Primary School will act in accordance with all relevant provisions of the statutory codes of practice (the Welsh Assembly Government School Admissions Code and the School Admission Appeals Code of Practice 2013) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools.

Reference in the codes to "admission authorities" shall be deemed references to the Voluntary Aided Governing Body of St Philip Evans RC Primary School. References to "the Local Authority" or "LA" shall be deemed references to the Cardiff County Borough Council. In particular, St Philip Evans Catholic Primary School will have regard to Archdiocese of Cardiff advice and will participate in the co-ordinated admission arrangements operated by the Local Authority.

## St Philip Evans Primary School Admissions to the Reception Class.

When considering admission to the Reception year group, parents should be aware that attending a nursery class does not guarantee a place at any primary or infant school as a separate application is required, and priority is not given to those children attending any specific nursery setting.

St Philip Evans School is a Voluntary Aided School and as such the Governors are the Admitting Body.

Children are admitted into Reception class in the September of the academic year in which they are five. Parents /Guardians can approach the school who will make a note of the request for a child to have a place in Reception class.

Parents / Guardians will be advised to apply for a place during the Autumn term prior to the academic year of entry before the closing date advised in the LA Admission to Schools information.

Parents applying for a place in Reception Year 2023/ 2024 at the school must express a preference for a place at the school on the Council's School Admissions Portal at [www.cardiff.gov.uk](http://www.cardiff.gov.uk) and also complete the school's application form.

In line with Cardiff, school admission policies application for admission to St Philip Evans RC Primary School will be made in line with parental preference.

The Indicated Admission Number is 52

The indicated admissions numbers for schools is derived from the physical capacity of the school to accommodate pupils' learning using a formula set out in Welsh Government Circular 021/2011

### Opening statement

In accordance with the provisions of the Government of Maintained Schools (Wales) Regulations 2005, the Governing Body has delegated responsibility for determining admissions to its 'Admissions Committee'. That Committee has a minimum of three governors of which one must be the head teacher. Accordingly the Admissions Committee of St Philip Evans Roman Catholic Primary School Governing Body, will, if there are more applications than places available, admit according to the oversubscription criteria in the relevant age group.

1. Being the highest priority) The Governing Body of St Philip Evans RC School will not exceed the school's admission number or breach the limitations imposed by statutory maximum class size (30) where this applies.

### Nursery Education at St Philip Evans RC School

Application forms will be available from the school. All applications must be on the school's agreed application form. Applications can only be made by the person/s holding parental responsibility for the named applicant. The person completing the application will be required to make a declaration to this effect.

All applications should be returned to the school by the agreed closing date

It is the responsibility of parents/carers to ensure that the school receives their completed application form safely and on time. If posting an application, it is recommended that the form is sent by recorded delivery and that you provide a stamped address envelope so that receipt of your application can be acknowledged.

This form can be found on the school website [www.stphilevansprm.cardiff.sch.uk](http://www.stphilevansprm.cardiff.sch.uk), Or can be requested via email from the school office [stphilevansrcprm@cardiff.gov.uk](mailto:stphilevansrcprm@cardiff.gov.uk) or by telephoning the school Office and requesting a copy: 029 2073 2514

**Applicants will be notified of the result of their application in writing by the Governing Body on the offer date of Monday 17 April 2023, unless you have been offered one of your higher preferences through the coordinated admissions process.**

Parents/ Carers have the right to express a preference for a school. The preference will be considered individually and complied with wherever possible. Welsh Government imposes a statutory, maximum, infant class size of 30 pupils.

Places are provided for children who due to Additional Learning Needs have been allocated Nursery funding by the Early Years Assessment Panel or Case Advisory Panel and to those children who have a statement of Special Educational Needs where St Philip Evans RC Primary School is clearly named on the statement in accordance with the Education Act 1996.

In the event of the school receiving more applications for an age group than the number of places available places will be filled by using the Oversubscription Criteria below.

### Oversubscription Criteria

Within the following criteria, Looked After Children (LAC) are given priority in accordance with Section 106 of the Education Act 2005 and Education (Admission of Looked After Children) (Wales) Regulations 2009: Baptised Catholic looked after and previously looked after children.

1. Baptised Catholic children whose families are residing in:
  - (i) St Philip Evans Parish and the Parish of St Brigid with St Paul.
  - (ii) The area encompassed by Llanishen Reservoir, Nantfawr River, Roath Park Lake and the Eastern Avenue motorway but excluding Glyn Eiddew, Bryn Cyn, Bryn Heulog, Glyn Collen and Pant Glas, both sides of Llandennis Road and Rhydypenau Road.
2. Baptised Catholic children with a brother or sister currently in the school.
3. Baptised Catholic children not in either of the above categories but residing in the County of Cardiff.
4. Baptised Catholic children residing outside the County of Cardiff.

### Confirmation of Baptism will be required for categories 1 to 4.

5. Children baptised into other Christian denominations (as defined in notes below) who reside in the areas referred to in Category 1. Applications will not be considered in this category unless an accompanying letter is provided confirming baptism. If no letter is received the application will be considered under category 9
6. Children of other faiths not listed, who seek a Catholic education.
7. Non-baptised children who have brothers or sisters in the school
8. Non Baptised Children.

### DEFINITIONS

In this policy, the following definitions shall apply:

#### Clauses 1,2,3,4 the use of the term "Catholic."

**Catholic:** means a member of a church in full communion with the See of Rome.

This includes the Eastern Catholic Churches. This will normally be evidenced for a child by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church

For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

**For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required.** Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church

#### Notes for Clauses 5 and 6

Children whose parents(s) or guardian(s) are active and practising members of Churches together in Wales (Cytun).

This includes churches such as Presbyterian Church of Wales; Union of Welsh Independent Churches; Baptist Union of Wales; Methodist Church; United Reformed Church; Covenanted Baptist Churches; Salvation Army; Roman Catholic; Congregational Federation of Churches; Religious Society of Friends; Orthodox Church. Priority will not be given to applications in this category unless an accompanying statement of affiliation or reference signed by the minister or church's representative is provided confirming membership of the church.

**Notes for clause 2 and 7:** In considering siblings, first priority will be given to applications from multiple birth siblings. For admission purposes a sibling is a child permanently resident at the same address as the pupil applying for a place who is the brother/sister, half-brother/half-sister, (children who share one common parent) step brother/step sister, where two children are related by virtue of their parents being married, co habiting or in a civil partnership. This definition also includes adopted or fostered children living at the same address.

#### Note the following: Confirmation of Baptism

Confirmation of Baptism will be required by the provision of a baptism certificate from the relevant parish and confirmation in writing from the current parish priest.

**Christians of other denominations:** The same principle of proof of baptism or membership of the denomination from a relevant minister applies.

#### Home Address

The Admissions Committee will also require proof of residency in support of all applications, and for this purpose, parents / carers must submit a copy of their current Council Tax Statement, recent utility bills, bank statement or driving licence in order to verify their home address

#### Looked after Children.

The definition of a Looked after Child is a child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989. Children who are in the care of the Local Authority (looked after children) or provided with accommodation by them e.g. foster parents (section 106 of the Education Act 2005, All Wales Education regulations 2009) and Previously Looked after Children will have priority in all clauses of the oversubscription Criteria.

#### Children of UK Service Personnel and Crown Servants

The address of UK service Personnel will be accepted if their application form is accompanied by an official Ministry of Defence (MoD) letter declaring a definite return date and confirmation of the new address.

#### Definition of Sibling:

Children who have a sibling on roll at St Philip Evans RC Primary School in the September the applicant would begin school. Twins triplets or quads will have the priority over single siblings. The second priority in this category will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority. Any sibling connection must be stated in the application. For admission purposes a sibling is a child who is the brother/sister, half-brother/sister (children who share one common parent), step brother/step sister where two children are related by marriage. This definition also includes adopted or fostered children living

At the same address. Twins triplets or quads will have the first consideration in the admission of any siblings.

#### Shared Parental Responsibility

Where parents have shared responsibility for a child, and the child lives with both parents for parts of the week the home address will be

determined as the property where the child lives for the majority of the school week (i.e. 3 out of 5 days) as at the stipulated closing date for applications. Parents will be required to provide documentary evidence to support the address they wish to be considered for admission purposes.

**Additional Educational Needs:** Schools cannot refuse a child with a statement of SEN even if by doing so they would exceed their admission number. Pupils with Statements of Additional/ Special Educational Needs where St Philip Evans RC Primary School is named on the Statement will automatically be admitted.

### **Tie Breaker**

In the event of a tie breaker being required the governors will admit those applicants who live nearest to the school. The distance will be measured through the safest walking route from the front door of the reception entrance to the front door of the house or flat of the applicant. In the case of a child whose parents have joint shared responsibility the parent who has the greater responsibility during the school week and whose residence is nearer the school will be the determining factor. A letter from the parents will have to be provided to confirm that fact.

The council will use the Geographical Information System (GIS) to calculate home to school distances in miles. (This is the system applied to all maintained Schools in Cardiff) The shortest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant's home address to the nearest open school gate. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data. Cardiff Council has developed a computerised walking route network based on the Local Authority Road Safety Officers Association (LARSOA) criteria and this is used to ensure that every pupil is assessed as consistently as possible.

### **Late Applications**

Following the first round of allocations, late applications will be considered in accordance with the published admissions criteria. Applications from the first round of allocations and any subsequent late applications will be considered together for any subsequent available places that may arise.

Looked after Children and children with SEN statements will be admitted.

### **Waiting List**

A waiting List will be maintained. If an additional place becomes available, the governors will consider those on the waiting list on the basis of the published oversubscription criteria not on the date the application was received. If a place becomes available before an admissions appeals panel is heard, the governors will consider those on the waiting list according to the oversubscription criteria. If the governors place an applicant on a waiting list, it will not affect the parent's right of appeal.

Applications must be made by means of a completed application form and returned to St Philip Evans RC Primary School, the admitting Authority by

The Governing Body Admissions Panel will meet to determine Admissions and if required apply the oversubscription criteria.

### **Parents will be notified by:**

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of St Philip Evans RC Primary School. The Appeal Panel will be independent of the school. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Welsh Assembly Government in July 2009. The determination of the

appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties.

Appeals will be dealt with within thirty school days

Late applications will be considered and applicants notified within 15 school days if a place is available.

A waiting list will be maintained until September 30th in the school year in which the applicants applied. Should places become available then the places will be allocated based on the oversubscription criteria. The school will notify the parents of where their child has been on the waiting list.

The school will notify the parent if a place has been allocated. If the applicant is rejected the parent will be notified and given the following information

- Number of applications received
- Number available
- oversubscription criteria
- right of appeal
- process for that appeal
- deadline for response
- reason for rejection

Details of the procedure to be followed if an appeal against any decision of the Governors on admission is contemplated may be obtained from the Admissions Appeal Committee c/o Clerk to the Governing Body at the school

St Philip Evans Catholic Primary School Appeals Process Information Notes to parents who appeal against a decision of the Governing Body not to admit an applicant.

St Philip Evans RC School Governing Body is the Admission Authority and is required to make arrangements for the hearing of appeals against decisions not to offer a place to a child at the school

### **Admission Appeals**

Parents have a right to appeal in the event that their application for a place is unsuccessful. Appeals must be lodged with the Clerk to the Appeal Panel by Appeals will be heard within thirty school days.

### **Late Appeals**

Where an appeal is submitted after the specified date it will normally only be considered where the parent can demonstrate that there was a reasonable cause for the appeal not to be made on time. The Clerk will write to the parents advising them whether a late appeal is to be heard in the light of the circumstances described by the parents.

### **Appeal Panel**

St Philip Evans Catholic School Governing Body is the Admission Authority and is required to make arrangements for the hearing of appeals against decisions not to offer a place to a child at the school. Admission appeals are heard by an independent Appeal Panel of at least three members, established by the school according to the Admissions Appeals Code of Practice regulations

At least one member of the Panel is a lay member; that is, someone without personal experience in the management of any school or the provision of education in any school. At least one member has experience in education; that is, someone who is acquainted with educational conditions in the area or who is a parent of a registered pupil at a school. One member acts as Chair of the Panel.

No one may be a member of the Appeal Panel if they were party to the decision not to admit the child about whom the appeal is concerned, or took part in any discussions about how the decision was reached.

Parents should not attempt to discuss matters relating to their appeal with any member of the Appeal Panel prior to the meeting.

### **The Powers of the Appeal Panel**

The Appeal Panel's decision is binding on the Admission Authority. If the Panel upholds the appeal presented by the parents, the child must be admitted to the School. Once an Appeal Panel has considered an appeal, it is not required to hear a second appeal in respect of the same child for admission to the school in the same academic year.

The Public Services Ombudsman can investigate written complaints about maladministration on the part of an admission Appeal panel. It will cover such issues as failure to act independently or fairly but it does not include an issue where a person simply feels that the decision was wrong.

An Appeal Panel decision can only be overturned by the Courts, where the parents or Admission Authority are successful in applying for Judicial Review of that decision.

The Appeal Panel cannot hear complaints or objections on the wider aspects of admission policies and practice. The Appeal Panel cannot change the oversubscription criteria of St Philip Evans Catholic Primary School. Therefore, the Panel is unlikely to uphold an appeal where the school has applied the oversubscription criteria in a reasonable fashion. St Philip Evans Catholic Primary School's oversubscription criteria is attached as an Annex to this note

### **Action prior to the Appeal Panel meeting**

Parents have the right to attend the Appeal Panel meeting and to present their appeal orally to the Panel. However, in addition, parents may provide their appeal in writing with any supporting evidence to the Clerk to the Appeal Panel prior to the meeting. Written material received seven days before the date of the appeal meeting will be sent to the Appeal Panel members prior to the meeting so that they can study the material in advance. St Philip Evans Catholic Primary School may also present its representations and evidence to the Clerk to the Appeal Panel at least seven days before the date of the appeal meeting so that they may be read in advance by the Appeal Panel members

Any materials presented by St Philip Evans Catholic School Governing Body will be sent in advance to the parents and any materials presented by the parents will be sent in advance to School's representatives. The basic principle followed is that all information presented to the Clerk as part of the appeals process is available to all parties to the appeal.

### **Notice of the Appeal**

Parents will receive written notice at least 14 days before the date their appeal will be heard unless the parent agrees to a shorter notice period.

### **Representation**

Parents are encouraged to attend the Appeal Panel meeting in person and to make oral representations, that is, to clarify or supplement their written appeal. The parent may be accompanied by a friend, adviser or be represented. Parents may also bring an interpreter. In all circumstances where the parents bring along someone else, the

parents should advise the Clerk at least 3 working days prior to the meeting of the name of the other person attending and the capacity in which they are attending.

### **The Appeal Panel meeting**

The Appeal Panel hearing is in two parts. Firstly, a representative from St Philip Evans RC School Governing Body Admissions Committee (Presenting Officer) presents the case that to admit any more pupils would prejudice the provision of efficient education or use of resources. This part of the hearing may involve a number of parents together. The parents are given the opportunity to question the Presenting Officer. Secondly, the parents are given the opportunity to present to the Appeal Panel individually (without other parents present). The Chair of the Appeal Panel ensures that the stages of the second part of the meeting take the following order:

- A. The parents present their case to the Panel.
- B. The Presenting Officer is given the opportunity to question the parents.
- C. The Presenting Officer sums up the Admission Authority's case.
- D. The parents sum up their case.

The Appeal Panel members may ask questions at any time if they require clarification of what is being said or if they need information in order to reach a decision.

### **After the Appeal Panel meeting**

The Clerk to the Panel will normally send the written decision of the Appeal Panel to the parents within seven days of the meeting. Reasons for the decision made should be stated.

Non-attendance at the Appeal Panel hearing if the parents provide the Appeals Administrator or Clerk to the Panel with their telephone number, the Appeals Administrator/Clerk to the Panel will inform the parent of the date and time of the Appeal Panel hearing both by letter and by telephone.

If through unforeseeable circumstances, the parents are unable to attend the hearing on the day, they must telephone the Appeals Administrator/Clerk to the panel or school immediately and give the reason for the non-attendance. The parents will be asked if they want the appeal to go ahead in their absence. If they wish to seek another appointment, the matter will be referred to the Chairman of the Appeal Panel who will decide, based on the parents' reason for non-attendance, whether to hear the appeal in the absence of the parents or defer consideration to a subsequent hearing. Where parents fail to attend on two occasions, the Appeal Panel will consider the appeal in the absence of the parents.

### **Further information**

Any queries about the appeals process should be made to the Appeals Administrator/Clerk to the Panel. All correspondence should be addressed to Clerk to the Appeal Panel.

# Tredegaville Church in Wales Primary School

## Admissions Policy and Guidance

Tredegaville Church in Wales Primary School is a voluntary aided school and accordingly admission to our school is decided by the school Governing Body. Our school is a Church in Wales school where we try and live out the Christian values that underpin all aspects of school life.

The admission number for our school is 30. In addition, there are 48 part-time places in our nursery.

Children are admitted to our school in the Autumn Term in the year they are five. Children are entitled to a part-time nursery place from the start of the term following their third birthday and children are admitted on this basis where there is capacity.

**Receiving a nursery place in our school does not guarantee a place in the main school as there is a second, and separate admissions process for this, as in all schools.**

Parents whose application to the Reception class has been unsuccessful have the right to appeal. To make an appeal parents must complete an appeal form and send it to the Chair of Governors within 15 days of receiving notification of an unsuccessful application. The appeal will be considered by an independent panel administered by the Llandaff Diocesan Board of Education. There is no appeal process for nursery applications as this is non-statutory education. Following allocation of places, children who have been unsuccessful will be placed on our waiting list.

For the rest of the year if places become available they are allocated on the basis of the published over-subscription criteria (see below). Waiting lists do not give priority to children based on the date the application was made. For example, if a child makes an application outside the normal admissions round, and has a higher priority using the criteria, they must be ranked above those with lower priority already on the list.

### Religious Education and Collective Worship

Religious Education and worship take place within the school in accordance with the teaching and practice of the Church in Wales. As a Church in Wales primary school Christian values underpin the whole curriculum and we encourage everyone to be involved in Religious Education and Collective Worship. However, parents have the right to withdraw their children from RE and Collective Worship as defined in the Education Act 1944 and subsequent legislation. Parents who have concerns should discuss these with the Headteacher.

### Admissions Criteria

The Governing Body has a duty to prioritise admissions of children who are looked after by the Local Authority (as defined by Section 22 of the Children Act 1989) or previously looked after children (as defined by the Welsh Government School Admissions Code). There is also a duty to prioritise the admission of children with a Statement of Special Educational Need or note in lieu where the school has been named, or children allocated nursery funding by the Early Years Assessment Panel or Case Advisory Panel.

Priority may also be given to children where there are compelling medical or social grounds as supported by documentary evidence from a medical consultant or social worker.

If the number of remaining applications exceeds the available pupil places, the Governing Body will admit children whose applications satisfy the over-subscription criteria in the following order:

1. Children residing in Cardiff who attend an Anglican Church as substantiated by a reference from a vicar/priest.
2. Children residing in Cardiff who attend a church of another Christian denomination, as substantiated by a reference from a vicar/priest.
3. Children who already have a brother or sister at the school and whose brother/sister will be a registered pupil when the new pupil is admitted (this includes full, half or step brothers/sisters, adopted or fostered who are living in the same house).
4. Children who live closest to the school, measured as the safest walking route, as advised by Cardiff Council. In the case of children living in flats, the route assessment is determined from the front entrance to each flat.

### Definitions

1. The child's ordinary place of residence will be defined as the property at which the person or persons with parental responsibility for the child reside at the closing date for receiving application.
2. Where parental responsibility is held by more than one person, and where they reside at separate properties, the child's ordinary place of residence will be defined as the property at which the child resides for the greater part of the week, including weekends.
3. Within each admission's category priority is given to children of multiple births who meet the admissions criteria.

# FAITH SCHOOLS – SECONDARY

## The Bishop of Llandaff CiW High School Admissions and Oversubscription Policy

### ADMISSIONS AND OVERSUBSCRIPTION POLICY (2023)

#### 1. Introduction

- 1.1. The Bishop of Llandaff Church in Wales High School is a co-educational 11-18 school serving the city and surrounding areas of Cardiff. This includes parts of the west and north of the Diocese of Llandaff, such as the Vale of Glamorgan, Rhondda Cynon Taff, Caerphilly and Bridgend. The school aims to be truly comprehensive and the governing body takes no account of a child's academic standard or aptitude when considering admissions.
- 1.2. The school fully respects the beliefs of parent(s)/carer(s) and children from all Christian denominations, other faiths and those from no faith background. However, governors expect that parent(s)/carer(s) applying for a place for their child will accept and uphold the Christian character and ethos of the school.
- 1.3. An Open Evening is held early in October when interested families are invited to visit the school and meet the Headteacher and staff. A school prospectus and application form for admission are available at the Open Evening and/or at any other time from the school website.
- 1.4. Parent(s)/carer(s) and prospective students are also welcome to visit the school at any time. Students are admitted to all other year groups where places are available.

#### 2. Procedure for Admission

- 2.1. The standard admissions number for the school is 180 in Year 7. As a faith school, 150 places are reserved as 'Foundation' (ie. those children who are considered at 'the heart of the Church'); while 30 places are reserved for children within the 'Community'.
- 2.2. To be considered for a place at The Bishop of Llandaff, parent(s)/carer(s) must complete the school's own application form and the local authority online form, as part of the coordinated admissions. Where a family wishes to be considered for a 'foundation' place, they will be expected to complete the relevant section. The school will independently seek references to verify faith commitment from the named priest/minister(s) (see note 4). Families who wish to apply for a 'community' place do not need to complete this section of the form. Where an application does not have a completed faith section, then the application will automatically be considered as a 'community' application. Applications cannot be modified once submitted.
- 2.3. The governors' admissions sub-committee meets in January of each year to consider all applications from parent(s)/carer(s) for places in Year 7 for the following September. Applications, including all references required under 2.2 must be received by the stated deadline. It is not the responsibility of school to ensure the references from the identified priest/minister(s) have been provided by the publicised deadline. Any application, which includes references to verify faith commitment, received beyond the agreed deadline, will be considered as late and will only be considered after applications received within the specified timeframe.
- 2.4. The Governing Body gives priority to siblings (see note 2) of statutory school age at The Bishop of Llandaff in each of the categories 2-10 to, wherever possible, prevent the separation of families.  
Therefore, a child with a sibling will be prioritised in the category the applicant has been allocated to.

- 2.5. Proximity of the parent(s)/carer(s) home address to the school will be used for each criteria (after sibling priority as outlined in 2.5) where the number of applications exceeds the limit of places (see note 7).
- 2.6. Where there are 180 or fewer applications, all applicants will be allocated a place. Where there are more applications received than places available, governors will offer places using the oversubscription criteria in the order stated.
  - 2.6.1 The oversubscription criteria for the 150 'foundation' places are
    1. A child who is looked after, or previously looked after (see note 1);
    2. A child who is baptised, or of a baptised parent/carers, who attends a Church in Wales (see note 3) service on a weekly/fortnightly basis and has done so for, at least, the past five years;
    3. A child who is baptised or dedicated, or of a baptised or dedicated parent/carers, who attends a Christian denomination, other than the Church in Wales, service on a weekly/fortnightly basis and has done so for, at least, the past five years;
    4. A child who is baptised, or of a baptised parent/carers, who attends a Church in Wales service on a weekly/fortnightly basis and has done so for, at least, the past two years;
    5. A child who is baptised or dedicated, or of a baptised or dedicated parent/carers, who attends a Christian denomination, other than the Church in Wales, service on a weekly/fortnightly basis and has done so for, at least, the past two years;
    6. A child who is baptised, or of a baptised parent/carers, who attends a Church in Wales service on a monthly basis, or occasionally, and has done so for, at least, the past year;
    7. A child who is baptised or dedicated, or of a baptised or dedicated parent/carers, who attends a Christian denomination, other than the Church in Wales service on a monthly basis, or occasionally, and has done so for, at least, the past year;
    8. A child who attends a place of worship, other than Christian (see note 3), on a weekly/fortnightly basis and has done so for, at least, the past two years;
    9. A child who attends a place of worship, other than Christian, on a monthly basis, or occasionally, and has done so for, at least, the past year;
    10. A child who belongs to a faith community which does not meet any of the above criteria.
  - 2.6.2 The oversubscription criteria for the 30 'community' places are
    1. A child who is looked after, or previously looked after (see note 1);
    2. A child, who has a sibling of statutory school age at The Bishop of Llandaff, at the time of application;
    3. A child who attends a Church in Wales school;
    4. A child who attends a faith-based school, other than Church in Wales; and
    5. A child who attends a community school within the city of Cardiff who wishes to receive a faith-based education.
- 2.7. Where The Bishop of Llandaff CiW High School is named in a statement of special educational need, governors have a duty to admit the child to the school.
- 2.8. The school is part of the coordinated admissions process with the neighbouring local authorities and there is a requirement that applicants complete an online form, in addition, to the school's own form as part of the process. Parent(s)/carer(s) applying for a place in Year 7 at the school must express a preference for a place at the school on the Council's School Admissions Portal and also complete the school's application form, which can be accessed via [www.bishopofllandaff.org/195/admissions](http://www.bishopofllandaff.org/195/admissions). This form stores basic details which is used to support verification of the applicant's home address and supports the local authority in the management of applications to multiple schools (eg. The Bishop of Llandaff, another faith-based school and/or community schools). Failure to complete both forms, within the designated timeframe, will result in a place not being offered.

### 3. Appeals Procedure

In accordance with the requirements of the School Standards and Framework Act 1998, the governors have established an appeals procedure. Parent(s)/carer(s) of a child who has not been admitted to the school may appeal against the decision. The panel is appointed by the Diocese of Llandaff and is entirely independent of the school and the local authority. Notice of intention to appeal should be sent to the Admissions Officer at the school who will then inform the Diocesan Office for Education.

Appellants will then be contacted directly by the Diocesan Office with details of an appeal hearing.

### 4. Accuracy of Information

Please be aware that if parents/carers are found to have provided misleading or fraudulent information as part of the application, the offer of a place will be withdrawn and is likely to lead to the removal of a place after the child has started at the school.

### Notes

1. Looked after children are children who are registered in the care of the local authority (under section 31 of the Children Act 1989) or who are provided with accommodation by the local authority (under section 20 of the Children Act 1989) at the time of application and/or where the local authority confirms they will be looked after at the time when the child is admitted to the school;
2. Sibling is defined as a biological brother or sister, half-brother or half-sister, adopted brother or sister, step-brother or step-sister

or foster children and who will still be on the school register (of statutory school age) at the time of admission. Evidence may be required to verify sibling status;

3. Christian denomination/Churches refers to those Christian denominations/Churches affiliated to Churches Together in Wales (Cytûn) or the Evangelical Alliance, as recognised at the point governors determine places (ie. January) of the year of admission. Where applicants have been resident outside of Wales during the church attendance period, reference to Church in Wales should include other members of the Anglican Communion; Cytûn should include churches/denominations affiliated to other national member bodies of the World Council of Churches; Evangelical Alliance should include churches/denominations affiliated to other national member bodies of the World Evangelical Alliance.
4. Faith commitment refers to worship attended on either Saturday or Sunday. Worship attended as part of a primary school experience and/or non-formal worship (eg. 'Messy Church') does not apply;
5. Community places are reference to a fixed number of places 'open' in each year to students who wish to receive an education at The Bishop of Llandaff. These are allocated using the oversubscription criteria as specified in 2.6.2. The term 'community' should not be understood as reference to any particular geographical location;
6. Proximity refers to the distance measured by calculating the miles from the school post code to the parent(s)/carer(s) home post code. The school use Google Maps to calculate home to school 'walking' distance in miles to the nearest decimal place.

## St Teilo's Church In Wales High School Admissions And Oversubscription Policy

### Introduction

1. St Teilo's Church in Wales High School is a comprehensive school which exists primarily to serve the needs of Church in Wales parents who wish their children to be educated within a system which introduces the pupil to an understanding of life based on the Christian faith as taught by the practices, rites and doctrines of the Church in Wales. St Teilo's and The Bishop of Llandaff Church in Wales schools both admit Year 7 pupils according to an admission limit agreed with the diocese and the LEA. The Bishop of Llandaff Church in Wales High School normally serves those who live in the area west of Caerphilly Road/North Road including Whitchurch, Gabalfa, Llandaff, Llandaff North, Tongwynlais, Penarth, Barry and beyond as well as the Docks. St Teilo's Church in Wales High School normally serves those who live in the area east of Caerphilly Road/North Road including Thornhill, Llanishen, Lisvane and beyond as well as Grangetown.
2. A booklet containing information to parents about the provision of Secondary Education in Cardiff County may be obtained from the Cardiff County LEA, Education Offices, Atlantic Wharf, Cardiff. A virtual school 'prospectus' containing detailed information about St Teilo's Church in Wales High School may be accessed on our website.
3. In addition, the school seeks to promote Christian education in the wider community. As a comprehensive school, the Governors admit children without reference to ability or aptitude. All children

whose parents wish them to attend this school, subject to the provision of the Education Acts, will be admitted provided the number seeking admission does not exceed the accommodation available, at this stage, 270 places. In accordance with statutory requirements, the Governors have a duty to admit, following proper application, Looked-After Children and children where the school is named in a Statement of Special Educational Needs in accordance with the published admissions criteria.

4. The Governors will admit up to 270 children to Year 7 next September; this will comprise 180 Foundation Places and 90 Open Places. This admission limit has been agreed in principle between the Governors and the Cardiff Local Education Authority and will apply when other statutory changes to school admissions are agreed and implemented. The Governors of aided schools are responsible for the admission arrangements but are required to consult the Local Education Authority before any changes are made.
5. All parents applying for admission do so knowing that the school aims to provide an education based on Christian principles and therefore the Governors expect all pupils to take part in the Christian worship of the school, to attend all religious education lessons and participate in all other educational activities.

### Procedure for Admission

6. The standard admissions number for the school is 270 in Year 7. As a faith school, 180 places are reserved as 'Foundation' (ie those children who are considered at 'the heart of the Church'); while 90 places are reserved for children who do not qualify for a foundation place 'Open'.

7. To be considered for a place at St Teilo's Church in Wales High School, parent(s)/carer(s) must complete the school's own application form available on our website. As St Teilo's Church in Wales High School is part of a co-ordinated admission pilot with the Local Authority, parent(s)/carers MUST ALSO complete the local authority admission application form, naming up to five preferences (one of these being St Teilo's). Both applications must be completed before the deadline given.
8. Where a family wishes to be considered for a 'foundation' place, they will be expected to complete the relevant section on the application form. The school will independently seek references to verify faith commitment from the named faith leader. Families who wish to apply for an 'Open' place do not need to complete this section of the form. Applications cannot be modified once submitted. If you submit multiple applications for the same child, only the latest application (submitted before the deadline) will be considered. All previous applications will be disregarded.
9. The Governors' admissions sub-committee meets in January of each year to consider all applications from parent(s)/Carer(s) for places in Year 7 for the following September. Applications should be received by the stated admissions deadline. Any application received beyond the agreed deadline will be considered as late and will only be considered after applications received within the specified timeframe. All faith references must be received by the school before the sub-committee meet in January. If any references are received after this date, the application and the supporting reference will only be taken into account in the next round of admissions.
10. Proximity of the parent(s)/carer(s) home address to the school will be used for each criteria where the number of applications exceeds the limit of places.
11. Where there are 270 or fewer applications, all applicants will be allocated a place. Where there are more applications received than places available, Governors will offer places using the oversubscription criteria in the order stated.
12. The Governors will offer 180 Foundation Places each academic year. In the event of over-subscription, places will be offered in accordance with the categories detailed below. Within each category first priority will be given to:
  1. Those who fully satisfy the criterion, but also have a brother or sister already in attendance at the school (see note 1 below).
  2. Those who fully satisfy the criterion, and the proximity of the family home to the school (see note 2 below).

#### FOUNDATION PLACE ADMISSION CRITERIA

- A. Looked after Children, and children where the school is named in a statement of Special Educational Needs, whose family satisfy the requirements of a Foundation place (see note 3 below).
- B. Children who have been baptised and who attend a Church in Wales Primary School and whose families are active and practising\* members of the Anglican Community.
- C. Children who have been baptised and attend any other Primary School whose families are active and practising\* members of the Anglican Community.
- D. Children who attend a Church in Wales Primary School.

- E. Children whose families are active and practising\* members of another mainstream denomination of the Christian faith.
- F. Children whose families are active and practising\* members of another mainstream faith.

#### Foundation Places notes:

Foundation places will be allocated on the basis of the evidence provided on the Application Form by the family, and confirmed by the clergy/minister or faith leader, of the frequency of attendance and contribution to the life and work and witness of their church or place of worship. An application for a Foundation Place will not be considered complete until the reference is returned. The school will not pursue references which have not been returned. Applications cannot be modified once submitted.

In addition, in each category, consideration will be given to children of families who provide evidence at the time of application that the child has a particular education, social or medical need which can be met especially well within the caring Christian environment of St Teilo's School, and who are already in support from the church in meeting those needs. Places will be allocated based on evidence provided by the family in a personal statement and confirmed by the clergy/minister/church or faith leader and a professional consultant as appropriate.

\*The determination of active and practising is made by reference to the answers to questions on the Application Form and the period of active worship is as significant as the frequency. As a minimum, it will be expected that attendance is at least monthly and for at least two years. Note that attendance at a place of worship by virtue of attendance at a Church in Wales Primary School does not satisfy the definition of 'active and practising'.

If there are fewer than 180 qualified applicants for Foundation Places any unfilled places will become additional Open Places.

#### Notes:

1. Sibling is defined as a biological brother/sister, a half-brother/sister, a step-brother/sister, an adopted and/or fostered brother/sister. In the case of multiple birth children, the Governing Body will seek to ensure that all children are admitted to avoid family separation.
2. Proximity refers to the distance measured by calculating the miles from the school to the parent/carer home address. The school uses Cardiff Council's Geographic Information System (GIS) to calculate home to school distance in miles to the nearest 2 decimal places.
3. Looked After Children are children who are looked after by the local authority (as defined by Section 22 of the Children Act 1989) or previously looked after children (as defined by the Welsh Government School Admissions Code document no.005/2-13).

The Governors have designated 90 places each year as Open Places to be offered to children who do not qualify for Foundation Places, but whose parents have chosen the school for the type of education it provides. In the event of over-subscription, places will be offered in accordance with the categories below. Within those categories the proximity of the family home to the school will (where necessary) be used to determine the allocation (see note 1 below).

#### OPEN PLACE ADMISSION CRITERIA

- A. Looked-after Children, and children where the school is named in a statement of Special Educational Needs, whose family do not satisfy the criteria for admission to a Foundation Place (see note 2 below).

- B. Children who have a brother or sister in the school whose family do not satisfy the criteria for admission to a Foundation Place (see note 3 below).
- C. Children who attend - and whose family home lies within the catchment areas of - Bryn Celyn, Glyncoed, Llanedeyrn and Springwood Primary Schools, whose family do not satisfy the criteria for admission to a Foundation Place.
- D. Any other children whose families do not satisfy the criteria for admission to a Foundation Place.

**Open Place Notes:**

In each category consideration will be given to children of families who provide professional evidence at the time of application that the child has a particular educational, social or medical need which can be met especially well within the caring Christian environment of St Teilo’s High School. Places will be allocated based on evidence provided by the family in a written statement at the time of application from a medical professional, social worker or educational psychologist which explains (a) what specific difficulties the child has (b) why St Teilo’s is considered to be the most suitable school and (c) the difficulties that would be caused by attending another school.

**Notes:**

1. Proximity refers to the distance measured by calculating the miles from the school to the parent/carer home address. The school uses Cardiff Council’s Geographic Information System (GIS) to calculate home to school distance in miles to the nearest 2 decimal places.
2. Looked After Children are children who are looked after by the local authority (as defined by Section 22 of the Children Act 1989) or previously looked after children (as defined by the Welsh Government School Admissions Code document no.005/2-13).

3. Sibling is defined as a biological brother/sister, a half-brother/sister, a step-brother/sister, an adopted and/or fostered brother/sister. In the case of multiple birth children, the Governing Body will seek to ensure that all children are admitted to avoid family separation.

**Appeals Procedure**

13. In accordance with the requirements of the School Standards and Framework Act 1998, the Governors have established an appeals procedure. Parent(s)/Carer(s) of a child who has not been admitted to the school may appeal against the decision. The panel is appointed by the Diocese of Llandaff and is entirely independent of the school and the local authority. Notice of intention to appeal should be sent to the Admissions Officer at the school by the deadline given, who will then inform the Diocesan Office for Education. Appellants will then be contacted directly with details of an appeal hearing.
14. The school operates a waiting ‘pool’ and, if your application is unsuccessful, you will be offered the opportunity to have your child’s name placed in this ‘pool’. Should places become available, they will be offered by the Admission Panel according to the admission criteria.
15. Reapplication following refusal of a place and an unsuccessful appeal is not permitted and would not be considered.
16. Please be aware that if parent(s)/carer(s) are found to have provided misleading or fraudulent information as part of the application, the offer of a place will be withdrawn and is likely to lead to the removal of a place after the child has started at the school.

**Corpus Christi Catholic High School  
Admissions Policy 2023  
Approved By Governors : 23rd March 2022**

**INTRODUCTION**

This Policy refers to admissions in September 2023 to Corpus Christi Catholic High School which is a voluntary-aided school founded by the Archdiocese of Cardiff. The Governing Body has sole responsibility for admissions to the School and must admit pupils to the school’s admission number, which is 215.

**Key Principles**

Only the governing body may admit and no representation made by any person including a governor, staff member, clergy or anyone elected to or employed by the local authority can be regarded as an indication of offer or promise of a place. Only a written offer from the governing body can be accepted as an admission offer. The School Standards and Framework Act 1998 gives parents the right to express a preference as to which school their children attend. Admissions to the School will be made in accordance with parental choice subject to available places. When there are more than 215 applicants, admissions will be made in accordance with the order of priority in the over-subscription criteria and the procedure listed below. This policy has regard and follows the Welsh Government Admissions Code 005/2013.

**ADMISSIONS CRITERIA**

Catchment Area  
Designated Parishes Designated Catholic Primary Schools  
Christ the King Christ the King  
Holy Family Holy Family  
St Teilo with Our Lady of Lourdes St Bernadettes  
St Brigid and St Paul St Joseph  
St Joseph St Peter  
St Peter St Philip Evans  
St Philip Evans  
St Clare’s (but ONLY that part which is north of the railway line and north and west of Western Avenue)  
The detail of external boundaries is shown on a map held at the school and copies of the relevant section may be obtained on request. The order in which parishes and schools appear has no significance.

**Oversubscription Criteria Order of Priority**

Children will be admitted in accordance with the following priority. Qualification within a category is determined at the time the application is considered by the governors or, in the event of an appeal, at the date of the appeal determination. If the governors are unable to admit all applicants within a particular category, priority will be given to those residing closest to the school measured by Cardiff Council using the method set out in the Cardiff Council School Admissions Policy.

1. Looked after or previously looked after children.
2. Baptised Catholic children (a) residing in the catchment area and (b) attending a designated Catholic Primary School.
3. Brothers or sisters of pupils already in the school at the time of determination and who will be pupils at the time the applicant commences at the school.
4. Baptised Catholic children (a) residing in the catchment area and (b) attending a non-designated Catholic Primary School.
5. Baptised Catholic children residing in the catchment area.
6. Other Baptised Catholic children.
7. Children (a) residing in the catchment area and (b) attending a designated Catholic Primary School.
8. Children (a) residing in the catchment area and (b) attending a non-designated Catholic Primary School.
9. Children residing in the catchment area who can demonstrate with a letter of support from a minister or person in authority, that particularly in the previous year, they have actively engaged in supporting a Christian denomination.
10. Children residing in the catchment area who can demonstrate with a letter of support by a person in authority, that particularly in the previous year, they have actively engaged in supporting a non-Christian faith.
11. Other children residing in the catchment area.
12. Other children who wish to receive a faith education at Corpus Christi Catholic High School

For categories 2, 4, 5 and 6 the applicant must be a Baptised Catholic. For categories 1, 3, 7, 8, 9, 10, 11 and 12 a child is not required to be a Baptised Catholic.

Children subject to a funded Individual Development Plan (IDP) which names Corpus Christi Catholic High School as the designated school will be admitted

Brothers and sisters include children with at least one common parent [including adopted children]. Children of multiple births will all be admitted to a single year if one can be offered a place.

Proof that a child is Baptised Catholic is required with every application.

A copy of the baptismal certificate is proof [and required unless not available for good reason when other evidence must be submitted].

Proof of the residential address of the child at the time of application is also required.

### Waiting List

All applicants who have not been admitted will have their application, whenever made during the relevant year, retained on a waiting list. Applicants will be placed in order on the list according to the over subscription priorities of the Admissions Policy.

Applications for Year 7 will be retained on the waiting list until the 31st December following receipt of the application. In-year applications, whenever made during the relevant year, will be retained on the waiting list until 31st August following receipt of application.

If a place becomes available it will be allocated to the applicant then highest on the waiting list unless a place has been offered to an applicant higher on the list but has not been accepted within the required period. Failure to respond for any reason will be treated as a rejection and the place will go to the next applicant on the list who accepts as required.

After 31st December (Year 7 applications) or 31st August (in-year applications) the waiting list will be abandoned and all applicants on the waiting list will be treated as not having applied. Any future place which becomes available will be allocated to the next applicant for a place or, if more than one, by reference to the published criteria. Applicants must appreciate that the waiting list order of priority will alter as more applicants apply and circumstances change. If any applicant informs the governors in writing of any relevant material change of circumstances this will be considered by the governors and the position on the waiting list may be altered accordingly

### Further Procedures

1. The decision to offer a place to an applicant is entirely that of the governing body (subject to appeal).
2. The deadlines for the determination and communication of admissions have been decided after consultation with the Local Authority and in accordance with Welsh Government guidelines. The dates for 2023 are:  
Admissions applications open: Monday 26th September 2022  
Closing date for submission of applications: Monday 21st November 2022  
Notification of offers: Wednesday 1st March 2023  
Date for acceptance or rejection of school offers: Wednesday 15th March 2023  
Closing date for receipt of statutory appeals: Wednesday 29th March 2023
3. For Year 7 applications in the normal admission round, two applications must be completed – a Local Authority (LA) online application and a Corpus Christi Catholic High online application.
  - a. The LA application must be submitted via the Council's Online Application Service (refer to Cardiff Council School Admission Booklet).
  - b. The Corpus Christi Catholic High School online application is submitted via the school's website.

For Year 7 applications outside the normal admission round and all other in-year applications, only the Corpus Christi Catholic High School application is required. Parents/carers should contact the school to request an application form.

4. Completed application forms must be received by the school and the LA on or before the specified date.
5. Information must be correct and accurate at the point of application. Default may result in a place offered being withdrawn in accordance with the Admissions code paras.3.40-3.41.
6. Applicants will be notified of the result of the application in writing by the governors on the date specified in paragraph 2 above. In the event of an application for admission being refused, the parent/carer has a right to exercise their right of appeal. Detail of the procedure will be given with every refusal. An applicant's name will remain on the waiting list notwithstanding an appeal.

**7. LATE APPLICATIONS** made in the normal admissions round will be considered with other on time applications only if a valid reason for delay in all the circumstances is given, otherwise only after all applications made within time have been determined. Applications made outside the normal round for admissions will be considered and a decision notified in the soonest of 15 school days or 28 calendar days. All refusals may be appealed. [code 3.17].

#### Further Information

In September 2023, the standard admission number for entry into Year 7 was 215; 245 pupils were admitted at the request of Cardiff Council and 409 pupils applied for admission

In September 2022, the standard admission number for entry into Year 7 was 215 and 400 pupils applied for admission.

In September 2021, the standard admission number for entry into Year 7 was 215 and 400 pupils applied for admission.

In September 2020, the standard admission number for entry into Year 7 was 215 and 370 pupils applied for admission.

In September 2019, the standard admission number for entry into Year 7 was 186 and 383 pupils applied for admission.

April 2023

## Mary Immaculate High School Admissions and Oversubscription Policy

### Introduction

This policy refers to the admissions in September 2023 to Mary Immaculate High School. The governing body has full responsibility for admissions to the school. In accordance with the provisions of the Government of Maintained Schools (Wales) Regulations 2005, the governing body has delegated responsibility for determining admissions to its 'Admissions Committee'.

Only the governing body may admit places to the school and no representation made by any person including a governor, staff member, clergy or anyone elected to or employed by the local authority can be regarded as an indication or offer of place. Only a written offer from the governing body may be regarded as acceptance of an application to the school. The School Standards and Framework Act 1998 (as amended by the Education Act 2002) gives parents the right to express a preference as to which school their child attends.

### About our School

Mary Immaculate High School is a voluntary aided Catholic school which operates within the overall provision of the Archdiocese of Cardiff. The school fully respects the beliefs of parents and children from all religious backgrounds and, of course, those with no religious background. The Governors do ask that any parents applying for places for their children will support the ethos and character of the school. This ethos is Catholic in nature but these values are

commonly shared with any world faith and are human values such as 'care, compassion and forgiveness of others'. As a result students at Mary Immaculate are taught respect and tolerance for others and there is provision through the religious education programme which explores world faiths.

### Catchment

Mary Immaculate High School was established to serve Catholic and non-Catholic community in the West of Cardiff. The school offers a secondary education to children drawn from its Catholic family of schools and these children normally reside within the parish boundaries as outlined below Designated Parish

Designated Parish	Designated Catholic Primary School
Holy Family St Francis and St Clare's St Mary of the Angels St Patrick's	St Cuthbert's St Francis St Mary's St Patrick's

### Note

The order in which parishes and designated schools appear has no significance.

## St. Illtyd's Catholic High School Policy For The Admission Of Students Into Year 7 September 2023

The Governing Body has responsibility for admissions to the school. 176 students are admitted to Year 7 each September.

This policy describes how places will be allocated in Year 7 in 2023. It describes how parents should make an application for a place at St. Illtyd's Catholic High School and also outlines priority criteria which will be used in the event of the governors receiving more applications than there are places available.

St. Illtyd's Catholic High School is a voluntary aided Catholic school which operates within the overall provision of the Archdiocese of Cardiff. The Governors aim to offer a Catholic education and require that any parents applying for places for their children will support the Catholic character and ethos of the school. Nevertheless, the school fully respects the beliefs of parents and children from all denominations and faith backgrounds. Students at St. Illtyd's are taught respect and tolerance for others and there is provision in the religious education programme for learning about different faiths.

St. Illtyd's Catholic High School was established to serve the Catholic community in the East of Cardiff. The school offers secondary educational continuity to children drawn from its Catholic partner primary schools who wish to transfer at 11+. These children normally reside in the Catholic parish boundaries of the geographical area situated east of the river Taff and within the south of the city (see below):

Designated Parish	Designated Catholic Primary School
Blessed Sacrament St. Alban's St. Cadoc's St. Cuthbert's St. David's Cathedral St. John Lloyd St. Peter's Adopted by Governing Body: 09/02/22	St. Alban's St. Cadoc's St. Cuthbert's St. John Lloyd St. Peter's

### Procedures for Admission

All applications for places must be made on the school green application form. The Governing Body is the admissions authority and therefore responsible for the allocation of all places at St. Illtyd's Catholic High School.

Priority is given to applicants whose forms are returned by the published deadline. If there are more applicants than places then late applications will be considered in accordance with the priorities in this policy and then placed onto a waiting list until September 30th 2023.

We want parents to make an informed choice about secondary school and we encourage families to visit our school in order to find out more about our learning at St. Illtyd's Catholic High School. However, your visit will not form part of the process of deciding which children will be offered a place.

The Governors will accept applications for entry to Year 7 in September 2023 on behalf of children born between September 1st 2011 and August 31st 2012.

Mid year applications for any year group will be considered under the same policy and over subscription criteria.

### Admissions Categories

176 students will be admitted to Year 7 in September 2023. Where there are more than 176 applications, then 176 places will be allocated to the children of parents whose initial applications were received by the closing date. Applications will be considered in the following order of priority:

CATEGORY NUMBER	DESCRIPTION	EVIDENCE REQUIRED
1	Looked After Children (presently or previously)	Notification from Local Authority
2	Baptised Catholic children who attend a designated Catholic Primary School	A copy of the Baptismal Certificate or notification from the Church where baptised.
3	Baptised Catholic children who are not enrolled at a designated Catholic Primary School and reside in the catchment area	A copy of the Baptismal Certificate or notification from the Church where baptised.
4	Baptised Catholic brothers or sisters of pupils already in the school at the time of determination and who will be pupils at the time the applicant commences at the school.	A copy of the Baptismal Certificate or notification from the Church where baptised.
5	Other baptised Catholic children	A copy of the Baptismal Certificate or notification from the Church where baptised.

## FOUNDATION SCHOOL

### Whitchurch High (Foundation) School Admissions Policy 2023/24

#### 1 Admissions of pupils

1.1 Whitchurch High (Foundation) School (WHS) is a comprehensive school where pupils in Years 7 to 11 are admitted without reference to ability or aptitude. The Governing Body is committed to ensuring an inclusive school and that admissions reflect the wide diversity of the community which the school serves.

1.2 Admissions are the responsibility of the Governing Body under the direction of the First Minister, Welsh Government. This Admissions Policy has been drawn up in accordance with the Welsh Government's "Statutory Code Document 002/2009: Schools Admission Code" and in consultation with the Local Authority, Cardiff County Council and other interested parties.

1.3 Admissions to WHS are dealt with by the Governors' Admissions Sub Committee and are subject to the Admissions Policy relevant at that point in time. There are different admission criteria for entry to:

- Years 7 to 11
- Years 12 and 13 (further details on school website: [www.whitchurchhs.wales](http://www.whitchurchhs.wales))
- The Special Resource Base (SRB) (further details on school website: [www.whitchurchhs.wales](http://www.whitchurchhs.wales))

1.4 The admission number of WHS is:

- 390 pupils per year group (Years 7 to 11)
- Up to 330 pupils for Year 12 unless exceptional circumstances dictate
- 10 – 15 pupils per year group in the SRB dependent upon statement of additional learning need.

#### 2 Admissions to the SRB

2.1 WHS operates an SRB for pupils with moderate/severe learning difficulties. The unit takes up to 90 pupils with additional learning needs from across Cardiff. Pupils admitted to the SRB will be pupils with a Statement of Educational Need (SEN) which identifies WHS SRB.

2.2 If the parent of a pupil with an SEN statement wishes to appeal against the school named in the statement, or the fact that no school has been named, the appeal is to:

The Special Educational Needs Tribunal for Wales, (SENTW),  
Email: [Tribunal.Enquiries@gov.wales](mailto:Tribunal.Enquiries@gov.wales)

2.3 WHS works closely with the Cardiff County Council to ensure the successful entry of pupils admitted to the SRB once the Local Authority's Case Advisory Panel have agreed places.

#### 3 Applying for a place in Year 7

3.1 Children transfer to secondary school in the September following their eleventh birthday.

In the Autumn Term of Year 6 parents/carers, including those from our partner primary schools, are invited to apply for admission in the following academic year.

Our partner schools are:

Birchgrove Primary	Coryton Primary
Gabalfa Primary	Hawthorn Primary
Llanishen Fach Primary	Rhiwbeina Primary
Whitchurch Primary	

Parents/carers have the right to express a preference for their child to attend WHS which will be considered individually and complied with wherever possible. However, WHS is normally oversubscribed. Parent/carer preferences will still be considered but the priorities set by the Governors, outlined below, will be applied. In deciding which children to admit, the Governors apply the criteria in the order of priority shown (1. being the highest) and examine the merits of each case by considering reasons submitted supporting any expressed preference. The Governors will not normally exceed the school's Admission Number of 390.

Applications for admission to secondary schools (Year 7) can be made from Monday 26th September, 2022 and the closing date for applications is Monday 21st November, 2022.

**Please note that Whitchurch High School is part of Cardiff Council's common admissions process for Year 7 applications. This means that parents/carers can make one application and will be able to do this on-line; parents can indicate up to five different schools that they wish to apply for; if not offered a place at the first choice parents/carers would automatically be considered for their second choice, and so on. Please note that some faith secondary schools are not part of this common admissions process and parents/carers would have to apply directly to these schools if these were a preferred choice.**

As WHS is part of the common admission process, applications to the school can be made on-line through the Cardiff council website [www.cardiff.gov.uk](http://www.cardiff.gov.uk). If unable to apply on-line then do so in writing by contacting the Admissions Team in Cardiff Council for an application form.

### 3.2 Oversubscription criteria (Years 7 to 11)

Where applications for admission exceed the number of places available, the following admissions criteria will be applied in this order:

1. Pupils in receipt of a statement of Special Educational Needs (SEN). Where WHS is named in a statement of SEN the governors have a duty to admit the child.
2. Pupils who are – or have previously been – Looked After (in public care).
3. Pupils who are on roll in one of Whitchurch's partner primary schools (see 3.1)
4. Pupils who live within the catchment areas of the partner primary schools with an older sibling attending WHS at the time of their admission to the school, ie will be in Y7-Y11 in September 2023.
5. Pupils who are not on roll at any of the partner primary schools but who, by virtue of their address, would normally expect to be taught at one of these schools as they live in the catchment areas of the partner primary schools.

6. Pupils who live outside the catchment areas of the partner primary schools with a sibling attending WHS at the time of their admission to the school, ie will be in Y7-Y11 in September 2023
7. Pupils who live outside the catchment areas of the partner primary schools.

#### General Notes

Where the number of preferences exceed the number of places available in any higher criterion, proximity is used as a tie breaker to determine which pupils are admitted. Whitchurch High School uses the Council's Geographical Information System (GIS), referred to as an 'Integrated Transport Network' (ITN), configured in compliance with the Learner Travel (Wales) Measure 2008 and the Learner Travel Statutory Provision and Operational Guidance 2014 route determination criteria.

The shortest safe available route (as defined by the Welsh Government's 'Learner Travel Statutory Provision and Operational Guidance June 2014') is calculated (to 4 decimal places) from the co-ordinates of an applicant's home address (determined using the Local Land and Property Gazetteer [LLPG] address point data), to the nearest open school gate using Ordnance Survey (OS) route data.

- a) Where there is no safe route available, the nearest point on the ITN to the applicant's home address will be used to calculate the shortest driving route to the nearest open school gate.
- b) Tie-breaker: Where flats use the same LLPG address point co-ordinates, the route assessment is determined from the front entrance to each flat.

For applications for pupils residing within mainland UK but outside of the area covered by the integrated transport network (ITN), residence to school distances are calculated as the shortest driving distance as evaluated using google maps. Where applicants reside outside of mainland Britain, route distances are determined as the shortest route as determined using google maps utilising available transport types.

If a pupil lives at different addresses during the week, the address where they stay overnight for the greater number of nights per week will be the determining factor.

Admission requests by twins, triplets and other multiple births will be considered together in accordance with the above criteria. If the criteria is met both twins, all triplets, etc would be admitted to the school.

Admission requests by children of UK services personnel moving into the area will need to meet residency requirements with confirmation of proof of posting.

#### Transfer to Secondary Education

Only applications received by the published closing date for receipt of application will be considered in the initial round of allocation of places. Application for transfer to secondary education in September 2023 can be made on-line through the Cardiff Council website [www.cardiff.gov.uk](http://www.cardiff.gov.uk) with effect from 26 September, 2022. It is the responsibility of parents to ensure that an application is made by the closing date of 21 November, 2022. Applications made after this date will be considered as late applications.

### 3.3 Admissions Timetable Year 7

Deadline dates refer to the annual allocation of places to the Year 7 age group in September 2023.

Admissions information issued to parents. Cardiff Council On-line application service opens	Monday 26 September, 2022
Closing date for application	<b>Monday 21 November, 2022</b> <i>Only applications received by this date are considered in the initial round of allocation of places. Other forms will be considered as late applications.</i>
Notification of result of application by	Wednesday 1 March, 2023
Deadline for acceptance of places offered	2 weeks after notification, Monday 15 March, 2023
Closing date for receipt of statutory appeal	Wednesday 29 March, 2023
Appeal hearings	Appeals are heard by an Independent Appeals Panel arranged through Cardiff County Council.

3.4 Only applications received by the closing date of 21 November, 2022, will be considered in the initial round of allocation of places and applicants will be notified of the result of their application on Wednesday 1 March, 2023.

3.5 There is a two week window for acceptance of place/places made, that is by 15 March, 2023, for initial round of allocation of places.

3.6 Late applications will be considered when good reason is given for their delay or when they refer to a Child who is Looked After or a child with a Statement of Special Educational Need. Other late applications will be considered after the initial allocation of places is made on 1 March, 2023. The Admissions Sub Committee will meet in the week of 15 March, 2023 and monthly thereafter, if required, until the end of the summer term 2023. Refused applications from the first round of allocations and any subsequent late applications will be considered together for any subsequent available places.

3.7 Where an application for admission has been refused, parents/carers have the right to appeal to an independent appeal panel (see Right of Appeal below).

3.8 Where a place has been refused, WHS will operate a waiting list. Applications received in the normal admission round will remain on the waiting list until 30th September, 2023. If places become available whilst the waiting list is in operation they will be allocated in accordance with the oversubscription criteria set out in section 3.2 (1 to 7). Placing a child's name on the waiting list does not affect the parent/carer's right of appeal against an unsuccessful application.

3.9 Any applications for admission to WHS outside the normal admission round will be supplied with an application form at the first point of contact and this will be considered without delay. The decision to offer or refuse a place will be given within 15 school days or 28 calendar days, whichever is the sooner. Parents/carers whose application is turned down are entitled to appeal to an independent appeals panel.

3.10 Applications received outside the annual allocation of places for in year admissions will remain on the waiting list until the end of the term in which the application is made. After this time parents/carers will have to make a further application for admission.

## 4 Right of Appeal

4.1 Any parent/carer (except one whose child has been permanently excluded from two schools) whose child is refused a place at WHS has a statutory right of appeal to an independent appeal panel. Parents/carers or young people who have had an offer of a place withdrawn also have a right of appeal. Details of the appeals procedure are provided with any letter indicating an application has been refused.

### Notes for the guidance of parents/carers

#### Permanent address

Please ensure that the details are correct and it is your child's permanent home address NOT the address of a business, a relative, a friend, a childminder, a temporary address or an address to which you hope to move.

#### Residence

If you are planning to move and this involves the purchase of a property you will need to provide a solicitor's letter confirming exchange of contracts and the actual completion date. WHS cannot accept a letter confirming your intention to purchase a property.

If your move involves the renting of a property you will need to provide a copy of your tenancy agreement from a recognised letting agency, estate agent or solicitor confirming the lease start and end date.

If your move involves returning to live in a property you already own you will need to provide written evidence of the date that you will move back into the property. If you have rented your property to someone else you will also need to provide evidence that you have given your tenants notice to leave.

If we are not satisfied with the evidence you have provided we may ask for additional information. If we do not receive satisfactory evidence WHS will not accept your application from the new address.

#### Late applications

Following the first round of allocations, late applications will be considered in accordance with the admissions criteria. Applications from the first round of allocations and any subsequent late applications will be considered together for any subsequent available places that may arise.

#### Sibling

For admission purposes a Sibling is a child who is the brother/sister, half-brother/sister (children who share one common parent), step brother/step sister where two children are related by virtue of their parents being married, co-habiting or in a civil partnership. This definition also includes adopted or fostered children living at the same address.

### Shared responsibility

Where parents have shared responsibility for a child, and the child lives at the parents' separate addresses for different parts of the school week, then the home address will be determined as the address where the child lives for the majority of the week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

In disputatious cases, where parents have joint responsibility, applications must be agreed by both parents.

### Waiting Lists

Where a place has been refused, the application will be placed on a waiting list. Applications will remain on the waiting list until the 30th September, 2023. After this time parents will be expected to make a further application for admission.

### Appeals process

If parents are dissatisfied with the result of an application, an appeal may be submitted to the Independent Statutory Appeal Panel. If the appeal is not successful, further applications for a place at the same school will not be considered for the same academic year.

### Withdrawal of places

Any place approved on the basis of residence will be withdrawn if the pupil is no longer permanently resident at the home address specified in the application at the beginning of the school term to which the application relates (term dates as published in the Admission to Schools Booklet). The home address is considered to be the pupil's along with their parents'/carers' main and genuine principal place of residence on the published date i.e. where they are normally and regularly living. If a pupil is resident with friends or relatives (for reasons other than guardianship) the friends' or relatives' address will not be considered for allocation purposes.

Where parents knowingly give false information in order to obtain the advantage of a place at WHS for their child to which they would not have been entitled, the Governors reserve the right to withdraw the offer of a place. Parents may render themselves guilty of an offence under Section 5(b) of the Perjury Act 1911.

