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**School Admissions Policy**

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**1. INTRODUCTION**

This document provides information for parents about the Local Authority’s policies and arrangements in pursuance of its duty under the School Standards and Framework Act 1998, which establishes a legal framework for school admissions. It is the intention of the framework to establish arrangements that:

* Are clear, objective and give every child a fair chance of a satisfactory school place;
* Give full information for an informed choice;
* Ensure local admission procedures which are well co-ordinated and easy to follow with
* minimum bureaucracy and which give parents the opportunity of having their school
* preference met;
* Give an effective statutory right of appeal if parents are dissatisfied.

The Local Authority’s Schools Admissions policy complies with the requirements of the Equality Act 2010, the Human Rights Act 1998, and the Rights of the Children & Young Persons (Wales) Measure 2011, and does not discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex or sexual orientation against a person in the arrangements and decisions it makes as to who is offered admission as a pupil.

Copies of these documents can be obtained free of charge by;

* Telephoning the Learning Service on 01248 752901
* E-mailing education@anglesey.gov.uk
* Visiting the Local Authority’s website www.anglesey.gov.uk
* Enquiring at any school maintained by the Local Authority

All schools in Anglesey are co-educational day schools. All secondary schools are 11-18 community comprehensive schools. The majority of primary schools are also Community schools but there is one voluntary aided school linked to the Catholic Church (St Mary’s School, Holyhead) and one foundation school (Ysgol Caergeiliog).

The Local Authority is the admissions authority in respect of the 5 secondary schools and 38 of the 40 primary schools in Anglesey. The relevant governing body is the admissions authority in respect of St Mary’s School, Holyhead and Ysgol Caergeiliog.

Although the information in this document is correct at the time of publication, there may be changes in the Learning Service affecting the Local Authority’s arrangements in the year in question or subsequent years.

**2. ADMISSIONS**

**Part Time Pre-School Early Education (sometimes known as Playgroup)**

Children have the right to 10 hours a week of Early Education, free of charge from the beginning of term following their 3rd birthday for the remainder of the Academic year. Places are offered by partners in the voluntary aided schools and private nursery provision. A list of the providers is available by visiting the Mudiad Meithrin website [www.meithrin.cymru/find-a-cylch/](http://www.meithrin.cymru/find-a-cylch/)

In addition to 10 hours of early education, parents will be eligible for 20 hours of childcare with aregistered Care Inspectorate Wales setting, provided both parents/ carers work 16 hours perweek or more. For more information contact the Gwynedd & Anglesey Childcare Unit on 01248 352436 or email [30hourchildcare@gwynedd.llyw.cymru](mailto:30hourchildcare@gwynedd.llyw.cymru)

**Part Time School Nursery Class**

The Authority provides free, part time (10 hours a week) nursery education from the beginning of the term following the 3rd birthday for a full academic year – normally a morning or afternoon session. In schools which have both morning and afternoon sessions, there is no legal right for parents to choose which session their child attends. There are currently 37 primary schools in Anglesey that offer part time nursery education -see Appendix II for full list.

It should be noted that

* If a child attends the Playgroup for more than 10 hours a week, Groups may charge for the additional hours only
* If a child receives nursery education in primary school then he/she is not entitled to free nursery provision in the Playgroup as well

Term dates (for Nursery purposes)

Autumn Term – 1st September 2020 – 31st December 2020

Spring Term – 1st January 2021 – 31st March 2021

Summer Term – 1st April 2021 – 31st August 2021

Under Welsh Government rules a decision to admit a child to a nursery class in a school, or attending the local voluntary nursery group, does not guarantee a place in the Reception class

**Full Time Reception Class**

The Local Authority offers children a place in a reception class in the September following their 4th birthday. Where a place is offered, the parents have the option of deferring their child’s entry until later in the same school year up to the term following their child’s 5th birthday.

The only exceptions to admissions following the 4th birthday will be in special cases where the Local Authority is of the view that not to allow early admission would severely hinder the pupil’s social and/or educational development in the context of the 1989 Children’s Act or the Child Protection Register.

**Secondary School**

Pupils are usually admitted to the Local Authority’s secondary schools in the September following their 11th birthday. The only exceptions to admission in the September following the 11th birthday will be in special cases where the Local Authority is of the view that a pupil’s social and/or educational development would be severely hindered by not transferring to secondary school 12 months earlier than the normal admission age or by not remaining in the primary school for 12 months later than the normal transfer age.

**ADMISSION AUTHORITIES**

The Local Authority is the admissions authority in respect of 5 secondary schools and 38 primary schools in Anglesey and, is responsible for making decisions on admissions. Headteachers of these schools have no role in the admissions process and will not discuss the availability of places.

All applications to be submitted electronically by visiting the Local Authority website [www.anglesey.gov.uk](http://www.anglesey.gov.uk) and search for “School Admissions”. Should you require a paper copy, please enquire at the school.

It should be noted that an application for admission into the reception class must be made on behalf of children who are currently attending a nursery class in the school or the local playgroup.

* All decisions will be given in writing
* The Local Authority is not able to discuss the availability of places over the telephone or email
* All preferences are treated equally
* You are strongly advised to state more than one preference as the Authority may be unable to offer you that preference. If the Authority is unable to offer you your preference, any new preference received will be treated as a late application. The Local Authority may not be able to offer places to late applications if those schools are already full.

**St Mary’s School and Ysgol Caergeiliog**

As the Governing Body of voluntary aided schools are their own Admissions Authority, admission to the one voluntary aided school in Anglesey (St Mary’s) and the one foundation school (Ysgol Caergeiliog) is the responsibility of the school Governors.

Details of the full admissions policy of these schools are available from the headteachers or, the school’s website.

**St Mary’s School, Holyhead: 01407 763176 Headteacher: Mr Richard Jones**

**Admissions Policy available at** [**www.ysgolsantesfair.co.uk/page/policies/49039**](http://www.ysgolsantesfair.co.uk/page/policies/49039)

**Ysgol Caergeiliog 01407 740619 Headteacher: Richard Williams  
Admissions Policy available at** [**www.caergeiliogfoundationschool.co.uk**](http://www.caergeiliogfoundationschool.co.uk) **(under “Policies”)**

**APPLYING**

**When to apply**

| **Admission to:** | **Application forms available** | **Closing date for receipt of applications** | **Parents Informed** |
| --- | --- | --- | --- |
| Primary – Nursery Class | September 2020 | 01/02/2021 | 16/04/2021 |
| Primary – Reception Class | September 2020 | 01/02/2021 | 16/04/2021 |
| Secondary (Year 7) | September 2020 | 18/12/2020 | 01/03/2021 |
| St Mary’s School | September 2020 | 01/02/2021 | By the School |
| Caergeiliog | September 2020 | 01/03/2021 | By the School |

It is essential that parents apply by the closing dates as places will be offered to those who have applied on time before any late applications, even if the late applications are from the catchment area.

The Local Authority is able to consider late applications which arrive before offers are made as being on time in exceptional circumstances (e.g. illness). The Local Authority will consider late applications as soon as possible, in batches.

**Allocation of Places**

The Local Authority has recognised a specific geographical area for each school, known as the catchment area. School catchment areas inform admission procedures and school Transport policies however, residing within a particular catchment area does not guarantee a place at the school for that area. Official maps showing the catchment area boundaries can be seen at the Learning Service or in the school.

Pupils normally attend the school in whose catchment area they reside and where the Local Authority will have made provision with regard to accommodation, staffing and other resources including school transport.

When applying for a secondary school place, parents should be aware that it is the home address that denotes the secondary school catchment area, rather than which primary school their child attended. This affects whether school transport will be free or fee-paying to pupils.

Each primary school listed in Appendix II has been arranged according to secondary school catchment area. Each secondary school in Appendix I has been listed with the primary schools which serve its catchment area.

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

The Local Authority will comply with parental preference until the school's Admission Number (AN) has been attained. The AN reflects the school’s ability to accommodate pupils based on the floor area of the school and is calculated using the Welsh Government’s formula which must be respected.

The Authority may only in exceptional circumstances admit children in excess of the AN if such acceptance will not adversely affect the school both in the short and longer term and will not have a detrimental effect on neighbouring schools. Legislation limits class sizes to 30 if the admission number has been reached in infant classes.

If the number of applications for admission to any year group at a school is less than the AN of that school, the admission authority will admit all pupils who have applied for admission.

When there are more applications than places available in a school the Local Authority will assess all applicants against the Oversubscription Criteria and allocate accordingly.

**3. OVERSUBSCRIPTION**

(For St Mary’s School and Ysgol Caergeiliog, please refer to their own admissions policy)

Should any School be oversubscribed, the following criteria will be used to prioritise applications:

1. Looked after children and previously looked after children
2. Pupils recommended for placement at the school by Social Services or Sector Medical Officer with regard to their medical or psychological needs, or where a child’s Special Educational Needs (SEN) statement names a particular school
3. Pupils who live within the catchment area of the school who have a brother or sister already attending the school and who will still be on the school roll when the child is due to start
4. Pupils who live within the catchment area of the school
5. Pupils who live outside the catchment area of the school who have a brother or sister already attending the school and who will still be on the school roll when the child is due to start
6. Pupils who do not live within the secondary school’s catchment area but who have attended a primary school which is in the school’s catchment area. (This criteria applies for admissions to secondary schools only)
7. Pupils who live outside the catchment area

If the child spends time split between both parents a child’s home address for admissions purposes is the address where he/she spends the majority of the school week. Parents need to ensure that any changes of address before and after the closing date are reported to the Learning Service. Any place offered as the result of a fraudulent address being used may be withdrawn.

All distances will be measured by the shortest walking distance from the front door of the building your home is within to the nearest recognised entrance of the school and measured using the Authority’s digital mapping systems. Pupils from outside the Local Authority are treated no less favourably than those from Isle of Anglesey when applying the distance criteria.

The term ‘brother’ or ‘sister’ includes half-siblings, step siblings, adoptive and foster children living in the same household.

In any cases of twins or other multiple births where the Authority is only able to offer some of the places required, parents may take up the places on offer or keep them open until 30th September in the hope that other places may become available from the waiting list.

**Unsuccessful applications**

The relevant admission authority will maintain a waiting list of applicants who have been refused admission to the preferred school. If a place does subsequently become available at the school, children will be admitted from the waiting list to take up any places in line with the oversubscription criteria.

Priority will not be based on the date the application was added to the list. In instances where admission is refused parents are asked to inform the appropriate admission authority in writing whether they wish their child’s name to be placed on the school’s waiting list for places. The appropriate admissions authority will maintain a waiting list until the 30th September in the year of entry to school.

The Local Authority is unable to give any indication of the likelihood of being offered a place from a waiting list.

**Appeals**

Parents may also appeal against the decision of an admissions authority not to admit the child to an independent panel within 15 working days (10 working days for St Mary’s). Appeals will then be held within 30 school days of the appeal being lodged and parents will be informed of the decision within 5 working days after the Panel has considered the appeal.

If a parent whose appeal has been heard believes that the Panel acted improperly or unreasonably in handling a case, the parent may make a complaint for investigation to the Commissioner for Local Administration (the Local Government Ombudsman) or seek judicial review. The Welsh Government has no power to consider complaints against the decision of independent appeals panels.

There is no right of appeal in the case of a decision to refuse a part-time place in a nursery class.

**Transfers and Movement of Children**

Parents wishing to transfer their child from one school to another other than at the normal transfer age, or when the family moves to a new address, must submit an application to the Learning Service.

The Local Authority has 15 school days from receipt of application to respond to the request.

Parents are advised not to transfer their child during the school year in order to avoid interrupting their school courses.

The admissions and oversubscriptions criteria for nursery, reception and secondary schools, as detailed above, will apply to any applications to transfer between schools during the school year.

**Schools outside Anglesey**

Parents who wish to apply for admission to a school outside Anglesey should contact the relevant Local Authority’s Education Department of that School for further information.

**Children with Additional Learning Needs**

The Local Authority will consider which school is the most appropriate for children who need specialist facilities or resources. This will be made in consultation with the family and any relevant agency supporting the child. Where suitable, pupils with additional learning needs will be educated in the local school, alongside their peers.

For pupils with statements of Special Educational Needs (SEN) or Local Authority Individual Development Plan they will be admitted to the school named on their statement or IDP.

If you are concerned that your child may have special educational needs, talk to the class teacher or the school’s Special Educational Needs Co-Ordinator. You can also contact the Authority’s additional learning needs Officers who can provide information to parents of school age children and pre-schoolers. They may be contacted on 01286 679552.

**6th Form Admission**

Further details are available in individual schools’ year 12/13 (6th form) handbook. Please contact Mr Steffan Taylor, Head of 6th Form using [TaylorS57@hwbmail.net](mailto:TaylorS57@hwbmail.net).