



## **Ysgol Bro Carmel Admissions Policy 2024/5**

**Date Adopted: Autumn 2024**

**Date of Review: Autumn 2025**

**Committee: FGB**

### **Introduction**

This document is a statement of the policy of the Governors concerning admissions to the school. It must be read in conjunction with the LEA admissions policy. It was written and adopted by the governing body in January 2014. This policy was reviewed in November 2023 and will be reviewed annually in accordance with Flintshire County Council policies and procedures.

### **Statement of Values**

At Ysgol Bro Carmel we are an inclusive school and welcome all pupils.

We recognise the value and potential of every member of the school and its wider community.

We support and encourage all areas of development in an atmosphere of warmth, care, trust, security and respect. This allows every individual to become confident, happy, tolerant citizens, whose academic, spiritual, moral, cultural and physical developments are celebrated.

Our school environment promotes quality. High quality teaching stimulates effective and appropriate learning that enables pupils to be successful learners. The environment and the curriculum reflect our common purpose of providing a high quality, broad and rich education for all.

### **Class Size Restrictions**

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

### **Provision**

As a Primary and Nursery school the following procedures are in place for admissions:

Local Authorities in Wales have a duty to provide sufficient nursery places in their area.

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

Nursery schooling in all schools/units will be provided on the basis of 5 x 2.5 hour sessions per week for each child.

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

In the event of oversubscription, applications for nursery places will be dealt with by applying the oversubscription criteria in respect of primary schools as set out in this Guide.

**When making the decision about the 'nearest suitable school' the Authority will accept only the pupil's home address and not that, for example, of childminder or grandparents. Parents will be asked to provide official documentation showing home address. Parents are advised that a school place may be lawfully withdrawn if the information given on their application form is fraudulent or misleading.**

Application forms for nursery school admission are available from the Admissions Team, all nursery/infant/primary schools and on [www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions). The forms will be available according to admissions timetable as set out in the Guide on Flintshire County Council's website.

#### **Notes:**

- 1. Admission to a nursery class at a particular Infant or Primary School does not guarantee subsequent admission to reception class at that school.**
- 2. No transport is provided.**

### **Primary admissions**

At Ysgol Bro Carmel we will admit a child at the beginning of the school year if the child has achieved their 4th birthday on or before August 31st of that calendar year.

An initial application for admission to the reception class of a primary school must be made to the Headteacher in the first instance.

Admission (which is the responsibility of the Director of Education and Children's Services, and Recreation) will be based on the criteria listed below.

There are specific county guidelines on the criteria for admissions which are prioritised:

- a) the LA will consider the needs of a 'looked after child' (child in care) and 'previously looked after child'
- b) pupils for whom the preferred school is the nearest appropriate school to the pupil's home address
- c) pupils who have expressed a preference for a school which is not the nearest to their home address will be admitted if they have a sister or brother attending the preferred school
- d) pupils for whom the preferred school is not the nearest to their home address

### **Tie-breaker**

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

If the authority is unable to comply with the parental preference(s) expressed then the parent will be offered a place at the next nearest appropriate school with an available place.

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

Where the number of applications on behalf of other pupils is equal to or less than the number of places remaining, all applications will be agreed. However, where the number of applications exceeds the number of places remaining, the oversubscription criteria will be applied.

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

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

### **Multiple Birth Children**

Twins, triplets, quadruplets, etc, residing at the same address and applying for places in the same year group will be given priority for admission in the main admissions round under the 'sibling' criteria.

If it is not possible to offer places to all multiple birth children residing at the same address and applying for places in the same year group, the Authority will offer places for all of those multiple birth children at the next nearest appropriate school with available places.

### **Appeals Procedure**

If we are unable to admit a child following parental request, the following LEA procedures will be followed:

- If the Authority is unable to comply with the parental preference then the parent will be offered a place at another school. The parent may then accept the alternative placement, or may give notice of appeal. The request for the appeal (which shall be sent to the Director of Education and Children's Services, and Recreation) must be in writing giving the reasons for the appeal.
- In the case of an appeal, the Authority will initiate the appeals procedure of the School Standards and Framework Act 1998. The parents, or parent accompanied by a friend if desired, will be given an opportunity to appear before an independent Appeal Panel.
- The decision of the Independent Appeal Panel will be final. These details, describing the appeals procedure, are outlined in a leaflet which is available on request.

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

Schools in Flintshire have an agreed protocol for transfers from one nominated school to another other than at the normal transition point. A parent seeking such a transfer should initially speak to the headteacher of the child's current school to discuss the reasons for that transfer. If, following this discussion, the parent wishes to continue the process, contact should then be made with the headteacher of the new school. Headteachers will refer parents to the Local Authority, particularly in cases where pupil numbers in the new school have exceeded the Admission Number in the appropriate year group. In such circumstances admission to the new school may be refused. Parents who are dissatisfied with this may give notice of appeal, as outlined below.

### **Admissions other than at normal entry point (ie September each year)**

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

## **Appeals Procedure**

If the Authority is unable to comply with the parental preference the parent will be given the reason in writing and offered a place at another school. The parent may then accept the alternative placement and may give notice of appeal. Information on how to appeal will be provided. Details describing the appeals procedure are also available on

**[www.flintshire.gov.uk/schools/schooladmissions](http://www.flintshire.gov.uk/schools/schooladmissions).**

Alternatively, please contact the Access Officer on 01352 704068.

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

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

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

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

## **Notifying Parents**

The outcome of an application for admission will be notified to parents in writing. Where the application has been refused, the letter will set out the reasons for the decision and the right of appeal

and a return proforma will be sent. Parents will be asked to decide by a specified date one or more of

the following options:-

- Place child's name on a waiting list
- Proceed to appeal and place child's name on a waiting list
- Accept the place offered at an alternative school for which preference has been expressed
- Make a new application for an alternative school

### **Waiting Lists**

Waiting lists for oversubscribed schools will be prepared and will consist of those children whose parents have specifically requested in writing (including email) to be placed on the school's waiting list, those for whom an appeal form has been received and any late applications.

Waiting lists will be maintained until 30 September in the school year concerned. After that date, any parents still wishing to be considered for a place must specifically request in writing to remain on a waiting list.

### **Induction Procedures**

All parents & pupils are invited to visit the school prior to them starting and an induction programme will be established. The extent of the induction will depend on the individual.

### **Review**

This policy will be reviewed annually in line with county admission procedures.

**Signed** \_\_\_\_\_ **Chair of Governors**    **Date** \_\_\_\_\_