



School Admission Arrangements for 2013/14

The following are arrangements for the admissions to Community and Voluntary Controlled Schools in Ceredigion for the 2013/14 academic year.

1. Admissions Policy

- a) The Local Education Authority (LEA) is the admissions authority, except in Voluntary Aided schools where the governing body is the admission authority.
- b) Parents may express a preference for a school and the admission authority must meet that preference unless to do so would prejudice the provision of efficient education or the efficient use of resources. If there is room and resources in the school the place will be provided. All prospective parents should express a preference in writing. (Admission Application Forms are available at each school and on the Ceredigion County Council website: www.ceredigion.gov.uk)

Parents will be informed in writing by the LEA of the outcome of their admission application.

- c) Places will be allocated up to the school's admission number. However, should the number of applications exceed the admission number, the following oversubscription criteria, listed in priority order, will be used to allocate places:
 - looked after pupil
 - the school for which a preference has been expressed is the nearest suitable school.
 - exceptional cases referred to the Authority by Social Services or the relevant Medical Officer where the admission to a particular school is necessary for the medical or social well-being of the child. In such cases a letter from a registered health professional such as a doctor or social worker will be required, which provides supporting evidence in order that full consideration can be given to the case
 - pupils with a brother or sister in the school at the time of admission. Brother or sister includes half-siblings, step siblings adoptive and foster children living in the same house.

In the event of a tie, a place will be offered to the pupil who lives nearest to the school.

All distances will be measured by the shortest walking distance between the nearest school gate and the point where the pupil's dwelling meets the public highway.

Should the Authority not be able to offer a place to a child at their first choice of school during the normal admission round their name will be kept on a waiting list until the 31st of August prior to the start of the relevant academic year. Priority for places will be given according to the above criteria and not according to the date on which application for a place was originally submitted.

Overseas pupils shall be admitted to a school where appropriate provision can reasonably be made to meet their needs.

The LEA does not permit admissions by selection or banding nor based on the interview of parents or financial contribution to the school.

2 Admission Number and Capacity

Admissions numbers are calculated based on the Welsh Government formula which is directly linked to the school's capacity. Admission numbers for 2013/14 are attached.

3. School Admission Dates

In Wales all children are entitled to part time nursery education following their third birthday. Parents should contact the Local Authority for information about the location of nursery provision.

The Law does not require a child to start school until the term following the child's fifth birthday. The date compulsory school age is reached, is determined by dates set by the Welsh Government for the Autumn, Spring and Summer terms. These dates are 31st August, 31st December and 31st March.

In Ceredigion children may be admitted to the reception class of a school in the term following their fourth birthday.

4. Deadline for Receipt of Primary Admission Applications

The deadline for receipt of applications for admissions to primary schools in January, April or September 2013 will be 30th April 2012. Applications for admission during the 2014 calendar year will be required by 30th April 2013. Admissions will take place termly. (Admission Application Forms are available at each school and on the Ceredigion County Council website: www.ceredigion.gov.uk)

All applications received for a particular school are considered together following the deadline. In the event of oversubscription, the criteria shown in paragraph 1 c) above are applied.

5. Transfer from School Based Nursery Units to Mainstream School

Where a child attends a School Based Nursery Unit, transfer into mainstream school at statutory age is not automatic. An application form should be submitted by the appropriate deadline for consideration with other expression of preference received. The admission criteria will be applied if there are more applications than places available.

6. Admissions to Secondary Schools

Parents of year 6 pupils are invited to express their preference for a secondary school at the beginning of the calendar year in which the pupil is due to transfer. Forms are included in the information pack distributed via the primary school to parents. The deadline for receipt of applications is clearly indicated on the form. The allocation of secondary school places takes place before Easter.

7. Early and Late Applications

Priority will not be given to applications based on the date order in which they were received. Applications submitted after the closing date will be considered after the applications submitted on time.

8. Admissions at Other Times

Admissions to school outside the normal cycle e.g. for those moving into the County, will be considered in the same way as those applying for entry at the usual time.

9. Transfer Between Schools

Parents may request a transfer at any time. However in the first instance, parents should discuss the matter with the Headteacher of their current school. If parents still wish to pursue the transfer then they are required to submit the request in writing to the Director of Education and Community Services and a protocol involving the Pupil Support Service is applied.

10. Deferred Entry

Parents may apply for a school place for a child who is not of compulsory school age (5) and the admissions authority, at the request of the parent, may agree to the child deferring entry to the reception class until he/she is of compulsory school age. The effect of this is that the place is held for that child and is not available for another child.

11. Early Admission

From time to time, applications can be considered for admission to a school earlier than that offered under the admission policy. The only exception that will be considered are those exceptional cases which are referred to as specific reasons in the context of the Children's Act. Applications for early admission to school will only be considered in exceptional circumstances i.e. if there has been a specific referral under the Children's Act by:

- a) The Social Services
- b) The relevant Medical officer
- c) The Principal Educational Psychologist

12. Excluded Pupils

The LEA can direct a school to accept a pupil who has been permanently excluded from two or more schools "during the period of two years beginning with the date on which the latest of the exclusion took effect".

13. Appeals

If parents are unsuccessful in obtaining a place for their child at a preferred school they will be notified in writing of the reason(s) why a place has not been secured and of their right of an independent appeal. Letters of appeal should be sent by parents to the Director of Education and Children's Services within 10 working days of the date of notification that an application for a place was unsuccessful.

14. Admission Forum

The Ceredigion Admission Forum meets twice a year to discuss local admission issues. Headteachers, governors, parents and diocesan authorities are represented.