Ysgol Gynradd Maes-y-Deri
Oaklands Primary School

Together Everyone Achieves More

Admissions

Policy

Admissions Policy

The governing body of Oaklands Primary School adheres to Local Authority Guidelines:

Primary Education Age (3-11Schools Admissions Section,
Education and Lifelong Learning Directorate,
Tyˆ Trevithick, Abercynon,
Mountain Ash
CF45 4UQ
Tel: 01443 744232
Fax: 01443 744201
E.mail schooladmissions@rctcbc.gov.uk

A. Choosing a School

The entry of children to schools is controlled and administered by an 'Admissions Authority'. In respect of community schools the Admissions Authority is Rhondda Cynon Taf Council (the Authority). Within the County Borough of Rhondda Cynon Taf (the Authority), each school has an area that it serves – its 'catchment area'. Most parents/carers choose to send their child(ren) to their 'local' school within this 'catchment area', however, they have the right to state a preference for their
child(ren) to attend any school.

1. Parents/carers may express their right of preference at the following stages of their child(ren)'s education:-

i. In-year admission to a pre-Nursery class, immediately following the child's third birthday, or as soon as possible thereafter (such places are provided strictly according to availability, and are dependent on there being surplus classroom capacity in the Nursery of the individual school, they are not universally available).

ii. On admission to the Nursery year at a school

iii. On admission to the Reception year

iv. On transfer from an infant school to a junior or primary school (year 2 to year 3 only).

v. On transfer from a junior or primary school to secondary school

vi. At any time that parents/carers may wish to transfer their child from one school to another.

2. Parents/carers may further express their right of selection in respect of –

i. Welsh Medium education – this option is available to all parents or carers who desire it for their child(ren).

3. The Authority and each school's governors must comply with any parent/carer preference that is expressed, **providing that there is room within the school.** In considering these preferences, the Admissions Authority must have regard for:
i. The overall provision of efficient education and efficient use of resources
ii. Welsh Medium education (as 2 i. above)
iii. Religious affiliation

All schools within the Authority aim to provide their pupils with an educational opportunity that is best suited to each individual child. Some children will have learning needs requiring special educational provision. Parents/carers are encouraged, in the first instance, to discuss possible areas of concern with their local head teacher who may consider that the best course of action is to seek specialist advice. Parents/carers will, in some cases, already be receiving specialist support and guidance regarding the provision of education for their child.

B. Applying for a Place

1. Parents/carers have the right to express a preference when selecting a school for their child(ren). Parents/carers must complete a preference form available from any of the Authority's schools. When completed this form must be returned to the school of their first preference. Only applications received by the published closing date for receipt of Preference forms will be considered in the initial round of allocation of places. Other Preference forms received after the closing date will be considered as late applications. Late applications will be processed after applications which were received by the closing date and therefore late applicants may find that their preferred school is already full. Parents/carers may wish to contact head teachers to discuss their preferences and/or to arrange to visit schools before making a final decision. ***Please be aware that the head teacher is unable to offer or promise a place in their school, that is the role of the Admissions Authority.***

2. The information given on the preference form must be accurate. There may be occasions when parents/carers are required to evidence the information given on the form.

3. Parents/carers must provide documentary evidence of proof of address. The only acceptable forms of documentary proof of address are – Council Tax statement; Child Benefit confirmation letter; recent gas, water or electricity bill. Original documents must be provided (which will be returned on request). Information provided may also be cross checked and verified against information held by other Council departments of the Authority.

5. Where parents have shared responsibility for a child and the child lives with both parents for part of the school week, then the home address will be the address to which Child Benefit is paid. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

6. All applications received by the closing dates will be considered in line with the Authority's criteria for entry to school Parents/carers will be notified in writing of the outcome of their application including, if appropriate, the means of appealing against the decision where there is recourse to appeal.

7. All maintained schools must admit pupils (during compulsory education) up to at least their published admission level. This admission level is called the Admission Number (AN). Oaklands Primary AN is 30

8. Nursery education is provided throughout Rhondda Cynon Taf. Where nursery pupils enter the reception class on first admission to school, they will count towards the recognised Admission Number.

9. Entry into a pre-nursery or nursery class does not guarantee a place in the nursery or reception class at the same school. A separate application for a reception place must be made and the allocation of reception class places will be made in line with the Authority's criteria for entry to school [paragraph C].

10. Pupils who hold passports issued outside the UK. If a parent/carer is seeking admission to school for a child who holds a passport that was issued outside the United Kingdom of Great Britain and Northern Ireland they must make their application, for their child(ren)'s admission to school, directly to school admissions. Please contact the School Admissions team for further assistance as we will require sight of and must check the original passport/visa documentation before admission to any school can be granted. Admission to school will be dependent on the details recorded on the passport/visa meeting the regulations as given in the Welsh Government's School Admissions Code.

C. How Places are Allocated

If the number of preferences received for a school is below the school's Admission Number, all applications for admission to the school will be granted. Places cannot be reserved for 'in catchment' children unless they are children of reception age whose parents have applied for their entry to school to be deferred until a later date in the same school year. If the number of preferences received for a school is above the school's Admission Number the following over subscription criteria will be applied, in the priority order listed, to determine the allocation of available places:

- **Priority Category 1** Children in public care (looked after children).
- **Priority Category 2** Children who live inside the school's catchment area who have an older sibling attending the school from the same address, at

the date of application, who will continue to attend that school in September.

- **Priority Category 3** Children who live inside the school's catchment area who do not have an older sibling attending the school.
- **Priority Category 4** Children who live outside the school's catchment area who have an older sibling attending from the same address, at the date of application, who will continue to attend that school in September.
- **Priority Category 5** Children who live outside the school's catchment area who do not have an older sibling attending the school.

Please note that childcare/child minding arrangements or a parent's place of work cannot be taken into account when applying admissions criteria. The date a parent/carer requests with a school that their child's name be put on their school's initial list is not a criteria for entry and does not guarantee a place; it merely enables an application form to be sent out at the correct time.

Tie breaker

Children will be admitted up to the Admission Number in order of priority as outlined above. If, within any one of the priority categories listed, all the applicants cannot be offered a place, preference will be given to children living nearest to the school. Distance will be measured by the Authority using the shortest, safe walking route between the front door of the home address and the nearest open school gate. The home address in instances where parents have shared responsibility for children, will be the address to which Child Benefit is paid. The distance will be measured by using the Mapinfo System only, in order to ensure equality of opportunity to all applications. Measurements calculated by any other system will not be considered.

Note

Siblings: Children will be classified as siblings if-
(a) they are half or full brother or sister
(b) they are an adoptive brother or sister
(c) they are children living full time/permanently in the same household
Please note that cousins, nephews and nieces are not counted as siblings.

Multiple Birth Children (e.g. twins or triplets)

If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth e.g. twin or triplet then the Authority will also admit the other sibling(s).

Children of UK Service Personnel

Children of UK service personnel will be treated as in catchment 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.

Admission Number Variations

Where the Authority is in the process of requesting a variation to the Admission Number of a school, due to changes in the accommodation available, the proposed number is recorded under the relevant school.

Waiting Lists
Following the allocation of places during the normal admission round, any pupil that is refused admission to an oversubscribed school will be placed on the waiting list. The list will be maintained until the 31st August (in line with the recommendation in the School Admissions Code). Thereafter parents/carers must make a fresh application for admission (by completing a further application form) and/or provide a written request to remain on the waiting list. Admissions in respect of pupils on waiting lists are determined by application of the oversubscription criteria, not by the length of time a child has been on the waiting list.

Stages of Education
A. Nursery Education
Nursery education is established in all areas of Rhondda Cynon Taf and is a highly valued part of our Early Years and Family Support Service. Many schools are able to offer 'pre-Nursery' places to children who attain their 3rd birthday during an academic year. Application forms are available the school term preceding the child's 3rd birthday and must be returned to the school by the date shown. These places are provided strictly subject to availability and cannot be guaranteed at any school. YGG Ynyswen does not currently offer these places. All children are entitled, by law, to a half time (10 hours per week) free nursery education placement from the term following their third birthday and wherever possible we ensure provision is available within the family's catchment area. However, where schools are unable to meet the demand a part time placement will be funded in other registered education provision within private and voluntary sector settings. A nursery place will only be funded in alternative provision if there is no capacity in the designated local school, to meet the child's needs. Our policy regarding pre-nursery admissions is kept under continuous review and should any alterations be determined, parents of pupils applying for such places will be informed.

1. Admission to Nursery Schools
The Authority sets the number of places available at a nursery school. The decision to admit your child to a Nursery School will be taken in accordance with the Authority's published criteria for Pupil Entry to school (see point C page 5). Admission to Nursery Classes in Infant or Primary Schools will also be undertaken in line with the Authority's published criteria for Pupil Entry to school and in accordance with Welsh Government expectations. Pupils who are admitted either to a pre nursery or nursery class will not have an "automatic"right to continue education within that school. Whilst every effort will be made to accommodate these pupils, a formal application must be made for transfer to the nursery class (upon transfer from pre nursery provision), reception class/infant

department at the appropriate time. There may be occasions when, due to over subscription, it will not be possible for this transfer to take place.

2. Early Years and Family Support Services

Rhondda Cynon Taf Early Years and Family Support Services (EYFSS) provide a broad range of services to support children's development and learning as well as support to parents. The service is based at Tyˆ Trevithick. The range of services are provided by EYFSS to meet the needs of young children and their families, including a range of pre-school services such as Flying Start, parenting support programmes, open access play, Genesis Wales and services for disabled children. All of the services provided by EYFSS are concerned with the learning, development and well-being of children and support for parents including access to lifelong learning, training and work activities. The full range of services provided by EYFSS is available at www.rctearlyyears.org.uk or by telephoning Freephone: 0800 180 4151 to access the Family Information Services.

3. Foundation Phase

The Foundation Phase was introduced by the Welsh Government to improve the way in which young children are taught and learn. It provides an approach to learning, with a more specific focus on learning through play and learning activities in the outdoors. The Foundation Phase has been introduced in all early years education provision, including the private and voluntary sector and advisory teachers provide extra support to education providers that are not part of the Local Authority. This ensures that the principles of the Foundation Phase are acted upon in every setting that provides nursery education.

B. Primary Education

Primary education refers to nursery/infant/junior and primary schools. Children of compulsory school age (5 or over) will, at the appropriate time, attend these schools.

Attendance between the age of 3 to the date of a child's fifth birthday is optional (see paragraph C1 below). By virtue of section 8 of the Education Act 1996, a child begins to be of compulsory school age when he or she attains the age of five years. A child, therefore, becomes of compulsory school age on one of three dates in the year following their fifth birthday. These dates (1st September, 1st January and 1st April)

are prescribed by the Education (Start of Compulsory School Age) Order 1998 (S.I. 1998 No. 1607). Therefore, for a child whose fifth birthday falls between:

• 1st April – 31st August, compulsory school age is 1st September

• 1st September – 31st December, compulsory school age is 1st January

• 1st January – 31st March, compulsory school age is 1st April (e.g. a child born on 1st January would not be of compulsory school age until 1st April).

Children between the ages of 3-5 are recognised as pupils receiving primary education. However, in Rhondda Cynon Taf, primary education in this context may be provided in nursery schools or with registered education providers.

C. Admission to Infant Schools or Infant Departments within Primary Schools

1. Children who do not attend school before the age of five (compulsory school age) may start school on or after their fifth birthday. However, they must be in full time attendance by the commencement of the term following their fifth birthday.
2. Parents/Carers should notify the Head Teacher of their local infant school or primary school (well in advance if possible) that they have a child approaching compulsory school age. If a parent/ carer is unsure as to which school usually serves their address/locality then an officer in the School Admissions Team is available to offer advice (see page 2).
3. Pupils who are admitted to an Infant school, will not have an “automatic” right to continue their education at the junior or primary school that serves the same area. Whilst every effort will be made to accommodate these pupils, a formal application must be made for transfer to the junior/primary school at the appropriate time. Pupils admitted to a pre nursery or nursery class in a primary school must also make a formal application to transfer to the nursery class (upon transfer from pre nursery) / reception class at that school. There will be occasions when, due to over-subscription, it will not be possible for the transfer within the same local junior/primary school to take place. Should this be the case a place will be offered, in consultation with parents/carers, at an alternative school.

D. Transfer to Junior Schools or Junior Departments within Primary Schools

1. Children enter or transfer from Infant schools to Junior schools, or Junior departments in Primary schools, on the first day of the autumn term (on a given date in September) following their seventh birthday.
2. In Primary schools, the infant and junior sections are simply departments of the same school and children progress through the school from the infants to juniors without having to transfer elsewhere or make application between departments.

E. Changing Schools: Primary Education

1. Changing schools during primary education is a serious step for your child(ren) to take. In the case of moving the family home, such a decision may well be a necessity. You may wish to contact your local school or the School Admissions Team for advice at this time. If you decide that you would like your child to transfer from one school to another, please contact their present Head Teacher first to alert them of your decision. Should you wish to proceed with the transfer arrangements you should contact the School Admissions Team for advice in making your application to the new school.

2. Applications to any year group within a school will be judged against the relevant AN (Admission Number) for that year group and the overall capacity of the school.
3. Parents should note, however, that classes may include more than one age group and the Head Teacher has the responsibility (authority) for placing your child in the most appropriate provision.

F. Admission to Secondary Schools
Children normally transfer from primary (junior) school to secondary school at the beginning of the school year (a given date in September) following their eleventh birthday. Although each primary school has a comprehensive school to which most of its pupils usually transfer, parents/carers are required, in all cases, to state their preference as to which comprehensive school they wish their child(ren) to attend. This must be done while their child(ren) are in year 6 [the final year] of their attendance at junior or primary school and places will be allocated in accordance with the Authority's published criteria for Pupil Entry to School. YGG Ynyswen is linked to Ysgol Gyfun Y Cymer Rhondda.

H. Admissions at Other Times
Application for admission to a primary or secondary school at other times, e.g. for those moving into the County Borough, should be made to the School Admissions Team, where an officer will be able to advise on admission procedure and the availability

I. Regular Attendance at School
Improving school attendance rates is a Council priority in Rhondda Cynon Taf. Regular school attendance is known to be a key factor in supporting the social, emotional and educational development and wellbeing of children and young people.
Under section 7 of the Education Act 1996, parents have a legal duty to ensure their children receive efficient full time education that is suitable to their children's age, ability and aptitude, either by regular attendance at school or otherwise. Where there is sufficient evidence that parents are not fulfilling this legal duty, the Local Authority has a responsibility to institute court proceedings under Section 444 (1) of the Education Act 1996. In Rhondda Cynon Taf this responsibility is devolved to
the Attendance and Wellbeing Service.

J. Authority's policy on Food and Drink in schools
School Meals
Catering Direct is the catering service in YGG Ynyswen. Meals are cooked and served by trained staff using quality products and ingredients that comply with all food safety legislation. The recipes and menus used meet the Welsh Government's Food Standards and will comply with the forthcoming nutritional regulations in September 2012 for Primary schools and the following year for Secondary schools. There is consistent pricing across all schools and the service

is tailored to meet the needs of the school. Special dietary requirements are catered for on request. For further information please contact the in house Rhondda Cynon Taf Catering Services team Tel: 01443 744155 • E mail : cateringservices@rctcbc.gov.uk Or visit our web site – rctcbc.gov.uk/school catering

Primary School Free Breakfast Initiative
A free breakfast from 8.10 a.m. is provided to pupils in YGG Ynyswen.

School Milk
Free milk is provided daily to all Foundation Phase pupils.

K. Authority's policy on School Uniform
The wearing of a school uniform in Primary schools in Rhondda Cynon Taf is entirely voluntary. It is compulsory for all Secondary Schools.

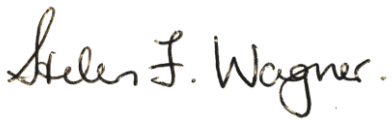
M. Why Fork Out?
Did you know you could save up to £555 a year by taking up your child's entitlement to free school meals?
Free School Meals are available to all children whose parents or carers claim certain benefits and have registered with the Council.

N. Welsh Language Policy
In accordance with the Education Reform Act 1988, Welsh is a core subject in Welsh medium schools. The Authority's policy, in accordance with the Education Reform Act, 1988 and its statutory requirements, is that every child should have the opportunity to learn and use the Welsh language effectively. Provision is made for this in the following ways:-

1. Primary Schools
In Welsh medium primary schools and the Welsh sections of dual language schools, Welsh is the language in which instruction is given in all subjects forming part of the curriculum of community primary schools. Welsh Second Language is statutory for all Foundation Phase and Key Stage 2 pupils in all English medium primary schools. The priority for admission to nursery classes in Welsh medium schools must reflect the provision of nursery education for English medium schools within the recognised catchment areas. All eligible pupils from areas where nursery education is provided in English medium schools may be admitted to the Welsh medium nursery classes where places are available. After these admissions have been resolved, the remaining places will be allocated according to the criteria set out in Section C.

Date reviewed: Summer 2015

Date of next review: Summer 2018

Signed: (Chair of Governors) 

Signed: (Headteacher) 