

Ysgol Sefydledig Caergeiliog Foundation School



THE SCHOOL'S ADMISSION POLICY

Part 1: Admission Authority

The Governing Body of the School is the Admission Authority.

Part 2: Application and Registration of pupils coming of School age

To make an application for a place at the School for a child coming of School age, prospective parents are requested to complete a 'Pupil Registration - Application Form' for their child giving such details as 'Personal Details', 'Background Details' and 'Medical Information'.

The Application Process for a child coming of School age:

	The Application Forms for Admission are available:	Closing Date for receiving the Application Forms:	Parents Informed of the decision:
Nursery	1 September prior to the child starting School the following September.	1 March prior to the child starting School the following September.	1 May prior to the child starting School the following September.
Reception, Infant and Junior	1 September prior to the child starting School the following September.	1 March prior to the child starting School the following September.	1 May prior to the child starting School the following September.

All documentation relating to the Registration of Pupils may be received from the Registrar, Caergeiliog Foundation School, Lon Bach, Caergeiliog, Anglesey LL653NP.

Prospective parents are also invited to contact the School for an appointment with the Registrar who will arrange a tour of the School and discuss School Policies. The Registrar may be contacted on 01407 740619.

Part 3: Admissions

a. Children who are 3 years old before 1 September are offered part time education at Caergeiliog Foundation School.

b. ¹_{SEP} Children who are 4 years old before 1 September are offered full time education at Caergeiliog Foundation School. **Please Note:** Section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998 explain that a child reaches compulsory school age in the term following their fifth birthday. The term dates being prescribed as 31 August, 31 December and 31 March.

- In accordance with the 1998 Education Act, the School has an Admission Number. If the number of applications for admission is less than the admission number, the School will admit all pupils who have applied for admission. The Admission Number has been calculated using the capacity formula in the Welsh Government circular *Measuring the capacity of schools in Wales*.
- **The admission of a child to the Nursery Unit does not guarantee a place in the Reception class, a fresh application should be made for this.**
- During the normal admissions round, parents will be informed in writing on the date indicated in Part 2 above, as to whether or not a place can be offered for their child at the School.
- Anyone expressing an interest in admission outside of the normal admissions round will be given an application form at the first point of contact. Once received, such applications will be considered without delay and a formal decision either to offer or to refuse a place will be made and notified to the applicant within 15 school days or 28 calendar days whichever is the sooner.
- The School will accept applications which are received after the closing date for application when a good reason is given, for example, when a single parent has been ill for some time, or a family has just moved into the area, or is returning from abroad - provided applications are received before offers of places are made. Looked after children and children with statements of SEN that name a specific school **will** be admitted regardless of when their application was received.
- In dealing with applications outside the normal admissions round, whether in-year or for a school year which is not the normal point of entry to the school, admission authorities **must** comply with parental preference or in the case of a sixth form a young person's preference unless one of the statutory reasons (see paragraph 2.1) for refusing admission applies.
- The School recognizes that while it is essential that children who have no school place are found one quickly, the Education Act 1996 permits deferment of admission to the start of a school term. In cases involving school transfers that do not require a house move, or where there is no need for an immediate move, the School may wish to arrange for a child to start at the school at the beginning of term to minimise disruption to its own and other children's education. This will not prejudice vulnerable children such as those described in the paragraphs below.

- Applications for admission to the School for a short period only will be treated in the same way as any other application for admission.
- The same statutory reasons for refusing admission will apply outside the normal admission round as with applications made during the normal admissions round.
- The School will not refuse to admit a child because that child has followed a different curriculum at his/her previous school.
- Where an application outside the normal admission round is made some time in advance of the requested start date (e.g. where a pupil is due to move into an area several months hence) the School will consider carefully the circumstances of the case and the length of time it would be reasonable to hold open the place for the pupil. The School considers that it would be inappropriate to hold open a place for more than one school term.

Multiple Birth children

In the case of multiple birth children, where the School can admit a child but not his or her siblings, the matter will be referred to the Admissions Committee established by the Governing Body for consideration.

Part 4: Over-subscription

If the number of applications is more than the School's Admission Number, pupils will be admitted up to the admission number in accordance with the following criteria, which is listed in priority order:

Children with statements of Special Educational Needs (SEN) that name the School will be admitted regardless of when their application was received.

1. Priority will be given to Looked After Children (LAC) and previously looked after children. In such cases, confirmation would be requested from professional advisers e.g. Social Services Officials, Senior Medical Officers.
2. Pupils recommended for placement at the School for exceptional medical or social reasons. In such cases, confirmation would be requested from professional advisers, e.g. County Paediatricians/Senior Medical Officers.
3. Sibling links. This includes pupils who have a brother or sister already attending the School, half brother /sister, step brothers/sisters, fostered or adopted siblings.

Tie-breaker

When more than one child is equally entitled to a place at the school, distance from home to the School will be used to decide which child should be admitted, with priority given to pupils whose home is nearest to the School via the nearest available walking route from home to school. Distance will be calculated from the front door of the building where the child resides to the School's Main Entrance using Garmin, satellite navigation software. Proof of residency will be required and in the absence of legal documents, e.g. such as a Court Residency Order, the child's place of residence will be taken to be the one where the child resides for the majority of the 5 nights preceding the child's 5 school days (i.e. Sunday night to Thursday night).

Where a pupil has been refused admission, the School will explain this decision in writing notifying parents of their right to appeal to an independent appeals panel and how to do so.

Part 5: Appeals Arrangements

- Parents wishing to appeal against the School's decision to refuse admission are required to do so in writing within 15 working days of being informed of the decision to refuse admission.
- Appeals should be presented in written hard copy format and addressed to: The Chairman of the Board of Governors, Ysgol Caergeiliog Foundation School, Lon Bach, Caergeiliog, Anglesey LL65 3NP and marked Private and Confidential.
- The School's independent appeals panel will meet within 5 weeks of receiving the appeal and parents will be informed of the decision of the panel within 5 working days after the panel has met to consider 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.

Part 6: Waiting List

- The School maintains a waiting list of applicants who have been refused admission. In instances where admission has been refused, parents are asked to inform the School in writing whether they wish their child's name to be placed on the waiting list. If a place does subsequently become available at the School, children will be admitted from the waiting list in line with the oversubscription criteria. Priority will not be based on the date the application was added to the waiting list.
- Placing a child's name on the waiting list does not affect the parents' right of appeal against the decision not to offer a place.

Part 7: Capacity and Admission Number

School Capacity : 422 + 43 Nursery
Admission Number : 60