

YSGOL PEN-Y-BRYN FOUNDATION SCHOOL



ADMISSIONS POLICY

2024-25

Policy approved by the Governing Body.

Signed:

Date:

POLICY FOR THE ADMISSION OF PUPILS

This policy has been written in the light of Welsh Government document “School Admissions Code” (Statutory Code Document No: 005/2013, issue July 2013).

1. FOUNDATION SCHOOLS

Admission to Foundation Schools is the responsibility of the school’s Governing Body. Children are admitted in accordance with the details outlined within this policy.

Ysgol Pen y Bryn accepts pupils between the ages of 3 and 11 years of age.

Appeals against admission refusals are considered by an independent panel under arrangements made by the Governing Body of the school in accordance with Sections 94 and 95 of the Schools Standards and Framework 1998 Act and schedules 24 and 25.

ADMISSIONS TIMETABLE

The Local Authority (LA) admission timetable is followed for the processing of applications. See www.conwy.gov.uk/admissions

2. FUNDAMENTALS OF POLICY

Ysgol Pen y Bryn will admit children to the school from the beginning of the school year when the child has achieved his/her 4th birthday on or before 31st August of that year. They will be admitted without reference to ability or aptitude up to the published admissions number of the school.

The School Standards and Framework Act 1998 contain special provisions concerning the admission of children to Foundation Phase classes. These provisions place a duty upon School Governing Bodies to limit to 30 the size of classes at Infants and Primary schools. Limitations are placed on the powers of Appeal Panels to allow appeals against refusals to admit a child to a school for class size reasons.

The admissions number for schools is established by the Local Authority in accordance with appropriate statutory requirements.

Ysgol Pen y Bryn operates within the Conwy County Borough Council ‘catchment area’ policy where provision with regard to accommodation, staffing, other resources and school transport, will be focused on the area where a pupil resides.

3. ADMISSION TO RECEPTION

Pupils are admitted to Reception in the academic year in which they are five, i.e. any child who attains the age of four by 31st August can be admitted in September. Once a reception place has been offered and accepted, parents may defer their child's entry until the start of the term following the child's 5th birthday. Parents are not able to defer entry beyond this point, or beyond the academic year for which the original application was accepted.

The School Standards and Framework Act 1998 requires LAs and Governing Bodies to admit pupils up to the school's admission number (AN). The Admission Number relates to the number of children that can be admitted to each year group during the school year and is calculated using the capacity assessment method in the Welsh Government's guidance document 'Measuring the Capacity of Schools in Wales'. The Admission Number (AN) for our school is 59. All applicants will be admitted to the school unless the number of applications exceeds the published admission number (AN).

Looked after and previously looked after children are a priority. In the case of over subscription, these children will be admitted before all others, except those with a statement of Special Educational Needs/Individual Development Plan (IDP) naming our school.

Children from the gypsy traveller community or travelling groups will be treated in accordance with the School's Admissions Code of Practice 2013 and with reference to the Welsh Government Circular No: 003/2008 'Moving Forward – Gypsy Traveller Education'.

Our school will not discriminate based on gender, or against applicants on the basis of race, colour, nationality or national or ethnic origin.

All applicants will be admitted to the school unless the number of applications exceeds the admission number (AN).

All preferences received will be considered on the basis of equal preferences. Expressing a preference for our school does not guarantee a place if our school is oversubscribed.

In the event that the number of applications exceeds the number of places available, then the following oversubscription criteria will be applied (see section 9) in the order set out below, to decide which pupils to admit.

Please note, any child for whom the school is named in a statement of Special Educational Needs/ Individual Development Plan (IDP) will be admitted before the application of oversubscription criteria.

4. ALLOCATION OF NURSERY PLACES

Ysgol Pen y Bryn will admit a child for a Nursery place at the beginning of the school year if the child has achieved his/her third birthday on or before 31st August of that calendar year. The same procedures and over-subscription criteria apply to Nursery as to full time education places.

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 will be provided in the *on the basis of 5 x 2.5 hour* sessions per week for each child. Places are available in Nursery classes, up to our Admission Number.

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.

**** VERY IMPORTANT**** Admission to, or attendance at, Ysgol Pen y Bryn's Nursery classes **does not** guarantee admission to the school for full time education. A new application will need to be completed prior to entry to Reception (full time education).

5. TRANSPORT PROVISION

Please see Conwy County Council website (www.conwy.gov.uk/admissions) for information regarding possible transport provision.

6. ADDITIONAL LEARNING NEEDS/ADDITIONAL LEARNING PROVISION

Our school will implement the requirements of the Additional Learning Needs and Education Tribunal Act (Wales) 2018. The changes of this legislation include a change in terminology from Special Educational Needs (SEN) to Additional Learning Needs (ALN). The needs of the vast majority of pupils with ALN will be able to be met by mainstream schools through the implementation of appropriate strategies, carefully differentiated and targeted interventions and programmes delivered by school staff. External agencies may support schools to implement the targeted interventions for some learners.

For a very small percentage of learners, their ALN may meet the requirements of the ALN Act's exceptional circumstances and may therefore require access to specialist provision. Admission to access specialist provision is determined through a multi-agency assessment and moderation process.

For learners who are undergoing an assessment of their ALN by the Local Authority, it is important that parents still apply for a mainstream placement at our school through our normal admission procedure.

Parents/carers may obtain advice and further information on additional learning needs from our school, or from officers within the Additional Learning Needs Service or via the Local Authority's website.

A document fully detailing the Local Authority's policy and arrangements for children and young people with Additional Learning Needs (ALN) is available on request or via the Local Authority's website. The Local Authority's policy is based on the 'Additional Learning Needs and Education Tribunal Act (Wales) 2018' and the associated 'Additional Learning Needs Code' and regulations.

Parents with children who have ALN can access independent advice, guidance and support through contacting the Parent Partnership Service provided by SNAP Cymru through 0808 801 0608 (Monday – Friday 9.30 am – 4.30 pm)
helpline@snapcymru.org / www.snapcymru.org/contact

7. CATCHMENT AREA

The school is to serve principally those children resident in the Upper Colwyn Bay 'catchment area'. Children in the 3 – 11 age groups will be admitted without reference to ability or aptitude.

The official map showing the 'catchment area' boundaries can be seen at Conwy CBC Education Services' offices, at the school and there is a copy available for download on the school's website.

8. ADMISSIONS PROCEDURE

The Local Authority will issue the county Admissions Policy to parents and guardians the year before admission. Information and Ysgol Pen y Bryn application forms are available from Reception at the school or from the school's website (www.ysgolpenybryn.com).

Completed Ysgol Pen y Bryn application forms must be returned to the school. The closing date for application is given on our website or contact Reception at the school. It is important that parents return their application form by the deadline date.

There is a duty on Admission Authorities to admit 'Looked After Children' even if this would lead to the admissions number being exceeded.

Admissions procedures do not generally apply to children with Statements of SEN/ Individual Development Plans (IDP) as a maintained school named in a Statement/IDP must admit a child even if by so doing the admission number would be exceeded.

There is no duty for the Governing Body to admit a child for education into a Foundation Phase class which would require that class to be greater than 30 pupils. The Governing Body of the school will comply with parental preference when the Published Admissions Number has not been reached.

Note: Each Ysgol Pen y Bryn year group is divided into two classes. Pupils are grouped according to their age with one class made up with the older set of pupils and the other class with the younger set. The split is based upon an arbitrary date which determines two equal sized classes.

9. OVER-SUBSCRIPTION CRITERIA

Where the number of applications exceeds the number of places available, Ysgol Pen y Bryn will apply the following oversubscription criteria and allocate places accordingly. Priority within categories 2, 3 4 and 5 will be determined by the distance from the school:

1. Looked after children (children in public care) and previously looked after children
2. Children who have exceptional medical or educational needs, which in the opinion of the Admissions Authority justifies admission to a particular school.
3. Children who have siblings who attend the school and who live within the 'catchment area'.
4. Children who live within the 'catchment area'.
5. Children who have siblings at the school but who do not live in the 'catchment area'.
6. Children who live outside the 'catchment area'.

10. OVER-SUBSCRIPTION PROCEDURE

In cases of over-subscription, the school will operate a waiting list. The waiting list will not give priority to children based on the date the application was added to the list. If places become available, pupils on such a list will be ranked according to the over-subscription criteria. This list will be operational for twelve months from 1st September each year. After that period has elapsed it is the responsibility of the parents to reapply for admission.

Where school places become vacant before admission appeals are heard, the school will fill these vacancies from the waiting list. Placing a child's name on a waiting list does not affect the parent's right of appeal against an unsuccessful application/admission refusal.

11. ADMISSION AT TIMES OTHER THAN AT THE BEGINNING OF A NEW TERM

Children with statements of additional educational needs that name Ysgol Pen y Bryn will be admitted regardless of when their application is received.

Parents wishing to affect a transfer from one maintained school to another must first discuss the matter with the two Head Teachers. The Head Teacher and the Governing Body will then organise admission in accordance with the school's admissions policy. Normally, such changes can be only effected at the beginning of a school term but changes arising from exceptional circumstances may be effected during the course of a school term.

If the school has places for admission in any specific year group, and where to admit the pupil would not prejudice the efficient, effective, safe and secure education of pupils already in the school, the school will encourage where possible, parents to take up the place at the beginning of a new term.

Any child transferring to Ysgol Pen y Bryn during an academic year will be placed in the class most appropriate to their age group unless this is not possible owing to the Published Admissions Number of thirty per class being exceeded. In this situation, the child may be offered a place in the other class in the same year provided the Published Admissions Number of thirty per class is not exceeded here as well. (*See also: Note at end of Section 4*).

12. ADMISSION OUTSIDE THE NORMAL AGE GROUP

Most children will be admitted to Ysgol Pen y Bryn with their own chronological age group. From time to time, parents may seek places outside their normal age group for more able and talented children, or those who have experienced problems or missed part of a year, often due to ill health. While it would not normally be appropriate for a child to be placed in a year group that is not concurrent with their chronological age, we will consider these requests carefully.

A decision will be made based on the circumstances of each case and in consultation with the parents and the school, and specifically in relation to what is most beneficial to the child. Due regard will be given to the Educational Psychologist's report where available, and clear reasons ascertainable for such a decision to be made.

Note: if it is decided that there are grounds to consider an 'out of year' application, parents refused an application for a place at a school have a statutory right of appeal. However, there is no right of appeal if a place has been offered but not in the desired year group.

13. CHILDREN OF UK SERVICE PERSONNEL

Families of UK Service personnel are subject to frequent movement within the UK and from abroad, often at relatively short notice. Ysgol Pen y Bryn will allocate a school place in advance if the school is below the Published Admissions Number in

that particular year group and, if the pupil meets the school's 'Over-subscription Criteria' when they move to their destination.

In addition, Ysgol Pen y Bryn will ensure that the needs of the children of these families are taken into account.

14. Overseas Children

Children from overseas will be treated in accordance with Welsh Government guidelines. Parents and carers should check that they have a right to abode or that the conditions of their immigration status otherwise permit them to access a maintained school.

15. APPEALS PROCEDURE

If we do not offer a child a place at our school, it is because the admission number has been reached and an increase in numbers would adversely affect the education of the current pupils.

Parents have a right to appeal against a decision not to admit a child to the school. Parents wishing to exercise their right to appeal should write to the Chair of Governors at the school giving their reasons for the appeal within ten (10) school days of being notified of a refusal of a place.

Admissions are considered by the school's Admissions Panel. Appeals against non-admission are heard by an Independent Appeals Panel.

In the case of an appeal, Ysgol Pen y Bryn will contact the Local Authority to initiate the appeals procedure of the Schools Standards and Framework Act 1998.

The parent or guardian, accompanied by a friend, if so desired, will be given an opportunity to appear before the Independent Appeal Panel. The decision of the Appeal Panel will be final.

The right to appeal does not apply for Nursery admissions.

When a parent gives fraudulent or intentionally misleading information in order to obtain a place at our school for their child, we reserve 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.

16. APPLICATIONS RECEIVED OUTSIDE THE NORMAL ADMISSION ROUND

Anyone expressing an interest in admission outside the normal admission 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, as far as is possible, be made and notified to the applicant within 15 school days or 28 calendar days whichever is the sooner

17. DEFINITIONS

Parental responsibility

“Parental responsibility” is defined in the Children Act 1989 and means assuming all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property.

Unless otherwise determined by a court order:

- Mothers automatically have parental responsibility
- Fathers also have parental responsibility for a child if the father is married to the mother at the time of the child’s birth. This continues after any divorce/separation/remarriage even if the child lives apart from them
- Unmarried fathers have parental responsibility where the mother and father register the birth of the child together (this is an amendment to the Children Act 1989, which came into force on 1st December 2003 and is not retrospective)
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility, but they do not have it automatically. In such cases parental responsibility can be granted through;
 - a residency order;
 - being appointed a guardian;
 - being named in an emergency protection order (limited to taking reasonable steps to safeguard or promote the child or young person’s welfare);
 - or by adoption.
- Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

Schools need to know who has ‘parental responsibility’ for each child. This is to ensure that proper authority is given when the school needs parental permission. It will also make sure that persons with parental responsibility but with whom the child does not live, can be provided with school reports and be given an opportunity to take part in the child’s education.

Definition of a Parent

Parents include all those people who have a parental responsibility for a child as set out in the Children’s Act 1989. Where responsibility for a child is ‘shared’, the person receiving Child Benefit is deemed to be the person responsible for completing application forms and whose address will be used for admission purposes.

Medical Needs

Admissions Authorities may give higher priority to children or families where there is an identified medical need (for example where one or both parents or the child has a disability that may make travel to a school further away more difficult).

In order for applications to be considered under this criterion, the Admission Authorities would require independent supporting evidence which sets out the

particular reasons why the school in question is the most suitable school, and the difficulties that would be caused if the child had to attend another school.

The independent supporting evidence which would be considered appropriate would include (but is not limited to) the following:

- Letter/report from a registered health professional such as a Doctor, Community Paediatrician, Physiotherapist, Occupational Therapist, Psychologist, Educational Psychologist, Psychiatrist or specialist Consultant) which must be based on their own knowledge of the parent / child's condition and circumstances
- Letter/report from a registered social work professional which must be based on their own knowledge of the parent/child's condition and circumstance

Care of a Child

A person has "care" of a child if that person lives with and looks after the child, irrespective of their relationship to the child. Such a person is considered to be a "parent" for the purposes of the Education Act 1996, even though that person may not necessarily have parental responsibility for the child.

Parents are asked to co-operate with school staff by providing the school with details of the persons with parental responsibility for a pupil, or who have care of the pupil. Any changes in the arrangements for parental responsibility or in the day-to-day care of the child should be notified to the school. Any reference to parents within this policy relating to education matters also extends to include any individual who has care of the child(ren).

Looked After Children

A 'Looked After Child' is deemed to be one who is 'Looked After' by a Local Authority in accordance with Section 22 of the Children Act. These children are given top priority in the over-subscription criteria for all schools, including applications outside of the normal admissions period. Applications for LAC children should be made by the relevant corporate parent.

Previously looked after children

Looked after children who ceased to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

Definition of Sibling

A sibling is defined as a child who has a brother, sister, stepbrother or stepsister, half-brother or half-sister or is a foster child or adopted child living in the same family unit in the same family household and address and where a sibling will still be registered at the preferred school when the younger child is eligible to attend. Biological siblings who will still be registered at the preferred school when the younger child is eligible to attend will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

18. 'RESIDING IN' AND 'HOME ADDRESS'

The address on the form must be the child's current permanent place of residence.

By permanent we mean where your child physically resides and sleeps for the majority of the week, not for a limited time and not somewhere where the child is temporarily staying for a short time.

This will usually be the parents' address. If the parents don't reside together, the address must be of the parent with whom the child spends most time – usually the parent receiving child benefit (where applicable). If there is equal, shared custody of the child, it is left to the parents to decide which address to use but we may ask to see a Court Order or other evidence to confirm this arrangement exists. You should not use a business, relative or carer/childminder's address. If for any reason you are not the parent or a child's living arrangements are unusual, please explain on the form and supply evidence.

An application can only be made from one address and only one application per child can be made.

If you cannot agree which school your child should attend with another parent, you should immediately take your own legal advice regarding making an urgent application to the Court.

Should it be necessary to request evidence we may require a number of items to show where you live with your child, acceptable evidence includes for example:

- i) driving license
- ii) child benefit,
- iii) a council tax bill in your name covering the application and/or allocation period
- iv) a utility bill in your name covering the application and/or allocation period
- v) a copy of your signed tenancy agreement covering the application and/or allocation period or evidence from any lease or agreement which confirms your right to reside at an address
- vi) such other evidence as appears to us to be reasonable

Our Governing Body, in conjunction with the Local Authority will check the address provided on your application against the records held for your child's current school/nursery, and we may request information and evidence from you if they differ. The Local Authority may also check council tax records. If you have not provided your council tax reference number on your application, they may write to ask you to provide additional proof of your address.

For allocation purposes, any offer of a school place is based on where your child lives at the end of the allocation period (See Local Authority Admission

Timetable) and is conditional on your child living at that address, unless you have notified us of, and we have accepted, a subsequent move.

Should you move after applying but during the allocation period you must provide us with proof of your new address. Acceptable evidence includes for example:

- i) a solicitor's letter confirming that completion has taken place on the purchase of a property; or
- ii) a copy of the current rental agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- iii) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or CHQ.

We will investigate all applications where there is doubt about the address being given.

N.B. Admissions Authorities will not give higher priority to children under this criterion if the supporting evidence has not been produced.

19. ADDRESS WARNING

Use of false, misleading, incomplete or inaccurate information may lead us to withdraw an offer of a place, even after a child has started at a school.

A school place(s) may be withdrawn if parents provide the incorrect address on their initial application form, or at any point thereafter during the allocation period. We will not accept a temporary address if you still have a property that was previously used as a home address, unless there are exceptional circumstances that clearly demonstrate that it can no longer be your permanent address.

Nor will we accept a temporary address we reasonably believe is being used solely or mainly to obtain a school place. You may be asked to supply additional information to explain why you are not able to use your permanent address.

We will investigate all allegations of false addresses. The burden of evidence lies with the parents to provide sufficient documentation to support permanent residence at the address used.

20. FURTHER INFORMATION

Should you wish to apply for a place at Ysgol Pen y Bryn contact the school for further information or visit the school's website – <http://www.ysgolpenybryn.com>

This policy is subject to review considering legislation or Welsh Government guidelines. It will be reviewed annually by the Governing Body.