

# **YSGOL SAN SIÔR, Church Walks, Llandudno**

## **Oversubscription Policy**

Ysgol San Siôr Church in Wales Voluntary Aided School admits pupils between 3 and 11 years of age.

As a Church in Wales Aided School, the Governing Body of the School is responsible for the admission of pupils and does so in accordance with the provisions of the School Admissions Code 2013. Admission forms can be obtained from the School. The timescale of the Local Education Authority (LEA) admission timetable is followed for the handing out, consideration period and return of these forms.

The Indicated Admissions Number for both Nursery and Reception is 30.

For classes in Foundation Phase (i.e. containing pupils, the majority of whom will attain the age of five, six, and seven years during the course of the academic year), the class size must not exceed 30 pupils, unless it includes 'excepted pupils' as specified by Regulation.

The school will consider late applications, which are received after the closing date, in exceptional circumstances. Governors will consider 'in year' applications in accordance with this admissions policy.

Parents will receive written notification of all admission decisions.

Pupils are admitted to the Nursery (which is part of our Early Years phase) in the academic year in which they are four – i.e. any child who is three by the 31<sup>st</sup> August can be admitted in September. Our Nursery is a statutory provision; however, it is not compulsory education. Admission to Nursery **does not** guarantee admission to Reception. If a child has a place in our Nursery the appropriate application form for admission into Reception must be submitted within the prescribed timescale of the relevant annual admissions round.

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 31<sup>st</sup> August can be admitted in September.

"Looked after children" are a priority and in this Policy the term "Looked after Children" should always be read as including "previously looked after children". In the case of oversubscription the Governors will use the distance tie breaker as set out below.

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 'Moving Forward - Gypsy Traveller Education' and the provisions of the School Admissions Code.

The school will not discriminate between boys and girls, or against applicants on the basis of race, colour, nationality or national or ethnic origin.

### **'Looked after' children and children with Additional Educational Needs**

The Governing Body will give priority to applications for admission for 'looked-after children' in the care of the Local Authority, or provided with accommodation by them (e.g.

children with foster parents) (Section 22 of the Children Act 1989),. Priority will also be given to children with a Statement of Special Educational Needs where the school is named as the most appropriate educational setting.

### **Over Subscription Criteria**

If the number of applications exceeds the available pupil places, the Governing Body will admit children whose applications satisfy the over-subscription criteria in the following order:-

- 1 'Looked-after' children who have been baptised in the Church in Wales, or another Anglican Church. (See previous section)
- 2 'Looked after' children either from other Christian denominations which are a member of CYTUN or from another faith group. (See previous section)
- 3 Other 'Looked-after' children (See previous section)
4. Children whose siblings are registered in the school on the date of the initial formal application and who are living within the Bro Llandudno Ministry Area.
- 5 Children living within the Bro Llandudno Ministry Area and whose application is supported by the Clergy of the Parish
- 6 Children who live outside the Bro Llandudno Ministry and - with their families - worship regularly in a / Church in Wales parish, and for whom Ysgol San Siôr is the closest Church in Wales Voluntary Aided Primary School.
- 7 Children who live in the Bro Llandudno Ministry and - with their families - worship with another Christian denomination which is a member of CYTUN, but does not provide statutory denominational primary school places.
- 8 Children who live outside the Bro Llandudno Ministry and - with their families - worship with another Christian denomination which is a member of CYTUN, but does not provide statutory denominational primary school places, and for whom Ysgol San Siôr is the closest Church in Wales Voluntary Aided Primary School.
- 9 Children who live in the Bro Llandudno Ministry.
- 10 Children who, with their families, have a commitment to a non-Christian faith group, and who wish them to be educated in a Church in Wales school.
- 11 Children whose applications are on medical or compassionate grounds. Such applications must be supported by professional references where appropriate such as a letter from a Health Professional such as a doctor or a social worker showing why San Sior is the most suitable school for the child.

When dealing with applications based on criteria 5, 6, 7 and 8, the Governors will ask the relevant clergy to provide a reference supporting the application and indicating that at least one parent is a committed member of the religious body in question..

In the event of oversubscription within any one of the criteria, the governors will give priority to children living closest to the school.

As in all schools, children who attend our nursery class will not have an automatic right of admission to the Reception class at our school.

Should your application be unsuccessful, you have the right to appeal. If you exercise that right, the appeal must be made in writing to the Clerk to the Governors within 15 school days of receiving the letter refusing a place. The appeal will be considered by an independent Admission Appeal Panel, administered by the Bangor Diocesan Board of Statutory Education, according to the Welsh Assembly Government's Code of Practice on School Admission Appeals (2009). There is no right of appeal against a decision not to admit a child to the Nursery Class.

## **Definitions**

### **Parents :**

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.

### **Definition of Sibling**

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, stepbrother or stepsister or is a foster child living in the same family unit in the same family household and address who attends the preferred school in any year group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence.

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

### **'Residing In' and 'Home Address'**

The Home Address will be the address used for correspondence related to where "Child Benefit" is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority. Families who are due to move house should provide

- i) a Solicitor's letter confirming that exchange of Contracts 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 GCHQ.

### **Twins, Triplets, Multiple Births**

When the Governing Body are considering twins, triplets or other multiple births for one remaining place, the family will be offered the place and may decide (a) if they will accept it for one sibling whomever they decide or (b) they decline the place and it is offered to the next person in the allocation after the twins/triplets/multiple births. Please note the multiple birth sibling(s) would not be given priority on admission other than considered as a sibling link once the family had accepted the place(s) offered for one of the twins/triplets/multiple births.

### **Waiting List**

A waiting list will be maintained in the event of the school being over-subscribed. Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 31 August in the school year in which they apply. If additional places become available while the waiting list is in operation they will be allocated to children on the waiting list on the basis of the above oversubscription criteria.

### **DISTANCE FROM SCHOOL**

Distance to school will be measured from the main entrance of the family home to the main gate of the school. We ask the Local Education Authority to calculate the shortest safe walking route from the home to the school.