



YSGOL SAN SIÔR

Church Walks, Llandudno, Cymru. LL30 2HL

FFon/Telephone: 01492 878149

E-bost/E-mail: swyddfa@sansior.conwy.sch.uk

Pennaeth/Headteacher: Mr Carl Fitter B-Ed (Hons) NPQH

Pob Plentyn, Pob Cyfle, Pob Dydd

Admissions 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 all years 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.

'In year' applications will also be considered 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 31st 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 31st 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.

Admissions Policy – Ysgol San Sior

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 Need/Individual Development plan where the school is named as the most appropriate 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 attend Ysgol San Sior (excluding Nursery provision) 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 live outside the Bro Llandudno Ministry area and 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.

Admissions Policy – Ysgol San Sior

- 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. .
- 12 Children who live outside the Bro Llandudno Ministry area and who are not eligible for any of the categories above.

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 with closest to the school.

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 (apart from when considering in-year admission). Biological siblings who attend the preferred school in any year group excluding the final year (apart from when considering in-year admission) 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

Admissions Policy – Ysgol San Sior

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, there will be consideration on the impact of admitting over the admission number as an exception. Individual circumstances will be considered with the focus on the impact on the education of the whole group as well as the family with the multiple birth children. Should it be deemed most appropriate to admit over the published admission number then this would be seen as a temporary exception and would revert to the original number should a child leave that cohort.

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. For children making an in-year application that is refused owing to oversubscription then a waiting list will be maintained until the end of that academic year. Any families on the waiting list will be contacted at the start of the new academic year to ascertain whether they wish their application to remain on file.

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 walking route from the nearest recognized public road access point closest to the home to the main gate of the school. OS map will be used to calculate the distance in miles.

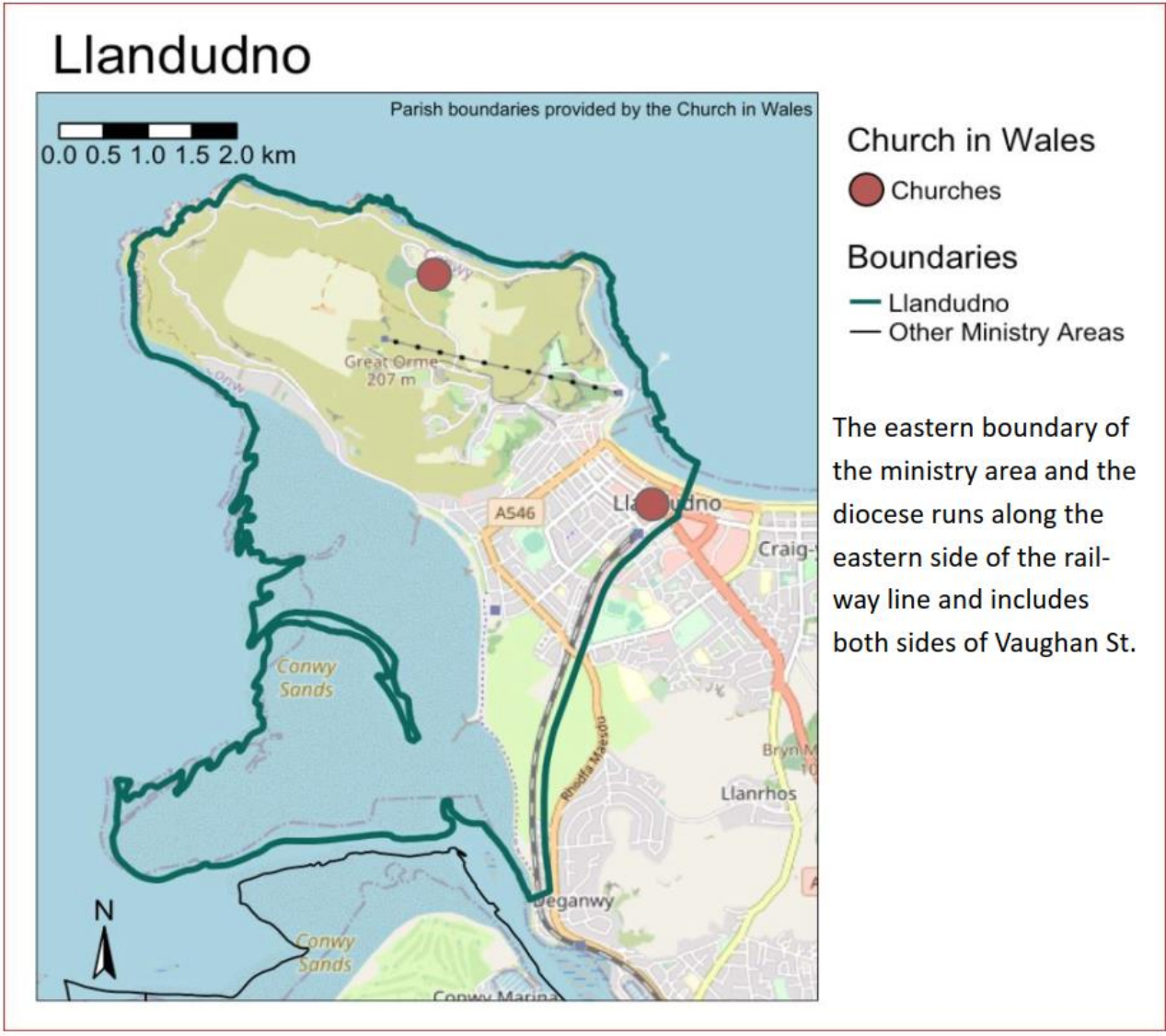
ADMISSION APPEALS

If we do not offer a child a place at this school, it is because the admission number has been reached and an increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal the decision. The information on how to appeal will be included with the letter informing you that your application was unsuccessful. If you decide to appeal the decision, the appeal must be forwarded to the Clerk of the Governors of our school and the Diocesan Board of Statutory Education (DBSE), should also be notified.

Appeals must be submitted in writing, giving the full reason(s) for wishing to appeal including any supporting evidence.

The appeal will be heard by an independent admission Appeal Panel, convened by the Conwy Local Authority, according to the Welsh Assembly Government's [School admission appeals code \(gov.wales\)](http://gov.wales) which has been updated to allow for appeals to be heard remotely. The Appeals Panel hears all appeals by parents who have been refused a place at our school and their decision is binding for all parties concerned.

BRO LLANDUDNO MINISTRY AREA



This policy was agreed on 18th July 2024.

Review schedule – annual.

Admissions Policy – Ysgol San Sior

Is this an application for a ‘Looked after child’? Yes / No

If yes – please supply details of
Social Worker name and contact :

Is there a Statement of SEN or Individual Development Plan? Yes / No

If yes – please attach.

Does your child live in the Bro Llandudno Ministry Area
and worship at least twice a month in the parish? Yes / No

Which of the churches in the parish do you
attend?

Details of any office held in the church:

How long have you attended this church?

Name of supervising priest:

If you don't live within the Bro Llandudno Ministry Area but do regularly attend
church (at least twice a month) then please complete these details below :

Name of church you attend

Details of any office held in the church:

How long have you attended this church?

Name of supervising priest:

Church attendance supporting evidence in the form of a letter from the clergy must be attached

Do you have a sibling/s already on the school roll? Yes / No

If yes – Name/s and Class/es :

Does your child, with their family, have a commitment to
another faith group, and who wish them to be educated
in a Church in Wales school? Yes / No

Please provide details :

Does your application have any medical or compassionate
grounds. Such applications need to be supported by professional
references. Yes / No

Please attach relevant evidence to support your application.

Appendix B – Admissions Form for Entry to Reception (September entry)



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A Church in Wales Voluntary Aided Primary School

This form has to be submitted to the school by
11am, XXth November, XXXX

No applications will be considered after this date.

Parent informed of the outcome by XXth April XXXX

This is an application for RECEPTION placement
to start September XXXX

Full Name of Child :

Gender : M / F

Name of parents/guardians

:

Date of Birth :

Postcode :

Full address :

Email address :

Telephone number :

IMPORTANT

Pupils are admitted to the Reception Class, which is part of our Early Years phase in the **academic** year in which they are five – i.e. any child who is four by 31st August can apply for a place at San Sior to start in that September. Any child who is already on the roll of our nursery **is not** automatically granted a place within Reception. This form must be submitted by the set time shown above for consideration of a place.

Ysgol San Siôr is a Church in Wales Voluntary Aided Primary School and as such has a very distinctive Christian foundation and ethos. Where the number of applications for places exceeds the available spaces the school will apply over-subscription criteria in accordance with our published admissions policy.

*Office use (Distance from
School)*

Admissions Policy – Ysgol San Sior

Is this an application for a ‘Looked after child’? Yes / No

If yes – please supply details of
Social Worker name and contact :

Is there a Statement of SEN or Individual Development Plan? Yes / No

If yes – please attach.

Does your child live in the Bro Llandudno Ministry Area
and worship at least twice a month in the parish? Yes / No

Which of the churches in the parish do you
attend?

Details of any office held in the church:

How long have you attended this church?

Name of supervising priest:

If you don't live within the Bro Llandudno Ministry Area but do regularly attend
church (at least twice a month) then please complete these details below :

Name of church you attend

Details of any office held in the church:

How long have you attended this church?

Name of supervising priest:

Church attendance supporting evidence in the form of a letter from the clergy must be attached

Do you have a sibling/s already on the school roll? Yes / No

If yes – Name/s and Class/es :

Does your child, with their family, have a commitment to
another faith group, and who wish them to be educated
in a Church in Wales school? Yes / No

Please provide details :

Does your application have any medical or compassionate
grounds. Such applications need to be supported by professional
references. Yes / No

Please attach relevant evidence to support your application.



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This is an application for an ‘in-year’ admission.

Full Name of Child : Gender : M / F

Name of parents/guardians:

Date of Birth : Year Group :

Full address :

Postcode : Current School :

Email address : Telephone number :

Is this an application for a ‘Looked after child’? Yes / No

If yes – please supply details of

Social Worker name and contact :

Is there a Statement of SEN or Individual Development Plan? Yes / No

If yes – please attach.

What is the reason for this application?

IMPORTANT

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Office use (Distance from School)

Admissions Policy – Ysgol San Sior

Does your child live in the Bro Llandudno Ministry Area
and worship at least twice a month in the parish? Yes / No

Which of the churches in the parish do you
attend?

Details of any office held in the church:

How long have you attended this church?

Name of supervising priest:

If you don't live within the Bro Llandudno Ministry Area but do regularly attend
church (at least twice a month) then please complete these details below :

Name of church you attend

Details of any office held in the church:

How long have you attended this church?

Name of supervising priest:

Church attendance supporting evidence in the form of a letter from the clergy must be attached

Do you have a sibling/s already on the school roll? Yes / No

If yes – Name/s and Class/es :

Does your child, with their family, have a commitment to
another faith group, and who wish them to be educated
in a Church in Wales school? Yes / No

Please provide details :

Does your application have any medical or compassionate
grounds. Such applications need to be supported by professional
references. Yes / No

Please attach relevant evidence to support your application.

I certify that I have parental responsibility for the child named above and
that all persons with parental responsibility have agreed to this application.
I confirm that the information given on this form is true to the best of my
knowledge. I understand that giving false or deliberately misleading
information may result in the withdrawal of the offer of a school place

Signed by Parent/Carer _____ Date _____