



*Jesus our Model, Helps us to share, Learning and kindness,
Friendship and Care.*

ADMISSIONS POLICY

2027/2028

Reviewed 9/12/2025

Model Church in Wales Primary School, Carmarthen

Our School

“Jesus our Model, Helps us to share, Learning and kindness, Friendship and Care.”

We pride ourselves on high standards of attainment, behaviour and pastoral care. We believe that each child is special and we make every effort to ensure that we develop each child’s talents to the full whilst respecting each child’s dignity and individualism.

Normal Admissions arrangements and oversubscription criteria

Admission to the school is the responsibility of the Governing Body, a coordinated admission arrangement for all schools located within Carmarthenshire means all applications should be made online via the Carmarthenshire County Council website: <https://www.carmarthenshire.gov.wales/home/council-services/education-schools/school-admissions-and-changing-schools/>

The ‘Information for Parents booklet 2027/2028’, available to parents in October 2026, prior to the application date, will contain important information about our school and all County schools, including the published admission arrangements.

When can my child start school?

Children are eligible to attend school on a part-time basis from the first term after their third birthday and full-time basis from the first term after their fourth birthday. The date of your child’s birthday determines when he or she can start school, regardless of the date when the term starts and the tables below show when your child may be admitted to school.

The law does not require a child to start full time education until the beginning of the school term following the child's fifth birthday. However, pupils are provided with a full-time place the term after the age of four years and are strongly encouraged to attend full time in order to receive the full benefits of Early Years education and experiences.

Nursery Age Children – 3 years old.

Child's 3rd Birthday	Admission Term
1 September – 31 December	Spring Term
1 January – 31 March	Summer Term
1 April – 31 August	Autumn Term

Parents do not have a right of appeal if a place is not secured at an early years setting of their choice. Pupils who are admitted to early years or nursery age provision within a school do not have an 'automatic' right to continue their education into a full-time place at that school.

Deadline for applications for part-time nursery place is 31st July 2027.

A separate application must be made to the Authority for admission into a full-time place (age 4 at the school).

Primary Age Children – 4 year olds

Child's 4th Birthday	Admission Term
1 September – 31 December	Spring Term
1 January – 31 March	Summer Term
1 April – 31 August	Autumn Term

The deadline for applications for a full-time primary place is 15th January 2027.

Early Applications

Please note that early applications cannot be used as a criterion for giving priority in allocating places. All applications received up to the closing date are treated equally.

Late Applications

Applications received after the application closing deadline will not be considered until those received before the deadline have been awarded. Applications received after the closing date are less likely to be awarded a place at the preferred school parents applied for.

Admission Timetable – Normal Admission Rounds

Provision Arrangements	Date of Birth Range	Starting School	Deadline Date for Applying	Notification of Decision Date	Appeals Closing Date for Those Applied by the Closing Date
Early Years 3 Year Old Nursery Education <i>(Part Time Only at 3-11 Schools)</i>	1st September 2024 to 31st August 2025	January 2028 April 2028 September 2028	31st July 2027	October 2027	No Right of Appeal
Full Time Education 4 Year Old Education Primary 4 – 11 <i>(Full Time at a Primary School)</i>	1st September 2023 to 31st August 2024	January 2028 April 2028 September 2028	15th January 2027	16th April 2027 or Next Working Day	14th May 2027
Secondary Education Moving from Primary to Secondary School <i>(Year 7)</i>	1st September 2015 to 31st August 2016	September 2027	27th November 2026	1st March 2027 or Next Working Day	30th March 2027

Applications

Applications for a place Model Church in Wales VA Primary School should be made online via Carmarthenshire County Council- <https://www.carmarthenshire.gov.wales/home/council-services/education-schools/school-admissions-and-changing-schools/>

Oversubscription Criteria

The Admission Number for the school is **60**.

Where the number of applications does not exceed this number, then all applicants will be admitted. Should there be more than the above number of applications received for a single year group, pupils will be admitted on the basis of the following oversubscription criteria, applied in priority order as listed below:

Criteria Number	Criteria
1	Looked After Children and Previously Looked After Children.
2	Children who live within the historic parish boundaries of St. David's and St. Peter's Carmarthen.
3	Children who have brothers or sisters already attending the school.
4	Children who have received a Christian baptism and who live outside the parishes of St. David's and St. Peter's, if there is space available. A letter of support could also be requested from the local parish priest.

Please note that:

Children with IDPs naming the school will be awarded places prior to the over-subscription criteria being applied.

Please Note – in each of the categories above priority will be given to:

1. Looked After Children and children who are temporarily resident in Carmarthen's Women's Aid refuge.
2. The children of armed forces personnel who are admitted outside the normal admission round.
3. Children whose twin or other sibling from multiple birth is admitted as non-expected pupils, as the final pupils(s) allocated a place before the admission number is reached. Excepted pupils will now maintain this status for the duration of their time in an infant class or until classes are reorganized or numbers are at a level that complies with infant size legislation.
4. The distance from home to the school, as measured by the shortest radius from the most central school building will be used as a criterion for determining

priority, with those living nearest the school being given priority and a place at the school before those living further away.

- In each of the categories above, distance from school will be used as the deciding factor, with those living nearest to school having highest priority.

Where preferences exceed places available, priority will be given under each oversubscription category to multiple birth siblings (e.g. twins or triplets). If the last child to be admitted up to the Admission Number is one of a multiple birth, then the school will also admit the other sibling(s).

Medical Condition

Where Medical Evidence is required, you will need to provide copies of reports relating to the diagnosis from the relevant Consultant and/or Specialist.

Religious Certificates/ Baptism/Confirmation

When required you will need to provide copies of any certificates confirming your faith

Notification of Offer of a Place at a School

Parents will be advised by e-mail confirming, or otherwise, that a place is available at the school and offering them the opportunity of accepting the place in line with the admissions arrangements set in the Admissions timetable as detailed above.

A parent must accept the offer email to secure a place in school. If a parent does not respond by the date on the email, the place may be taken away and offered to another pupil.

Withdrawing the Offer of a Place

The offer of a school place may be withdrawn on the basis:

- that it is subsequently discovered that a fraudulent or intentionally misleading application was made (e.g. falsely claiming to reside within a catchment area of a school); or
- the offer of a place has not been accepted by the dates on the email. The governing body may then re-allocate the place to another child.
- A place at another school is confirmed by a parent/guardian
- If a pupil has not started at a school at the end of the school term which they were due to start in accordance with the governing body's policy.

Appeal

Should parents be unsuccessful in obtaining a place for their child at school, they will be notified by email of the reason(s) why a place has not been secured and also of their right to appeal against that decision and the process for doing so. A letter should be addressed to the Chair of the Governing Body, appealing against the decision not to offer a place.

The governing body will make arrangements for an Independent Appeals Panel to consider appeals. The appeals procedure will be undertaken in accordance with Welsh Government's School Admission Appeals Code.

There is no right of appeal in the case of refusal of admission to Early Years, 3 Year old part-time Nursery provision.

Appeals will be heard individually or as a group if there are more than one appeal for the school, except when the body or bodies responsible for making appeal arrangements direct otherwise. Parents will be afforded an opportunity of presenting their case in private either directly or with the assistance of their chosen representative. All supporting evidence must be submitted to the panel by the appeal hearing date otherwise the panel may not consider this. The panel will not be able to consider any additional information or evidence provided following the hearing.

The Clerk will notify all parties of the Panel's decision which will be binding upon the governing body and the parents.

The appeals must be submitted by the deadlines noted on the decision email or as set in the Admissions Timetable above.

Waiting List

Where it has not been possible to admit a pupil in the normal admissions arrangements to the school due to over subscription, parents must inform the school by email at [School Email Address] if they wish their child's name to be placed on the waiting list.

The waiting list will be retained until the 30th September following the notification of decision date as set in the admissions timetable above.

It should be noted that fresh applications must be made after the 30th September deadline. Pupils on the waiting list will only be considered for a school place, if the number of places allocated/on roll in the relevant year group drops below the admission number for the school. Should vacancies become available, all new and late applications received at that time will be considered for the vacancies along with those on the waiting list. Any available places will be allocated in accordance with the oversubscription criteria.

Applications on the waiting list for the normal admissions arrangements will be kept reviewed on a monthly basis until the 30th of September after the notification of decision date as set in the admissions timetable above.

Applying Outside the Normal Admissions Round

Where applications fall outside of the normal admission arrangements, applications are processed in line with the following arrangements.

Should a parent/guardian wish to transfer a child from one school to another, the online admission application form must be completed.

It is not always possible to offer pupils a place in a year group at a school outside of the normal admissions round, as all available places may have already been allocated to pupils at an earlier time (i.e., earlier requests to move school for the academic year/previous academic years, or during the normal admissions round).

Moving into a school's catchment area does not guarantee a place at the school. Having a sibling being offered or admitted to a school does not guarantee a school place for other siblings.

Where there are multiple children from one household requesting a move to a school, it may not be possible to offer a school place to all of the children in the same school if some year groups are already over its admission number.

Applications received prior to a new Academic Year for which the application is for will be processed in the Summer term before the Academic Year starts.

Applications received during the Academic Year should be assessed, and parents/guardians notified of a decision within 15 school days or 28 calendar days (whichever is sooner) if the application has been successful or not. All applications are processed in accordance with the Welsh Government Admissions Code.

If an offer of a place is made, parents are required to accept or decline the offer of a place. Once accepted, a space at the school will be kept until the end of the term in which they are due to start.

The offer of a place will be removed and re-allocated to other pupils if:

- The offer of a place is not accepted within the given allotted time specified in the offer letter, or
- The child does not physically start by the end of that term for which they applied.

Parents seeking to postpone their start date longer than one term will be asked to re-apply for a school place.

A pupil moving into the county will be placed on roll at the school on the start date noted on the offer email.

Applications for children identified as either a Child Looked After or previously a Child Looked After; or with an Individual Development Plan will need to be verified before processing.

Applications will be considered in accordance with the admission procedures and policies detailed in this document. Should there be more applications than places available, the Governing Body will prioritize applications in accordance with its over-subscription criteria detailed in this document.

Should parents be unsuccessful in obtaining a place for their child at their preferred school, they will be notified by email of the reason(s) why a place has not been offered. The decision

email will also state their right to appeal against that decision and the process of how to appeal, including the closing date to appeal.

Waiting Lists for Applications Outside of the Normal Admissions Arrangements

Applications that have been unsuccessful in gaining a place of choice are kept on the waiting list until the last school day of the Academic Year for which they applied. Parents must email [Insert School email address] for their child to be placed on the waiting list.

School Catchment Area /Parish Boundaries/Local Ministry Area

The school recognises that there is an important relationship between our school and our community. The School has identified a designated geographical area which the school serves and is referred to as the historic parish boundaries of St.Peter's and St.Davids (inc. Christ Church).

Details are available via [Catchment areas - Carmarthenshire County Council](#) website or at the school.

It may be subject to change; however, where changes are proposed, these would be subject to a public consultation before implementation.

Living in the defined area does not guarantee admission to our school, but it is an important factor as it will give the application a higher priority than those from individuals who live outside the defined area.

Residency within the defined area of a school is also important as it is one of the key criteria in assessing eligibility for assistance with home-to-school transport.

Prior to making an application for admission come to visit our school so that you are aware of the facilities and opportunities we can offer.