

Ysgol yr Eglwys yng Nghymru Llangatwg



Llangattock Church in Wales Primary School



Admissions Policy 2024/25

Reviewed by Governing Body: September 2023

Review Date: September 2024

Katherine Durbin - Headteacher	
Jim Retallick - Chair of Governors	

POLICY FOR ADMISSIONS

Llangattock Church in Wales School is a Voluntary Aided (VA) School and as such it is the Governing Body that is the admissions authority. The school has a strong and distinctive Christian character and seeks to admit the children of families who choose to have their children educated within a Christian ethos which is reflected throughout the life of the school.

1. Aims of Admission Policy

- To provide children and parents with as much information as possible about children's admission into Llangattock Church in Wales School.
- To ensure every child's entry into school life is a happy and successful one.
- To begin a lasting partnership with parents.

2. Procedures

At Llangattock Church in Wales School, children may be admitted to the school at the start of the Autumn term, following their fourth birthday.

Parents must complete for each child an 'Application for Admission' Form which can be found on the school website and is also available from the school office. The Governing Body will adhere to Powys Local Authority annual timetable for admissions. This timetable can be found in "Primary and Secondary Schools Information and Admissions Arrangements" and is available on the website at www.powys.gov.uk (Annual Details can also be obtained from the School Office). If there are more applications than the schools' official Admissions Number (currently 20* for children applying to enter Reception), then the school Governing Body, as the admissions authority, will allocate places in accordance with the set criteria (see below).

* Admission to Reception number changed from 15 to 20 in September 2018.

3. Admission to Reception

Pupils are admitted to school at the start of the Autumn term following their 4th birthday. All children will need to attend full-time the term after their fifth birthday.

4. Induction Arrangements

In the term prior to pupils starting Reception, the school will work closely with nursery settings to ensure a smooth transition into school. We will provide all parents with a detailed induction pack and invite them to attend an induction meeting, in the summer term. Children will be invited to attend two induction sessions during the summer term, which will give them the opportunity to meet their class teacher and children of a similar age.

5. Over Subscription Criteria to Llangattock School

Places will be allocated up to the school's planned admission number of 20 pupils per Reception year group. However, should the number of applications exceed the admission number the following oversubscription criteria, listed in order of priority, will be used.

1. Looked after children and previously looked after children.
2. Children with a Statement of Special Education Needs where the school is named as the most appropriate setting.
3. Children whose permanent family home is within the parish of Llangattock.
4. Children who have a sibling who is a pupil registered at the school on the date on which the applicant is due to commence school.
5. Children who are baptised members of the Church in Wales, or who attend an Anglican Church with their families.

Within each criterion, priority will be given to applicants living closest to the school as measured by nearest travelling distance.

If there is over subscription, the school does operate a waiting list system.

6. Late Applications

The school will consider late applications in cases where a viable reason is given. These include 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. Reasons for late application must be made in writing and included with the application form for consideration by the Admission Panel of the Governing Body. Late applications received without a viable reason will be considered, but only after all the other applications that were received on time have been assessed.

7. Admission appeals

If we do not offer a child a place at the school, it is because the increase in numbers would adversely affect the education of our current pupils by going over our Admission Number of 20 pupils in Reception (as of September 2018). Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal and have 14 days to submit their appeal. Admission Appeals must be forwarded to the Clerk of the Governors of the school. The appeal will be considered by an independent admission Appeal Panel, administered by the Diocesan Board of Education according

to the Welsh Government's Code of Practice on school Admission Appeals. The Appeals Panel then meets to consider all appeals by parents who have been refused a place at the school. This decision is binding for all parties concerned. The appeal should take place within 30 school days from the specific closing date for the lodging of an appeal.

8. 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) To accept it for one sibling, whomever they decide, or
- (b) To decline the place and it is offered to the next person on the list,

Please note the multiple birth sibling(s) would not be given priority on admission other than considered as a sibling link once the family has accepted the place(s) offered for one of the twins/triplets/multiple births.

The Governing Body and the Local Authority support the principle of meeting parental preferences wherever and whenever possible. However, it must be recognised that it may not be possible to comply with parental preferences if a school, in admitting a child, will be in breach of the requirement to comply with the statutory duty in respect of class sizes.

6. Definitions:

Definition of 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 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 on 1st September, the year the child is starting in Reception. Biological or adoptive siblings who will still be registered at the preferred school on 1st September 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.

Definition of 'Residing In' and 'Home Address'

The Home Address will be the address used for correspondence related to where the child lives and will be the address that complies with the application sent to the school. Parents have a responsibility to ensure that home address details are correct.

Definition of Waiting List

In the event of the school being over-subscribed, a waiting list will be maintained. Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 30 September 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.

7. Admission to School in Years other than Reception.

A child may be admitted to school in years 1 to 6 providing that the requested year does not exceed the permitted maximum number (20 per year group YR-Y2 & 15 per year group Y3-6). For those families that have been unsuccessful, there is a right of appeal to an Independent Admissions Appeal Panel. Appeals should be made in writing to the Clerk to Governors via the School Office.

8. Admissions Form

The [Admissions Form](#) can be found on the website.

For further information, please contact the headteacher, Mrs Katherine Durbin