



## **Penrhyn CiW School**

### **Admissions Policy**

'Together Stronger Learning with Confidence'

Updated		
Reviewed		
Signed:		
	Chair of the Governors	Head Teacher



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Penrhyn CiW School, Hundleton, Pembroke, Pembrokeshire, SA715RD

**SPRING 2023**



## Penrhyn CiW School

### Admissions Policy

In Penrhyn CiW School our aim is to:

Provide an inclusive and equitable curriculum that is bespoke to our children. We will use eight guiding principles to do this.

- Provide a curriculum that is relevant and developmentally appropriate. That is responsive to learner's capacity and need and is evolving with the pupils. (Article 12 – the right to be listened to and taken seriously.)
- Take a holistic approach to learning. (Article 17 – I have the right to get information in lots of ways, so long as it's safe.)
- Ensure that learners learn that rights and gender-equity links to relationships, freedom, equity, dignity, well-being and safety. (Article 1 – Everyone under 18 has these rights.)
- Provide all students with authentic, engaging learning opportunities on strengths and accelerating learning for all with all stakeholder's involvement. (Article 3 – adults must do what is best for me.)
- All practitioners to ensure we offer equitable access and opportunity for all, creating a transformative approach to 'More-able and talented'. (Article 6 – I should be supported to live and grow.)
- Provide creative approaches that create ethical, safe and engaging spaces for learners to feel, think, question, embody and share their thoughts. (Article 17 – I have the right to get information in lots of ways, so long as it's safe.)
- We will be inclusive to ensure all learners see themselves and each other in what they learn. (Article 12 – the right to be listen to and take seriously.)
- We will provide a high quality education, providing access and opportunity to high expectations, critical thinking, flourishing talent, and a sense of belonging bound in strong relationships. Work with partnership with specialist services and expertise. (Article 29 – I have the right to an education which develops my personality, respect of other's rights and the environment.)

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### **Admissions Policy**

#### **Admissions Policy**

The local authority is the admissions authority, except in Voluntary Aided schools where the governing body is the admission authority.

Parents may express a preference for a school and the admission authority must meet that preference unless to do so would prejudice the provision of efficient education or the efficient use of resources. In essence, if there is sufficient capacity and resources available in the school, the place will be provided. All parents of prospective pupils should express a preference by utilising the Council's online admissions system.

Places will be allocated up to the school's admission number without application of any conditions. However, should the number of applications submitted by the published deadline exceed the admission number, the following oversubscription criteria, listed in priority order, will be used to allocate places in community and voluntary controlled schools:

1. Current and former Looked After pupils of authorities in Wales and England in accordance with Section 22 of the Children Act 1989.
2. Pupils with a statement of Special Educational Needs that names the school.
3. Exceptional medical, psychological or additional learning needs (see note a.).
4. Pupils living in the catchment area of the school who will have a sibling of statutory school age at the school at the time of admission (see note b.).
5. Pupils living in the catchment area of the school who have attended a feeder school (see note c.).
6. Pupils living in the catchment area of the school.
7. Pupils living outside the catchment area of the school who will have a sibling of statutory school age at the school at the time of admission (see note b.).
8. Pupils living outside of the catchment area of the school who have attended a feeder school (see note c.).
9. Pupils living outside of the catchment area of the school.

Where preference exceeds the places available, priority will be given under each oversubscription category to multiple birth siblings (i.e. twins, triplets etc.). If the last child to be admitted up to the Admission Number is one of a multiple birth then the Authority will also admit the other sibling/s.

For the oversubscription categories that include a sibling criteria (categories 4 and 7) if preferences exceed places available priority will be given to those pupils who are closest in age to the younger sibling already at the school (e.g. for a primary school admission, a pupil with a sibling in year 3 would have higher priority than

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A pupil with a sibling in year 6; for a secondary school admission a pupil with a sibling in year 9 would have higher priority than a pupil with a sibling in year 11).

In the case of a 3-16 or 3-19 school, a pupil with a sibling in a separate phase will not meet the criteria in categories 4 and 7 by virtue of the school having separate admission numbers for primary and secondary phases (e.g. a primary aged pupil with a secondary aged sibling in the same school).

In the case of a tie in any category, places will be offered to pupils living nearest to the school, measured by the shortest walking distance from the nearest available school gate to the point where the pupil's private dwelling meets the public highway.

#### **Notes**

##### **Medical or Psychological Needs**

A medical or psychological need can be for either the child or their parents. To be considered under this criterion parents must provide independent supporting evidence at the time of application which sets out why the preferred school is the most suitable school for the child and the difficulties that would be caused if the child had to attend a different school. Supporting evidence which would be considered appropriate would include:

Letter or report from one of the following registered health professionals:

Specialist Consultant, Community Paediatrician, Psychologist, Educational

Psychologist, Psychiatrist, Physiotherapist, Occupational Therapist. The letter or report must be based on the professional's own knowledge of the child / parent's condition and circumstances. Please note that reports from family doctors are

##### **NOT accepted for this purpose.**

Letter or report from a registered social work professional which must be based on their own knowledge of the child / parent's condition and circumstances.

No priority will be given under this criterion if the required evidence is not produced at the time of application.

Additional Learning Needs, Needs must be confirmed by the LA's Inclusion Service.

##### **Sibling**

A sibling is a full, half or step brother or sister, or adopted or foster children, living in the same household at the time of admission.

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#### **Feeder School**

A feeder school is a primary school within the same 'cluster of schools' as a secondary school.

#### **Admission Number and Capacity**

Admission numbers are based on the "Measuring the Capacity of Schools in Wales" regulations and relate directly to the school's capacity.

#### **Age Children Can Start School**

#### **Nursery Age Children – 3 Year Olds**

#### **Date by which the appropriate age must be reached and term of admission**

- 31 December 2022: Spring 2023
- 31 March 2023: Summer 2023
- 31 August 2023: Autumn 2023

Children may be admitted to a Nursery Class in the term following their third birthday. In a few schools the starting term is later due to agreements with local playgroups, which are outlined below.

- 2<sup>nd</sup> term only – Broad Haven, Spittal
- 3<sup>rd</sup> term only – Maenclochog, Narberth, Roch, Tavernspite, Templeton, Ysgol Bro Preseli
- Full time nursery –Clydau, Eglwysrwrw, Puncheston, Holy Name

Where schools do not accept part time pupils the term following the third birthday, the applications will still be processed with the same cohort of children according to date of birth and the Admissions authority will inform parents of the relevant start date for the particular schools.

Parents do not need to apply for a full time nursery place. Once a child has started part time nursery at a school, it will be the school's responsibility to inform parents when the children are able to start full time nursery.

**Being a pupil in a Nursery Class does not make a child eligible for admission to the Reception Class. Parents will need to make a separate application.**

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If parents are applying for a non-maintained setting for their three year old child then they will need to complete a separate application via the Early Years Team on the Council's website.

#### **Primary Age Children – 4 Year Olds**

##### **Date by which the appropriate age must be reached and term of admission**

- 31 December 2022: Spring 2023
- 31 March 2023: Summer 2023
- 31 August 2023: Autumn 2023

Legislation does not require a child to start school until the term after their fifth birthday and the parent may defer entry until that age. However, applications for deferred entry must be submitted by the same closing date as non-deferred applications.

#### **Admissions applications**

Applications for school places in any of the following categories should be made online via the Council's website [www.pembrokeshire.gov.uk](http://www.pembrokeshire.gov.uk). Parents are encouraged to read the Information for Parents Handbook and must confirm parental responsibility for the child they are applying for and that they have the agreement of all other persons with parental responsibility to do so, prior to completing the online form. It should be noted that schools are encouraged to assist parents in completing the online form in the event of being unable to access a computer at home. In exceptional circumstances, for example, where parents do not have an email address, hard copy forms are available from the Admissions Team.

Parents are able to establish the name and location of their local school by entering their home postcode into the "Services in your Area" search facility on the website.

Upon choosing the actual address on the subsequent screen, a list of "Nearby Services" is displayed; pressing the "Schools" button will display a list of all catchment schools for the address in question. Information on school catchment areas can also be obtained from the Schools and Learning section of the website and then following the Schools section. Details of all schools, in their clusters, are shown, including catchment maps. Parents can express a preference for their chosen school; however, there is no guarantee for admission to the chosen school, even if they are living in the catchment area.

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Applicants will be informed of the outcome of their application in writing; this will normally be in the form of an automated email. Where an application is unsuccessful the applicant will be informed of the reason for the decision in writing.

This will include notification of their right of appeal to an independent appeals panel; however, there is no right of appeal in respect of nursery education.

#### **Waiting Lists**

Should the Authority not be able to offer a place to a child at their preferred school during the normal admission round due to oversubscription, their name will be placed on a waiting list until 30th September at the start of the relevant academic year. Priority for any places which become available will be given according to the oversubscription criteria and not according to the date on which the application for a place was originally submitted.

For applications received outside the normal admission round, waiting lists are held until the end of the summer term of the academic year the place was requested.

#### **Change of Preferred School**

If such a change takes place after the closing date for receipt of applications it will be treated as a late application. If circumstances change and a place at a different school, or the previous school is required, a new application must be made. Parents should note that the place in the school their child is leaving may already have been allocated to someone else.

#### **Admissions to Portfield School and School Based Learning Resource Centres (attached units)**

Admissions to Portfield Special School and designated Learning Resource Centres attached to mainstream schools are dealt with by the Authority's Inclusion Service on the basis of pupils' assessed level of learning difficulties and complex needs.

The criteria shown above do not apply. Parents apply in the usual way and the Admissions Service pass on the details to the Inclusion Service in cases where a record is maintained on Teachers Centre.

#### **Transfers between Schools**

Parents may request a transfer at any time. However, unless the transfer is due to a change of address, the Authority will normally only allow transfer from one Pembrokeshire school to another at the beginning of a half term. All transfer requests are subject to normal admission procedures and places being available in the requested school. If an immediate transfer is requested and is not due to a change of address, a protocol involving the Education Welfare Service is applied. Parents will be invited to discuss the transfer request with

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An Education Welfare Officer, who will determine if an immediate transfer should be granted. If an immediate transfer is not approved by the Education Welfare Officer then the transfer may only take place at the start of the following half term.

In order to allow sufficient time to process applications and greater time for schools to plan for the arrival of new pupils, applications for transfer at the beginning of a term must be received at least one month prior to the beginning of that half term.

Upon agreeing to a school transfer request and parents being informed in writing, parents will need to respond to the offer e-mail to accept the place within 21 days.

#### **Deferred Entry to Reception Classes**

Parents applying for a reception class place for their child (during or after the normal admission round for these places) may request that entry is deferred until their child is of compulsory school age (term after 5th birthday). The admissions authority will, in these circumstances, hold the agreed place for the child so that the place is not available for another child.

#### **Early Applications**

Parents may apply for a place for their child in nursery at any time from birth. Applications received in advance of the normal admission rounds (based on the child's date of birth) will be acknowledged, held on file and processed at the appropriate time. No priority is given to early applications.

#### **Holding of Places**

Outside of the normal admission round, places will not be held for more than one term. Parents requesting a future admission (for example due to a move into the area) may only do so a term in advance of when the place is required e.g. if a place is required in the spring term the application should be submitted no earlier than the start of the preceding autumn term.

Applications received more than a term in advance of when the place is required will be acknowledged and parents advised that the application will be processed at the appropriate time.

#### **Provision for UK Service personnel**

Families of UK Service personnel and other Crown Servants are subject to frequent movement within the UK and from abroad, often at relatively short notice. As a result, applications for school places for the approaching school year will be considered if accompanied by an official Ministry of Defence or Foreign and

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Commonwealth Office letter declaring a return date. School places will then be allocated in advance if the applicant would meet the criteria when they move to their destination. Unit postal addresses for applications from service personnel will also be accepted, in the absence of a new home postal address.

#### **Appeals**

Appeals against admissions decisions will be heard by an independent appeals panel. Letters of appeal should be sent to the Director for Children and Schools within 10 working days of the date of notification that an application for a place was unsuccessful. Arrangements for the appeals panel to meet are made through the

Legal Services department of Pembrokeshire County Council, and will be heard within 30 school days of the specified closing date for the receipt of appeals.

During the summer holidays appeals will be heard within 30 working days of the appeal being received in writing.

#### **Admission Forum**

The Pembrokeshire Admission Forum meets twice a year to discuss local admission issues and to monitor the Admission Authority's compliance with the

School Admissions Code of Practice. Head teachers, governors, parents and diocesan authorities are represented. Terms of reference and minutes of forum meetings are published online at [www.pembrokeshire.gov.uk/school-admissions/Pembrokeshire-Admission-Forum](http://www.pembrokeshire.gov.uk/school-admissions/Pembrokeshire-Admission-Forum).

#### **Consultation**

All community and voluntary controlled schools have a right to be consulted about the admission arrangements of all admission authorities within the County of Pembrokeshire. The right of community and voluntary controlled schools to object to these arrangements is limited to an objection to their own admission number and to the admission arrangements for voluntary aided schools. Admission authorities of aided schools may be exempt from consultation for up to two years subject to specific conditions being met.

#### **Further Information**

For further information contact:

Huw Jones – Resources & Governance Manager

County Hall, Haverfordwest, SA61 1TP

Tel: 01473 764551

E-mail: [admissions@pembrokeshire.gov.uk](mailto:admissions@pembrokeshire.gov.uk)

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