



Admission to schools in Pembrokeshire

Information for Parents



2020-2021

Admissions to Schools Service

www.pembrokeshire.gov.uk/schools-and-learning

Foreword

A message from the Director for Children and Schools



1 September 2019

Dear Parent or Guardian

This booklet is designed to assist you in making important decisions about which school your child can attend.

To inform your decision making, we recommend that you visit local schools, read the school prospectus and visit the My Local School website
<https://mylocalschool.wales.gov.uk>

Whilst most applications are successful, it is not possible for all applications to succeed.

This booklet explains the process of application and appeal in the event that you do not get your first choice. It is important to note that a successful application to a school does not in any way imply that transport to and from the school is provided.

I wish your child every success in the future.

Kate Evan-Hughes
Director for Children and Schools
Pembrokeshire County Council
County Hall
Haverfordwest
Pembrokeshire
SA61 1TP

Tel. (01437) 764551

Website: www.pembrokeshire.gov.uk/school-admissions

Online Application

Parents are now able to make applications for school places online via the County Council website: www.pembrokeshire.gov.uk/schools-and-learning

Copies of this booklet are available from the Admission Service online: www.pembrokeshire.gov.uk/school-admissions

For a copy of this publication in Braille, in larger print or audio tape or an alternative language please contact Pembrokeshire County Council on (01437) 776613

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PLEASE NOTE:

The information in this booklet is relevant and accurate at the time of publication. This booklet is reviewed annually and replaces all previous versions. Some adjustment of policy, regulation, provision and resources may be necessary for, or during, the academic year 2020/21.

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Local Charter –

Admissions to Schools Service

As at January 2019 there were 61 schools in Pembrokeshire serving 9204 Full-time and 989 Part-time Primary pupils, and 5992 Secondary age pupils. Pembrokeshire County Council is the Admission Authority for community and voluntary controlled schools in Pembrokeshire and the Admissions and Planning Places Unit deals with all schools' admissions and transfers, except to voluntary aided schools. The Admission Authority for voluntary aided schools is the governing body of the school concerned.

You can expect:

- to receive reliable and impartial advice about schools and expressing a preference
- to have your application for a school place handled fairly and efficiently
- that the offer of a place will be made in good time (subject to your application being received in time)
- a place in your preferred school, unless there are more applications than the admission number will allow entry. If this occurs, all applications will be assessed against the oversubscription criteria
- to be informed of the County Council's policies relating to admissions and school transport
- to be informed how to receive a school prospectus and how to arrange a school visit and other relevant information relating to schools in Pembrokeshire
- information relating to the right of appeal, to an independent appeals panel, if you are not allocated a place at your preferred school
- an open, fair and effective complaints procedure if you are not satisfied with the services you receive.

If your child has reached compulsory school age and you are not allocated a place at your preferred school you have the right of appeal to an independent appeals panel. Any parent (except one whose child has been permanently excluded from two schools) whose child is refused any school place, or young person who is refused a place in a school sixth form, has a statutory right of appeal to an independent appeal panel (this right of appeal does not extend to applications for nursery education). Parents or young people who have had an offer of a place withdrawn also have a right of appeal.

You must submit your appeal in writing. Details of how to appeal will be included with your letter/email of notification and are also included in this booklet. If you are dissatisfied with the service provided you may make an official complaint. The County Council has a Complaints, Compliments and Comments procedure, available on request.

Equal opportunities

The policies and practices of the County Council relating to the admission and transfer of pupils and the provision of school transport are not discriminatory and comply with the Equality Act 2010.

Information on the teaching of English and Welsh in Pembrokeshire schools is in Part 1xiv (page 14).

If you feel you have been treated unfairly from an equal opportunities point of view in connection with school admissions or transport please contact:

Huw Jones, Professional Officer – Planning Places and Admissions
Children and Schools Directorate
County Hall,
Haverfordwest
Pembrokeshire
SA61 1TP

Tel: 01437 764551

Email: admissions@pembrokeshire.gov.uk

Data Protection

The information given on the application form will be processed in accordance with the Data Protection Act 2018. The information on the form will be used for the administration of school admissions or transfers with School Transport, Free School Meal Services, Social Services, School Health Service (including Child Health & School Nurses) for confirmation of records and other council departments for statistical monitoring purposes only.

Admissions Fair Processing Notice

<https://www.pembrokeshire.gov.uk/privacy-promise/departmental-fair-processing-notice>

Part 1 - Choose and apply

i) When can my child start school?

In Pembrokeshire, 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. Please note that compulsory education commences from the term following their fifth 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 table below shows when your child may be admitted to school. A timetable of Deadlines and Notifications can be found in Part 1v (page 10). Parents can opt to defer their child's start date anytime up until the child is of compulsory school age; for more information please contact the Admissions Officer.

Child's birthday falls between Nursery Admission Term

1 April - 31 August	Autumn
1 September - 31 December	Spring
1 January - 31 March	Summer

The majority of Pembrokeshire schools cater for pupils from 3+ and children may attend full time at the age of four, or part time at the age of three. Where arrangements exist between schools and private early years providers, pupils may commence at the school setting at the beginning of the second or third term following a child's third birthday. You should contact the Admissions Officer to check on the specific arrangements for individual schools.

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 Foundation Phase education and experiences. The age range of each school is shown on the schools list – Pembrokeshire (<https://www.pembrokeshire.gov.uk/pembrokeshire-schools>).

ii) How do I obtain a school place for my three year old child?

If your child has not been offered a part-time early years education place in a maintained setting (nursery class in a school); due to insufficient space or due to your local school not admitting three year old children, then it's possible that the Local Authority can provide grant funding to access free part time education in an approved non-maintained setting e.g. a private day nursery, a playgroup or a Cylch Meithrin. You may be asked to supply a copy of your child's full birth certificate (and change of name deed if appropriate) this will be checked for the legal name of child, date of birth and parental responsibility.

Further information about early years' places in the non maintained sector may be obtained from:

Pembrokeshire Family Information Service (FIS)
Flying Start Centre, Cross Park, Pennar, Pembroke Dock SA72 6SW

Tel: 01437 770014

Email: fis@pembrokeshire.gov.uk

Web: www.pembfamilyinfo.co.uk

The Childcare Offer for Wales: The Childcare Offer for Wales provides 30 hours a week of government-funded early education (FPN) and childcare for eligible working parents of 3 to 4 year olds, for up to 48 weeks of the year. For further information visit <https://www.pembrokeshire.gov.uk/the-childcare-offer-wales>

The Flying Start programme offers enhanced services to families who live in the specified areas who have a child between the ages of 0-4 years:

There are four core elements:

- Funded free quality Child Care for up to 2.5 hours a day, for eligible children between the ages of 2-3 years, at a registered Flying Start playgroup
- An enhanced Health Visiting Service
- Parenting skills
- Early language development

Childcare:

From the term after their second birthday each child will be offered a place at a registered Flying Start playgroup for 12.5hrs a week over five days for up to 39 weeks a year.

Health:

Your child's wellbeing comes first, the health team will offer extra support and advice throughout pregnancy and the first four years of your child's life.

Parenting:

Flying Start offers a variety of parenting support services where parents pick up advice and skills, swap ideas and share common experiences through our structured groups and informal groups such as Parent & Toddler's and Baby Massage.

Early Language Development:

Early Language Development is supported through a range of activities including play, crafts, songs and stories in a group setting or in your home.

Please contact the Flying Start Information Officer to see if you are eligible for the Flying Start Project on 01437 770004.

iii) How do I choose a school for my child?

Each school in Pembrokeshire serves a defined area, known as its catchment area. Details of the area served by each school are available at the school, or on the County Council's website. Most pupils attend the catchment school serving their area, but you may express a preference for a different school. Before doing so, you should read the Clusters of Schools Part 1xii (page 14) and School Transport information <https://www.pembrokeshire.gov.uk/school-transport>, which consider the educational and transport implications of your child's attendance at your preferred school.

A list of schools is available on the County Council's website. (<https://pembrokeshire.gov.uk/pembrokeshire-schools>)

This shows the following information (for the previous school year):

- The age range of each school
- The number of pupils on roll

- The capacity of the school and resulting admission number
- The number of written applications for places at the school
- The number of appeals made, and the number that were successful
- The school's language category

If you are considering moving into the north east of Pembrokeshire, you need to be aware that Welsh is the main medium of life and work in schools in that area.

You are advised to contact the school you are considering in order to obtain a copy of their prospectus and arrange with the relevant headteacher to visit the school before making your decision. In addition you may obtain independent information on a school's performance by visiting the ESTYN website in order to view the findings of its most recent inspection report. ESTYN is the office of Her Majesty's Inspectorate for Education and Training in Wales – <https://www.estyn.gov.wales> You may also visit the My Local School website <http://mylocalschool.wales.gov.uk>

iv) How do I apply for a Nursery and/or Primary place for my child?

Whether you want your child to attend your catchment area school or a different school, you must apply to the Admissions Officer, you may indicate your preferred choice of schools.

Applications for places in all Pembrokeshire schools should be made online via the Council's website by the deadlines shown in Part 1v (page 10).

By law, all applications for admission must be made by means of a completed application form (online). Please note that telling the headteacher of your preferred school is insufficient to secure a place and that they are also unable to make a decision on offering a place. In the case of voluntary aided schools, the admission officer will share details of VA school applications with the relevant headteacher in order for a decision to be made by the governing body of the school on whether or not a place can be offered.

Offers to any school operating on more than one site will be to the school and not a particular site. The site that children attend is a matter for the internal organisation of the school. Appeals cannot be made against the site allocated.

You may be asked to provide proof of your address, e.g. in the form of a signed tenancy or purchase agreement, recent utility bills, child benefit letter or bank statement (dated within the last three months), when applying for a school place.

You may express preference for more than one school. All applicants will be admitted to a school unless the Admission Number for that school is exceeded. The County Council will then allocate places according to the oversubscription criteria shown in Part 1viii (page 11). You may express a preference for Welsh Medium education or for a Church school.

If your child is admitted to Nursery education at a school, this does not guarantee your child a Primary School place (Reception class) you must re-apply for a Primary School place. The Reception year Class starts the Autumn Term of the academic year in which a child attains the age of 5. If there are more applications than Primary places available, the oversubscription criteria explained in Part 1viii (page 11) will be applied.

Once a School place has been agreed and you wish to defer entry to school, this must be made in writing to the admissions office and can only be deferred within the academic

year, otherwise a new application must be made. If the child has not started at the school within four weeks of the agreed start date the place may be withdrawn.

A school place may be withdrawn if a parent gives incorrect or fraudulent information when applying for admission. You may be required to provide proof of your address in connection with your application for a school place.

v) When should I apply for a place at my preferred school?

Admissions Application Timetable Community and Voluntary Controlled Schools						
Provision	Children Born Between	School Start Date	Information Out to Parents	Application Deadline Date	Notification Date	Appeals Closing Date
Nursery Place	1 Sept 2017 to 31 Aug 2018	January April or September 2021		30 April 2020	By end of July 2020	No right of appeal for Nursery admissions
Reception Place	1 Sept 2015 to 31 Aug 2016	Autumn Term Sept 2020	Autumn Term Sept 2019	31 January 2020	16 April 2020	Within 10 working days of notification
Secondary Education Transfer	1 Sept 2008 to 31 Aug 2009	Autumn Term Sept 2020	Autumn Term Sept 2019	20 December 2019	1 March 2020	

Applications for Nursery and Primary School places can be made at any time; all applications received by the deadline date are considered together, therefore, no preferential treatment is given to early applications. Applications received after the closing date will be processed as late applications and will not be considered until those received before the deadline have been allocated and may reduce your chance of getting a place in your preferred school. To avoid disappointment and maximise the chance of obtaining a place at your preferred school please ensure you submit your application by the specified deadline date.

vi) Will my child be eligible for school transport?

Not necessarily. The admission of a child to a school does not mean that free transport is provided. The provision of transport is a separate issue. The County Council does not provide transport for pupils to schools other than to their catchment school or the nearest school, and then only to eligible pupils. You must bear in mind that you will be responsible for transport arrangements and costs if your child is admitted to a school that is not the catchment school or the nearest school. Transport Policy and information is available on the Pembrokeshire County Council website <https://www.pembrokeshire.gov.uk/school-transport>

vii) Do schools have a limit upon the number of pupils that can be admitted?

Yes. All schools have a capacity from which an Admission Number is calculated. All schools must admit pupils up to their admission number.

The Admission Number will reflect the capacity of the school for each year group and your child will be allocated a place at a school unless it is full. If the number of applications to a school is the same as or less than the Admission Number, all applicants will be admitted. If the number of applications exceeds the Admission Number, all applications will be assessed against the over-subscription criteria and places awarded accordingly.

viii) How are school places allocated?

Pembrokeshire County Council is the Admission Authority for all community and voluntary controlled schools in Pembrokeshire. The Council's admissions policy and the oversubscription criteria shown below apply to all community and voluntary controlled schools in Pembrokeshire. Children will be admitted to the preferred school when provision and accommodation allows. If there are more applications for admission to community and voluntary controlled schools than there are places available, the County Council will use the following oversubscription criteria (applied in order) to prioritise applications from parents expressing a preference for the school:

Oversubscription Criteria for Community and Voluntary Controlled Schools - in Priority Order

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

N.B. where there is a Statement of Educational Needs naming a particular school then this must be stated clearly on your application form. Such applications are dealt with separately and prior to the oversubscription criteria being applied.

Notes

a) Medical or Psychological Needs 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: ie a letter or report from one to the following registered health professionals; Specialist consultant, Community Paediatrician, Psychologist, Educational Psychologist, Psychiatrist, Physiotherapist, Occupational Therapist or Social work professional, the letter or report must be based on the professional's own knowledge of the child/parents condition and circumstances. Please note that reports from a family doctor are NOT accepted for this purpose.

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

Additional Learning Needs must be confirmed by the Local Authority's Inclusion Service.

b) 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.

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

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 Authority will also admit the other sibling(s).

For the oversubscription categories that include a sibling criteria (categories 4 & 7), if preferences exceed places available priority will be given to multiple birth siblings and then to those pupils who are closest in age to the sibling already at the school (ie pupil with a sibling in year 3 would have a higher priority than a pupil with a sibling in year 6).

In the case of a tie, 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.

The County Council utilises a Geographical Information System (GIS) to calculate home to school distances in Kilometers. The shortest route is calculated using Ordnance Survey (OS) data from where the applicant's home meets the public highway to the point where the nearest school entrance meets the public highway. The co-ordinates of an applicant's home address are determined using OS data and a Property Gazetteer. In the event of any disputed distances, an officer measures the distance using a vehicle with a calibrated odometer.

It is important that all applications are received by the set dates so they can be considered together and the oversubscription criteria applied fairly and equitably in each case. This will also enable any appeals to be dealt with promptly and allow the decision to be made

in good time before the child is due to start school. Early applications are not given priority – all applications received by the published closing date are considered together.

For admissions to schools and for school transport purposes, if the pupil has lived with more than one parent/person with parental responsibility, and has not moved permanently to one of the two addresses, then the address where the child benefit is paid will be considered as the home address.

Should the County Council be unable to offer a place to a child at their preferred school during the normal admission round due to oversubscription, your child's name will be added to the waiting list until 30th September in the school year for which they have applied. Thereafter the parents should be expected to make a fresh application for admission. The priority for any places which become available will be given according to the above oversubscription criteria and not according to the date on which the application for a place was originally submitted.

See Appendix 4 (page 33) for the oversubscription criteria for voluntary aided schools.

ix) How will I be told the outcome of my application for a school place?

You will receive notification from the County Council's Admissions Officer, on the common offer date, see Part 1v (page 10) for Admissions Timetable, which will give the outcome of any admission application. Where a place is offered, parents may accept by responding to the email sent out by the Admissions system.

In the event that you no longer require the school place, please write to the Admissions Officer as soon as possible. In the event of your application being rejected, the email/letter you receive will outline the reasons for such a decision, information that your child's name has been added to the waiting list, a proforma to return to the admissions office and information regarding your right of appeal against the decision, see 'What are my rights of appeal? Part 2x (page 18).

Please note that there is no right of appeal for nursery applications (ie non compulsory school age children).

x) If I miss the published admission deadline, how will my application be dealt with?

Late applications for places, i.e. applications received after the closing date, outlined in Part 1v (page 10), will be considered after all applications received on time (unless there are exceptional reasons why the application is late, which must be explained at the time of application). Applications will be considered on the basis of the date received and oversubscription criteria, having regard to current and allocated places and prospective pupil numbers at the time the application is made. This means that if your preferred school is oversubscribed, even if you are making an application for your child to attend the catchment school, you may be less likely to be allocated a place if your application is late.

If you change your mind about your preferred school after submitting your original application you must inform the Admissions Officer in writing. If this decision is made after the published closing date, your application for the new preference will then be treated as a late application even if your original application was received on time.

xi) Can I apply for a school outside Pembrokeshire?

Yes, but in this case, you should apply to the County Council maintaining the school of your choice. All County Councils produce an information booklet for parents and include application criteria and guidelines.

If you wish to apply for a school place in one of our neighbouring County Council areas, applications should be made online to the appropriate authority:

Carmarthenshire

Director of Education & Children's Services
Carmarthenshire County Council
The Department for Education and Children
Building 2
Parc Dewi Sant
Jobs Well Road
Carmarthen
SA31 3HB
Tel: 01267 246500

Website: www.carmarthenshire.gov.wales

Ceredigion

Director of Education & Community Services
Ceredigion County Council
Department of Education & Community Service
Canolfan Rheidol,
Rhodfa Padarn,
Llanbadarn Fawr
Aberystwyth
SY23 3UE
Tel: 01970 617911

Website: www.ceredigion.gov.uk

xii) What are Clusters of Schools?

Schools in Pembrokeshire work on a 'Cluster of Schools' basis and there is close co-operation between them. The aim of the Cluster of Schools model is to strengthen links between schools in a way that ensures progression, continuity and support for pupils as they move through the different stages of their education. Children normally transfer to the link school within the Cluster of Schools. Some primary schools 'feed' more than one secondary school because their catchment areas overlap.

xiii) What if I want a Church influenced education for my children?

General information about Church in Wales and Catholic schools can be obtained from the appropriate Diocesan Director of Education. Addresses and contact details are as follows:

Church in Wales

Revd John Cecil
Diocesan Director of Education
The Vicarage
Steynton
Milford Haven
SA73 1AW

Tel: 01646 692974

email: CecilJ7@hwbcymru.net

Catholic Church

Mr Paul White
Diocesan Director of Education
Curial Office
27 Convent Street
Swansea
SA1 2BX

Tel: 01792 652757

email: education@menevia.org

Applications for places in voluntary aided church schools should be made online using the Council's website. However, decisions in relation to admission are made by the governing body of the appropriate school. These schools have their own oversubscription criteria, details of which are given in Appendix 3 (page 33).

xiv) How do I determine the language category of a school?

The County Council asserts its belief in the educational value of acquiring two languages. The aim of this bilingual policy is to educate pupils so that they are thoroughly bilingual in

the use of both Welsh and English on leaving the primary school so that they can participate fully in the bilingual community of which they are a part.

Linguistic and Cultural Considerations

We recognise the fact that certain areas of the County have distinctive cultural and linguistic traditions which must be taken into consideration when evolving an effective language policy for Pembrokeshire as a whole. This is reflected in the approach to the implementation of the policy.

Welsh Language Centres in Secondary Schools

Pembrokeshire County Council has a clear vision for developing and expanding Welsh medium education and this is to ensure that all pupils are able to access such provision of the highest standard across the Authority. This vision is based on the following key principles, i.e.

- To recognise every child's right to learn Welsh;
- To promote the highest standards possible;
- The need to treat both Welsh and English equally;
- To promote the benefits of bilingualism.

This vision forms the basis of the Council's Welsh in Education Strategic Plan which sets out its plans to meet specific Welsh Government outcomes. Pembrokeshire has three Language Centres whose objective is to provide intense Welsh language learning to enable children to gain a level of fluency needed to transfer to education in a Welsh medium school. These Language Centres operate from Ysgol y Preseli, Ysgol Bro Gwaun and Ysgol Caer Elen. A Language Centre Policy is in the process of being developed and which will need to be considered alongside our admissions arrangements.

See Appendix 5 (Page 45 + 46)

Part 2 - Policies and law

i) At what age does my child legally have to attend school?

Parents of children between the ages of 5 and 16 must ensure that their children receive suitable full time education. A child reaches statutory school age at the beginning of the term following his or her fifth birthday. Conversely, all young people are required to remain in education until they cease to be of compulsory school age; the school leaving date is the last Friday in June in the school year in which a child reaches the age of 16.

ii) Can my child be educated in a different year group?

The Local Authority has a Guide to Good Practice on Educating Young People Out of Their Chronological Year Group. This document outlines the procedures that have to be followed when consideration needs to be given to advancing or holding back a young person in education. Parents need to approach their school setting for discussions around this subject.

The document can be found at <https://supportandprovision.pembsinclusionservice.wales/> - Support and Provision for ALN - Policies and Strategies – Educating Young People out of their chronological age.

iii) How does the County Council meet my parental preference?

The County Council is required by law to make arrangements for parents to express their preference for the school where they wish their child to be educated, and provide an opportunity to give reasons for their preference before any places are offered. The Admission Authority must meet your preference if it can, but certain factors may prevent this.

These include:

- the efficient use of resources and accommodation
- the efficient provision of education
- statutory class size limits

All schools have an Admission Number, which is used as a guide in deciding whether any year group within a school is full or has places available. If there are more applications than places available then the oversubscription criteria in Part 1viii (page 11) are applied. The Admission Number for each school is shown in the school list - Pembrokeshire (<https://pembrokeshire.gov.uk/schools>).

Parents may express a preference for their child's education at:

Age 3 – early years (Nursery) classes/units attached to infant or primary schools (where these are available). Three year olds attend part time only

Age 4-5 – Infants schools or infant departments of primary schools (Reception classes)

Age 11 – Secondary education

iv) Are there class size limits in schools?

Yes. The law says that, apart from some very limited exceptions, no infant class may contain more than 30 pupils being taught by one teacher. The Welsh Government has also set a target that no junior class should exceed 30 pupils.

v) Why do you need to know about parental responsibility for my child?

The Authority needs to know who has 'parental responsibility' for each child and the person making an application needs to confirm their status accordingly. This is to ensure that proper authority is given when the school needs parental permission. It will also make sure that people with parental responsibility who do not live with a child can be provided with school reports and given an opportunity to take part in the child's education, as they are entitled to receive this information unless there is a specific court order preventing this.

Where more than one person has parental responsibility for a child, the person completing the application for a school place must take all reasonable steps to discuss and agree the application with others with parental responsibility, where their whereabouts are known. If the whereabouts of others with parental responsibility are unknown, this should be stated in writing. The place may be lawfully withdrawn if the information given is fraudulent or misleading, including parental responsibility disputes.

Who has parental responsibility for the child?

- Mothers always have parental responsibility (unless a court order is in place that states she will no longer have the responsibility eg in adoption cases).
- Fathers who were married to the mother prior to 2003 have parental responsibility.
- Fathers also have parental responsibility for a child if the child was born after 2003 and their name is on the child's birth certificate.
- Unmarried fathers, step-parents, relatives and other person can obtain parental responsibility but they do not have it automatically.

Parents are asked to co-operate with the Admissions Officer by providing details of those people with parental responsibility for a pupil. Your child's school should be informed of any changes in the arrangements for parental responsibility or in the day to day care of your child. Any reference to parents within this booklet includes anyone having legal parental responsibility.

The County Council may request proof of parental responsibility and/or the child's birth certificate, if it considers it necessary to do so.

vi) Legal / known name of child

The legal name of your child is that which is shown on his/her birth certificate. Please ensure that this is given on all admission and transfer application forms. Should your child be known by another name, then this should also be included on the relevant forms. There are specific procedures to be followed for changing a child's legal name, and this can be undertaken by Deed Poll or Statutory Declaration. Please take legal advice before considering this and ensure that your child's school is made aware of any subsequent changes to the child's legal name by providing a copy of the relevant documentation.

vii) What provision do you make 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 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.

viii) What provision do you make for Gypsy & Traveller families?

Admission applications made in respect of Gypsy and Traveller children to a Pembrokeshire school, whether residing permanently or temporarily in the area, will be dealt with as quickly as possible, to allocate the nearest available and appropriate school.

ix) What are the rights of children from overseas?

Children from overseas, whether they are accompanied or unaccompanied by parents, have the same rights to education as British Citizen children. As a result, the County Council will treat such applications for admission to schools in the same way. The Local Authority should ensure that there are no unreasonable delays in securing the admission of asylum seeking and refugee pupils and admission practice must be commensurate with that applied to all other pupils.

x) What are my rights of appeal?

Appeals can be submitted for applications for a Reception place and above and must be made in writing, setting out the grounds on which it is made, and sent to the Director for Children and Schools within 14 days (10 working days) of notification of your application for a school place being unsuccessful. Appeals will be heard and considered by the Independent Appeals Panel within 30 school days of the specified closing date for the receipt of appeals, or within 30 school days of the appeal being received in writing if the appeal is made outside the timetabled admissions process. **Appeals received during the summer holidays will be heard within 30 working days.** You will have the right to present your case to the Panel in person. The Panel may allow you to be accompanied by a friend or to be represented; in addition, children are permitted to give evidence where they wish to do so. The decision of the Appeals Panel is binding on the County Council and on schools' governing bodies. However, there is no right of appeal for nursery admissions.

If you are refused a place at a voluntary aided school, the school concerned will advise you of its appeals procedure.

xi) Will my child wear school uniform?

From April 2019 Pembrokeshire County Council introduced a new scheme called the Pupil Development Grant Plus.

Pembrokeshire PDG Plus is a Pembrokeshire County Council scheme to help parents in difficult circumstances with school uniforms. From April 2019, Pembrokeshire CC will offer a grant to families facing 'exceptional circumstances' to support school uniform and school equipment costs.

PDG plus is available for any school-age child - your child does not have to be entitled to free school meals.

Please contact Pembrokeshire County Council, Pupil Support Services, Practice Support Team, County Hall, Haverfordwest, Pembrokeshire, SA61 1TP. Tel. 01437 774551 ext. 5813. Please ask for the Pupil Support Officer (for the school / cluster of schools)

xii) What financial assistance might I be eligible for?

If your child stays on at school after statutory school leaving age, he or she may be eligible for a Welsh Government Education Maintenance Allowance (EMA). The allowance is means tested and you will need to provide details of your income. Application forms are available from the secondary school your child attends or from the EMA Wales website at <https://www.studenfinancewales.co.uk>

xiii) Curriculum

During primary education and the first three years of secondary education all schools offer a broad and balanced programme, which includes all the National Curriculum subjects. The aim is to ensure a sound platform of basic skills, knowledge and understanding and to promote the personal development of all pupils.

The Welsh Assembly Government publishes booklets for parents of primary and secondary pupils that explain the national curriculum in Wales and how a pupil's progress is measured. These are available from your child's school or on the Welsh Government website: <https://gov.wales/curriculum-and-assessment>

xiv) What public examinations will my child take?

All public examinations arranged for your child comply with legal requirements and are approved by the Qualifications in Wales, the regulator of non-degree qualifications and the qualifications system in Wales. Approved qualifications are posted on the Qualifications in Wales website (<https://www.qiw.wales/>).

The decision to enter your child for public examinations is taken by the school. There is a fee to be paid for each examination and the school meets the cost of this fee when your child is entered for the first time. If your child misses an examination without a valid medical reason then you will be liable for the fee. Similarly, you may be liable for the payment of fees for examination re-sits. However, the school will be able to provide you with further details on these matters.

All schools will provide you with details of their public examination results if you ask them.

In addition to the above, and as part of the Wales Government's drive to improve standards of literacy and numeracy, all learners in years 2 to 9 (7-14 year olds) will be required to be assessed annually using national reading and numeracy tests.

xv) What charges might I have to pay?

During your child's time at school, the majority of the activities offered by schools are free of charge. However, there are occasions when you will be asked to make a contribution towards costs. Information regarding a school's policy for charges and remissions for school activities can be obtained from the Headteacher of the school concerned.

xvi) What child protection arrangements are in place?

The care and wellbeing of pupils is a principal concern of all schools. All school staff adhere to the All Wales Safeguarding Procedures in order to safeguard and promote the welfare of children. Every school has a safeguarding policy and will have a named Designated Senior Person (DSP) who is responsible for safeguarding matters and for dealing with individual allegations of abuse.

Schools have a statutory duty to act in the best interests of the child and therefore has a duty to make a safeguarding referral to the Child Care Assessment Team (CCAT) within the Social Services Department if there are concerns about a child's welfare or if there is an allegation of abuse. Consent for a referral will normally be sought from a parent, however, in order to protect a child it will sometimes be necessary to make a referral without informing the parents. This is a sensitive area of work and the support of parents is important when schools implement safeguarding protocols. Please be assured that school staff are working with the wellbeing of your child firmly in mind. Pembrokeshire schools operate a Preventing Extremism and Radicalisation Policy, which is intended to provide a framework for dealing with issues relating to vulnerability, radicalisation and exposure to extreme views.

All Pembrokeshire schools take part in a project with Dyfed-Powys Police called Operation Encompass. Operation Encompass is the reporting to schools, prior to the start of the next school day, when a child or young person has exposed to, or involved in, any domestic incident. The Head and DSP have been trained to use the information about the domestic incident to ensure that a child and/or their families are adequately supported when they have been involved in, or exposed to, a domestic abuse incident.

Part 3 - Transfers between schools

i) What is the procedure if I want to move my child to another school?

The Council is prepared to consider requests for transfers between schools other than at normal admission times. However, if you are seeking to transfer your child, you must first discuss this with your child's present headteacher, or head of year in secondary school. You should also contact the headteacher of the school you wish your child to attend. As term time transfers are discouraged, they are normally made only at the beginning of a term, except where they arise due to a change of family address. A transfer application must be completed online in all cases, and this is available on the County Council's website. Applications to transfer will not normally be considered more than 1 term in advance of the transfer and should be submitted at least 1 month prior to the start of term in order for it to be processed on time.

Changing schools can be unsettling for pupils and can disturb class organisation. It should be a last resort and considered only when all other options for resolving problems have been explored. If your request for a transfer is due to concerns about your child's progress or there are any problems at your child's school, you should, as a first step, discuss the matter with the headteacher of the present school.

When a school transfer has been agreed and parents are informed, it will be assumed that they will be accepting the place for their child at the preferred school and that they no longer require a place at the current school. 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.

ii) How do I add my child's name to the Waiting List?

Once the allocation process has been completed and your preferred school has been refused (see Part 2 x Rights of Appeal page 18) your child's name will be automatically added to the waiting list until the end of the academic school year for which they have applied. Thereafter the parents should be expected to make a fresh application during the summer term for admission into the following academic year. The priority for any places which become available will be given according to the above oversubscription criteria and not according to the date on which the application for a place was originally submitted.

iii) How do I arrange for my child to transfer to secondary school?

Secondary schools in Pembrokeshire offer comprehensive education for pupils of all abilities. The transfer from primary to secondary education normally takes place in the September following a child's eleventh birthday. For 3-16 schools the pupils will automatically transition to key stage 3, however parents do have parental choice and may choose to apply for another secondary school during the normal admission round process. The headteacher of your child's primary school can give you information regarding the secondary school that your child should normally attend. There are educational benefits in your child attending the secondary school linked to his or her primary school as part of the 'Cluster of Schools', see Part 1xii (page 14).

Information on secondary school transfer will be distributed during the Autumn term via the primary schools, before your child is due to go to secondary school. You will be asked to express a preference for a secondary school by the end of the Autumn term and you should use the Council's online application system accordingly. Your application will be considered and you will be informed of the outcome on the common offer date, see Part 1v (page 10) for Admissions Timetable.

If there are more applications for places than there are places available the oversubscription criteria in Part 1viii (page 11) will be applied.

You should not assume that attendance at any open day or evening for prospective secondary pupils will result in admission or the provision of transport.

Appendix 1 Pembrokeshire County Council links

Inclusion and Additional Learning Needs

Inclusion Service promotes achievement and wellbeing for all children and young people. In essence, it means making sure that all children and young people have access to the same opportunities and services as everybody else and receive a high quality education, which is broad, balanced and relevant to meeting their individual needs. The Inclusion strategy states that the majority of school age learners can and should be educated with others of their own age in their local community school which is properly equipped and fit for purpose. If you would like some general advice and guidance about your child's additional need you should contact the Parental Partnership Service by telephoning 01437 776354.

Further information can be obtained from the Pembrokeshire County Council website:

<https://www.pembrokeshire.gov.uk/inclusion-service-and-sen>

School meals service

School meals are provided by Pembrokeshire County Council's Catering Team. The menus and further information can be obtained from the Pembrokeshire County Council website: <https://www.pembrokeshire.gov.uk/school-meals>

Information regarding Free School Meals can be found on the following webpage –

<https://www.pembrokeshire.gov.uk/school-meals/free-school-meals>

Education transport

There is a statutory duty for Pembrokeshire County Council (as the Local Authority) to provide pupils of compulsory school age with free transport to their nearest suitable maintained school if they live over the statutory walking distance.

Free transport will be provided according to The Learner Travel Wales

Measure - Operational Guidance and Pembrokeshire County Council's school transport policy and further information can be obtained from the Pembrokeshire County Council

website: <https://www.pembrokeshire.gov.uk/school-transport/school-transport-information-and-application-form>

School lists

Are available on the Pembrokeshire County Council website:

<https://www.pembrokeshire.gov.uk/pembrokeshire-schools>

Term dates and holidays

Are available on the Pembrokeshire County Council website:

<https://www.pembrokeshire.gov.uk/pembrokeshire-schools/term-dates-and-school-holidays>

Appendix 2 Explanation of terminology

Academic Year

School year commencing 1st September and ending the following 31st August.

Admission Number

The number of school places that the admission authority must offer in each relevant age group of a school for which is the admissions authority.

Catchment Area

The geographical area intended to be served by the school.

Compulsory School Age

A child reaches compulsory school age in the term following their 5th birthday. A child ceases to be of compulsory school age if they have attained the age of 16 on the prescribed school leaving date, or before the next school year, which is the last Friday in June.

County Council

This is the local government body responsible for the organisation and maintenance of the education services. In Pembrokeshire this responsibility falls on Pembrokeshire County Council. The Local Authority undertakes a range of statutory functions.

Curriculum

All the activities and opportunities for learning provided by a school.

Maintained School

A school funded and maintained by Pembrokeshire County Council (as the Local Authority).

Non-maintained or Independent School

A school not funded or maintained by the County Council.

Nursery

School places for children from the term after their 3rd birthday until they become of Reception school age.

Primary School Place (Reception Class)

School place starts the Autumn term after the child's fourth birthday.

Sibling

Pupils with full, half or step brothers or sisters, or adoptive or foster children, attending the preferred school, whilst living in the same household at the time of admission and who are up to the statutory school age.

Voluntary Aided (VA) (Church in Wales or Catholic) School

A maintained school that was set up by a voluntary body (usually the Church in Wales or the Catholic Church). Aided schools control their own admissions and Religious Education syllabus and employ their own staff.

Voluntary Controlled (VC) School

This is a maintained school in which Religious Education is provided according to the Authority's agreed syllabus. Some denominational instruction may be offered.

Pembrokeshire County Council



School Admission Arrangements for 2020/21

1. Admissions Policy

- a) The local authority is the admissions authority, except in Voluntary Aided schools where the governing body is the admission authority.
- b) 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.
- c) 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 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 older 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 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 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

a. 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:

- i) 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.
- ii) 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.

b. 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.

c. Feeder School

A feeder school is a primary school within the same 'cluster of schools' as a secondary school, or an infant school feeding a junior school.

2 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. Admission numbers for Community and Voluntary Controlled schools for 2020/21 are appended below.

3. School Admission Dates

The Government has set dates by which children must attain the age of 5 to be of compulsory school age in the following school term: these dates are 31st August, 31st December and 31st March.

All pupils who have attained the age of 4 on or before 31st August 2020 may start in the Reception class full time from September 2020. Parents may however defer entry until the term after their child reaches compulsory school age i.e.

- a child who is 5 between 1st September - 31st December 2019 may start in the spring term 2020
- a child who is 5 between 1st January - 31st March 2020 may start in the summer term 2020
- a child who is 5 between 1st April - 31st August 2020 may start in the autumn term 2020 (note that in this case the child will join at the start of Year 1 instead of in the Reception class).

Many schools have nursery classes that pupils may join on a part-time basis after they have attained the age of 3. The eligibility dates above also apply to these admissions and will determine the term in which the child can start. Those children born between 1st September and 31st March may attend nursery provision full time in the term following their 4th birthday.

5. 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. Parents are encouraged to read the Information for Parents Handbook and must confirm parental responsibility for the child they are applying for, 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.

- b) 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.

i. Admissions to Nursery Education

The deadline for receipt of applications for admissions to nursery classes during 2020 will be 30th April 2019. This deadline will apply for applications for all pupils who will attain the age of 3 between 1st September 2019 and 31st August 2020.

All applications received for a particular school will be considered together following the deadline. The oversubscription criteria will be applied if there are more applications than places available. Priority will not be given to applications based on the date order in which they were received.

Parents will be notified of the result of their application by 31st July 2019. Admissions will take place termly based on both the child's age and the school's nursery class arrangements. Parents will be notified of the term in which their child can start.

ii. Admissions to Primary Education - Reception Class

The deadline for receipt of applications for admissions to Reception classes in September 2020 will be 31st January 2020. This deadline will apply for applications for all pupils who will attain the age of 5 between 1st September 2020 and 31st August 2021, even if the parents wish to defer entry until their child reaches compulsory school age as described above.

All applications received for a particular school will be considered together following the deadline. The oversubscription criteria will be applied if there are more applications than places available. Priority will not be given to applications based on the date order in which they were received.

Parents will be notified of the result of their application on the common offer date of 16th April 2020.

Children attending the nursery class of a school **will not** have an automatic right to a place in the Reception class at the same school. **Parents will need to apply for a place along with other applicants.**

iii. Admissions to Secondary Education

Parents of year 6 pupils are invited to express their preference for a secondary school in the autumn term prior to transfer. The deadline for receipt of applications for a secondary school place in September 2020 will be 20th December 2019.

The processing of applications will take place during the spring term 2020 and the oversubscription criteria will be applied if there are more applications than places available in a particular school.

Parents will be notified of the result of their application on the common offer date of 1st March 2020.

iv. Admissions to Middle School Education (3-16)

In the case of applications for admission to nursery and Reception classes, please see Paragraphs i and ii above.

Subject to parental preference, pupils will remain at such schools until the end of statutory school age.

Pupils on roll in Year 6 in middle schools will not be required to apply for transfer to the secondary element of such schools.

6. Late Applications

Late applications will be considered after all applications received by the specified closing date unless there are exceptional reasons why the application is late, which must be explained at the time of application.

Late applications will be considered on the basis of the published oversubscription criteria, having regard to current/prospective pupil numbers at the time of application.

7. 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.

8. Change of Preferred School

If a preference for a particular school is changed after the original application is made, this should be stated in writing to the Admissions Officer. If such a change takes place after the closing date for receipt of applications it will be treated as a late application.

9. 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.

10. 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 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 Pupil Support Service is applied. Parents will be invited to discuss the transfer request with a Pupil Support Officer, who will determine if an immediate transfer should be granted. If an immediate transfer is not approved by the Pupil Support Officer then the transfer may only take place at the start of the following term.

A guidance leaflet for parents seeking to transfer their child (Changing Schools – a guide for parents) is available from the school or the Admissions Officer and online at www.pembrokeshire.gov.uk.

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. 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.

11. 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.

12. 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.**

13. 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.

14. 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.

15. 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. Headteachers, 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.

16. 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.

17. Further Information

For further information contact:

Huw Jones - Professional Officer – Planning Places and Admissions
County Hall, Haverfordwest, SA61 1TP
Tel: 01473 764551
e-mail: admissions@pembrokeshire.gov.uk

SCHOOL ADMISSION ARRANGEMENTS 2020-21

No.	SCHOOL	Admissions Number
2203	SAGESTON CP	17
2209	YSGOL GYNRADD GYMUNEDOL EGLWYSWRW	20
2212	GOODWICK	19
2214	FENTON CP	50
2220	JOHNSTON CP	30
2222	LAMPHEY PRIMARY	29
2223	YSGOL GYMUNEDOL BRYNCONIN	12
2228	HOOK CP	15
2231	YSGOL LLANYCHLLWYDOG	4
2233	YSGOL GYMUNEDOL MAENCLOCHOG	16
2242	NARBERTH CP	47
2243	YSGOL BRO INGLI	15
2250	PUNCHESTON CP	10
2253	YSGOL LLANDUDOCH	18
2254	WOLFSCASTLE CP	5
2258	SAUNDERSFOOT CP	40
2260	STEPASIDE CP	28
2261	TEMPLETON CP	15
2266	TAVERNSPITE CP	29
2270	YSGOL GYMUNEDOL CROESGOCH	17
2271	BROAD HAVEN PRIMARY	17
2273	ROCH CP	25
2384	COASTLANDS SCHOOL/ YSGOL Y GLANNAU	15
2385	YSGOL CLYDAU	10
2386	PEMBROKE DOCK COMMUNITY SCHOOL	89
2387	MONKTON PRIORY CP	26
2388	YSGOL GELLI AUR/GOLDEN GROVE COMMUNITY SCHOOL	E40 / W15
2389	YSGOL GLANNAU GWAUN	E12 / W21
2390	YSGOL Y FRENNI	30
2391	PRENDERGAST COMMUNITY SCHOOL	64
2392	PENNAR COMMUNITY SCHOOL	34
2393	NEYLAND COMMUNITY SCHOOL	47
2395	YSGOL HAFAN Y MÔR	30
2396	MILFORD HAVEN COMMUNITY PRIMARY SCHOOL	96

No.	SCHOOL	Admissions Number
2397	WALDO WILLIAMS PRIMARY SCHOOL	46
3035	CILGERRAN CHURCH IN WALES VC	19
3036	COSHESTON VC	8
3040	CLEDDAU REACH VC	34
3042	MANORBIER CHURCH IN WALES VC	12
3050	SPITTAL CHURCH IN WALES VC	25
3055	ST FLORENCE CHURCH IN WALES VC	13
3058	YSGOL GER Y LLAN	21
3059	TENBY CHURCH IN WALES VC PRIMARY SCHOOL	45
3060	PENRHYN CHURCH IN WALES VC SCHOOL	17
3061	GELLISWICK CHURCH IN WALES VC SCHOOL	68
5500	YSGOL CAER ELEN	45 Primary 120 Secondary
4031	YSGOL BRO GWAUN	105
4035	THE GREENHILL SCHOOL	212
4038	YSGOL HARRI TUDUR / HENRY TUDOR SCHOOL	240
4063	MILFORD HAVEN SCHOOL	212
4064	YSGOL Y PRESELI	163
4512	HAVERFORDWEST HIGH VC SCHOOL	325

Appendix 4 Admission arrangements and oversubscription criteria for voluntary aided schools

St. Marks VA School, Merlin's Bridge

Admissions to the school is the responsibility of the Governing Body and applications should be made online via the Council's website.

The Admission Number for the school is 20 and 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:

1. Looked After Children.
2. Siblings of children already in the school.
3. Children residing within the community of Merlins Bridge.
4. Children of practising members of the Church in Wales (application to be supported by a statement from their Parish Priest).
5. Children of parents of other Christian denominations who wish their child to have a church school education (application to be supported by a statement from their Faith Leader).
6. Children of parents of other faiths who wish their child to have an Anglican Church school education.
7. Children of parents who wish their child to attend St. Mark's School.

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

Parents whose application for admission is unsuccessful have the right to appeal against the decision not to admit. This appeal should be in writing and sent to the Headteacher. The appeal will be heard by an independent Appeal Panel, established by the Diocese, whose decision will be binding on all parties. Please view the section entitled "What are my rights of appeal?" for additional information.

St Marks VA School operates a waiting list for parents where it is unable to offer a place during the normal admission round due to oversubscription. The terms applied to waiting lists are as per those of the County Council, and as described in the section entitled "How are school places allocated?"

Applications for places received after the published closing date, will be considered by the school after all those applications received on time. Applications will be considered on the basis of the above oversubscription criteria, and having regard to current/prospective pupil numbers. The right to appeal also applies to late applications

St Oswalds VA School, Jeffreyton

Admission to the school is the responsibility of the Governing Body and applications should be made online via the Council's website.

The Admission Number for the school is 17 and 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:

- a) Looked After children who are communicants of the Anglican faith
- b) Children who are Looked After
- c) Children with brothers or sisters at the school at the date of the proposed admission
- d) Children who live in the catchment area of the school
- e) Children from families living outside the catchment area who are regular communicants at an Anglican Church within the catchment area
- f) Children from families living outside the catchment area who are regular communicants at an Anglican Church
- g) Children from families of other Christian denominations from outside the catchment area whose parents wish them to be educated in an Anglican Church school
- h) Children from families outside the catchment area who are not active Christian worshippers but whose parents wish them to be educated in an Anglican Church school

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

Parents whose application for admission is unsuccessful have the right to appeal against the decision not to admit. This appeal should be in writing and sent to the Headteacher. The appeal will be heard by an independent Appeal Panel, whose decision will be binding on all parties. Please view the section entitled "What are my rights of appeal?" for additional information.

St Oswalds VA School operates a waiting list for parents where it is unable to offer a place during the normal admission round due to oversubscription. The terms applied to waiting lists are as per those of the County Council, and as described in the section entitled "How do I add my child's name to the Waiting List?"

Applications for places received after the published closing date, will be considered by the school after all those applications received on time. Applications will be considered on the basis of the above oversubscription criteria, and having regard to current/prospective pupil numbers. The right to appeal also applies to late applications.

St Aidans VA School, Wiston

This policy will apply to admissions during 2019- 21

The admissions authority for this school is the Governing Body. This policy is reviewed annually with all Pembrokeshire primary phase schools – VA, VC, Community 3-11 and both 3-16 schools, Pembrokeshire Carmarthenshire and Ceredigion Local Authorities as part of the consultation process.

Our admission policy has been developed to ensure a consistent and fair system for admitting pupils to our school, especially if spaces are likely to be limited due to reaching the admission number of 17.

St Aidan's V.A. School is a Church in Wales' school which essentially serves the community within the parishes of Llawhaden, Walton East, Clarbeston Road, Slebech and Wiston and the admissions policy reflects this in its prioritised list of criteria.

In the event of oversubscription, priority will be given to the admission of pupils in the following order:

1. Any children identified on the Looked After Children (LAC) register and any children who were previously LAC
2. Children from the parishes of Llawhaden, Walton East, Clarbeston Road, Slebech and Wiston.
3. Children with brothers or sisters, these being determined as foster, adopted or permanently living at the same address, who attend the school at the proposed admission.
4. Children from families whose parents wish them to be educated in an Anglican Church School.
5. Children from families of other Christian denominations whose parents wish their children to be educated in an Anglican Church School.
6. In the event of a tie, places will be offered to pupils living nearest to the school, measured by the shortest distance from the nearest available school gate to a point where the pupil's private dwelling meets the public highway.

For the purposes of school admission, term starting dates are 1st January, 1st April and 1st September. Compulsory education however does not have to begin until the term following a child's fifth birthday.

The normal age for admission to school in Pembrokeshire, in a school like St Aidan's with nursery provision, is the start of the term following the child's third birthday.

Admission deadlines adhere to the admissions application timetable as published by Pembrokeshire County Council admissions authority.

Appeals

If a child is refused admission the parent may, within a period of 14 days, appeal against the decision to a Panel constituted for that purpose in accordance with the provisions of the Education Acts. Information on how to appeal will be given by the Headteacher at the time of the original decision. All appeals must be submitted to the Chairperson of St. Aidan's Governing Body. There is no right of appeal in relation to nursery admissions.

Ysgol yr Eglwys yng Nghymru Penrhyn Dewi VA School, St Davids

Admissions arrangements and oversubscription criteria

Admission to the school is the responsibility of the Governing Body and applications should be made online via the Pembrokeshire County Council website.

The Admission Number for the school is 21 for Reception to Year 6 and 60 for Years 7 – 11 and, 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:

1. Looked After Children
2. Children who reside in the school's catchment area
3. Children who have brothers and sisters already attending the school at the time of admission. (To include half brothers and sisters, and children living in the same household)
4. Children of Christian denominations living outside the catchment area of the school whose parents specifically wish them to have a church school education. (With a supporting letter from their priest or minister)
5. Children of parents who wish their child to have an Anglican Church school education.

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).

In the event of a tie, places will be offered to pupils who live nearest the school, measured by the shortest walking distance from the nearest available school gate to a point where the pupil's private dwelling meets the highway.

Parents whose application for admission is unsuccessful have the right to appeal against the decision not to admit. This appeal should be in writing and sent to the Headteacher. The appeal will be heard by an independent Appeal Panel, whose decision will be binding on all parties. Please view the section entitled "What are my rights of appeal?" in the Council's publication "Information for Parents" for additional information.

Ysgol yr Eglwys yng Nghymru Penrhyn Dewi operates a waiting list for parents where it is unable to offer a place during the normal admission round due to oversubscription. The terms applied to waiting lists are as those of the County Council, and as described in the section entitled "How are school places allocated?" in the County Council's *'Information for Parents' booklet*.

Applications for places received after the published closing date, will be considered by the school after all those applications received on time. Applications will be considered on the basis of the above oversubscription criteria, and having regard to current/prospective pupil numbers. The right to appeal also applies to late applications.

Holy Name Catholic School, Fishguard

Holy Name is a Catholic Primary School situated in the Diocese of Menevia and is maintained by the Pembrokeshire Local Education Authority.

The Governing Body is responsible for determining the policy relating to admission of pupils to the school. It is guided in that responsibility by:

- a) the requirement of the law.
- b) the advice of the Diocesan Trustees on the nature and purpose of its duties and in fulfilment of its Trust Deed and Instrument of Government.
- c) its duty towards the school and Catholic community it serves.
- d) the Catholic character of the school and its Mission Statement.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. We ask all parents applying for a place here to support and respect this ethos, its importance to the school community and the education it provides. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The School's Admission Number for the school year beginning in September 2018 is 18. If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed provided that the governors are made aware of that application before decisions on admissions are made.

Applications for a place in the school must be made online via the Council's website no later than the 30th of April in the year preceding admission. The Governing Body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications at the same time and after the closing date for admissions, made in accordance with the criteria set out.

If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the clerk to the Governors at the school within 14 days (10 working days) of refusal. Parents must give reasons for appealing in writing and the decision of the appeals panel is binding on the Governors.

Over- subscription Criteria

Where the number of applications exceeds the number of places available the Governing Body will apply the following over - subscription criteria in priority order.

1. All baptised Catholic children living in the school's catchment area.
2. All children baptised in the Orthodox Church living in the school's catchment area.
3. Applicants with siblings on roll in the intake year who are baptised Catholics.

4. Applicants with siblings on roll in the intake year who are not Catholics.
5. Catholic pupils from outside the catchment area.
6. Children from other Christian denominations.
7. Children whose parents desire a Catholic education.

All schools have a duty to admit children with a Statement of Education Needs where the school is named in the statement.

In all of the above categories Looked After Children (LAC) will be given priority.

In event of any over-subscription in the number of applications made under any of the categories above then the Admissions Committee will offer places first to children living nearest to the school by the shortest walking distance using public highways from the child's front door to the main entrance of the school.

St Teilo's Catholic Primary School, Tenby

Admission to the school is the responsibility of the Governing Body and applications should be made online via the Council's website.

The Admission Number for the school is 13 and 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:

1. Baptised Catholic 'Looked After' children, in the care of a local authority, within the parishes served by the school.
2. Looked After Children who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents)
3. Baptised Catholic children whose families are residing in the Parish of Holyrood and St. Teilo.
4. Other Baptised Catholic children. Confirmation of Baptism will be required.
5. Baptised Catholic children with a brother or sister at the school at the time of likely admission.
6. Children of other Christian Denominations.
7. Non-Catholic children who have a brother or sister in the school at the time of admission.
8. Children of other faiths whose parents seek Catholic schooling.
9. Non-Catholic children whose parents seek Catholic education for their child.
10. Children for whom the LEA has specifically asked for a place at the school.

In the event of a tie, places will be offered to pupils who live nearest to the school. The distance will be measured from the front door of the reception entrance to the front door of the house or flat of the applicant.

In the case of a child whose parents have joint shared responsibility the parent who has the greatest responsibility during the school week and whose residence is nearer the school will be the determining factor. A letter from the parents will have to be provided to confirm that fact.

Parents whose application for admission is unsuccessful have the right to appeal against the decision not to admit. This appeal should be in writing and sent to the Headteacher. The appeal will be heard by an independent Appeal Panel, whose decision will be binding on all parties. Please view the section entitled "What are my rights of appeal?" for additional information.

Mary Immaculate Catholic School, Haverfordwest

Admission to the school is the responsibility of the Governing Body and applications should be made online via the Council's website. A full version of these Admission Arrangements will be sent by the school when a prospectus and application form is requested.

The Admission Number for the school is 29 and where the number of applications does not exceed this number, then all applicants will be admitted. In the event of oversubscription, the governors will admit children in the following categories and in the priority listed. In each of the categories below, priority will be given to Looked After children Confirmation of Baptism (Baptism certificates) from the parish will be required for categories 1, 2, 3 + 5.

1. Baptised Catholic children who are Looked After within the county.
2. The baptised Catholic children of parents who are parishioners of St. David's and St. Patrick's Haverfordwest and Immaculate Conception, Narberth.
3. The baptised Catholic children of parents who are parishioners of parishes adjoining those listed above or who have moved to the area.
4. Looked after Children who are in the care of a local Authority (children in care) or provided with accommodation by them (e.g. children with foster parents)
5. Children whose parents are active and practising members of Churches Together in Wales (Cytun) and reside in the areas referred to in category 2. Priority will not be given to applications in this category unless an accompanying letter from the current minister is provided confirming Baptism or an accompanying statement of affiliation or reference signed by the minister or church's representative confirming membership of the church.
6. Children who have a medical or social need. A letter will be required from a doctor or health professional providing supporting evidence to accompany the application. This supporting evidence must set out the particular reasons why Mary Immaculate is the most suitable school and the difficulties caused if the child had to attend another school. Priority will not be given unless there is supporting evidence.
7. Children who are not Baptised but have siblings in the school.

In the event of a tie breaker being required in any of the categories above, the governors will admit those applicants who live nearest the school. In the case of a child whose parents have joint/shared responsibility the parent who has the greater responsibility during the school week and whose residence is nearer the school will be the determining factor. The governors will use the shortest walking route calculated using Ordnance Survey customised route data from the front door of the school to the front door of the house or flat of the applicant. Where necessary, the governors will request assistance from the County Council to determine the shortest route.

Parents whose application for admission is unsuccessful have the right to appeal against the decision not to admit. This appeal should be in writing and sent to the Headteacher. The appeal will be heard by an independent Appeal

Panel established by the Diocesan Office, and whose decision will be binding on all parties. Please view the school's full Admission Arrangements for additional information.

Mary Immaculate Catholic School operates a waiting list for parents where it is unable to offer a place during the normal admission round due to oversubscription. The terms applied to waiting lists are as per those of the County Council, and as described in the section entitled "How do I add my child's name to the Waiting List?"

Applications for places received after the published closing date, will be considered by the school after all those applications received on time. Applications will be considered on the basis of the above oversubscription criteria, and having regard to current/prospective pupil numbers. The right to appeal also applies to late applications.

The full version of the admission arrangements is available from the school.

St Francis Catholic School, Milford Haven

1. St Francis is a Catholic Primary School situated in the Diocese of Menevia and is maintained by Pembrokeshire Local Authority.
2. The Governing Body is responsible for determining and administering the policy relating to admission of pupils to the school. It is guided in that responsibility by:
 - a) the requirement of the law
 - b) the advice of the Diocesan Trustees on the nature and purpose of its duties and in fulfilment of its Trust Deed and Instrument of Government
 - c) its duty towards the school and Catholic community it serves
 - d) the Catholic character of the school and its Mission statement:

The ethos of the school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. We ask all parents applying for a place here to support and respect this ethos, its importance to the school community and the education it provides. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The school's admission number year beginning September 2018 is 19. If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed provided that the governors are made aware of that application before decisions on admissions are made. If there is oversubscription within a category, the governors will give priority to children living closest to the school determined by the shortest distance.

3. The school serves in the first instance Baptised Catholic children living in the parish of St Francis of Assisi, Milford Haven.
4. Applications for a place in the school must be made online via the Council's website no later than April 30th 2018.
5. The governing body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications at the same time and after the closing date for admissions, made in accordance with the criteria set out overleaf.
6. Pupils who are admitted to the school will enter the Nursery from September 2018 in the term following their third birthday.
7. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the clerk to the Governors at the school within 14 days (10 working days) of refusal.

Admissions Criteria

Where the number of applications exceeds the number of places available, the Governing body will apply the following over-subscription criteria in priority order:

1. Baptised Catholic Looked After children, in the care of the Local Authority, within the parishes served by the school.
 2. Baptised Catholic children within the parishes served by the school.
 3. Other baptised Catholic children.
 4. Looked After children who are in the care of the Local Authority (children in care) or provided with accommodation by them (e.g. children with foster parents).
 5. Children who have a brother or sister in the school at the time of admission.
 6. Children of other Christian denominations.
 7. Children of other faiths whose parents seek a Catholic education.
 8. Non-Catholic children whose parents seek Catholic education for their child.
 9. Children for whom the County Council has specifically asked for a place at the school.
- In the event of any over-subscription, the number of applications made under any of the categories above then the Admissions Committee will offer places first to children living nearest to the school by the shortest walking distance using public highways. All Christian applicants will be required to produce baptismal certificates.
 - Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
 - If the school is named in a statement of Special Educational Needs, the Governing body has a duty to admit the child to the school.
 - As required by law, the Governing Body will not admit more than 30 pupils to any one Reception of Foundation Phase class.

Appendix 5

The Teaching of Welsh and English in Pembrokeshire Primary Schools			
	Curriculum	Language of School	Outcomes
WM Welsh Medium	Foundation Phase – medium of Welsh. Key Stage 2 (KS2) – at least 70% of teaching through medium of Welsh.	Welsh is the language of communication with pupils and the language of day to day business of school. The school communicates with parents in both languages.	Pupils, regardless of home language will be able to transfer to Welsh medium secondary provision and by the end of KS2 will have reached equivalent standard in English to that reached by pupils in predominantly English medium schools.
DS Dual Stream	Mainly Welsh-medium or mainly English-medium exist side-by-side in these schools.	Both Welsh and English are used in the day-to-day business of the school. Language of communication is determined by nature of curricular provision. The school communicates with parents in both languages.	Pupils, regardless of home language will be able to transfer to Welsh medium secondary provision and by the end of KS2 will have reached equivalent standard in English to that reached by pupils in predominantly English medium schools
TR Transitional School	Foundation Phase – areas of learning mainly through the medium of Welsh. KS2 – both languages used but with greater emphasis on Welsh – 50% -70%	Welsh is the language used in the day to day business of the school. High priority given to creating Welsh ethos. The school communicates with parents in both languages.	Some pupils, particularly from Welsh speaking homes may be able to transfer to Welsh medium secondary provision. All pupils will have reached a standard in English equivalent to that of pupils in predominantly English medium schools
EW English medium with significant use of Welsh	Foundation Phase – pupils experience the areas of learning in both languages but with greater emphasis on English. KS2 – both languages used in teaching but greater emphasis on English. Welsh as a medium of teaching or learning - between 20% and 50% of the primary curriculum overall.	Day to day language or languages of school is determined by the school's linguistic context. Both languages used for communication with pupils and school administration. High priority given to creating a Welsh ethos. The school communicates with parents in both languages.	Normal expectation is that pupils will transfer to English medium secondary provision, but will have enhanced Welsh second language skills. Some pupils able to pursue limited number of subjects through the medium of Welsh.
EM English medium school	Foundation Phase – all pupils experience areas of learning through the medium of English. KS2 – Welsh taught as a second language. Less than 20% of the teaching is through the medium of Welsh	English is the language used in day to day business of the school – some Welsh used as a language of communication with pupils to improve capacity to use everyday Welsh. The school communicates with parents either in English or in both languages	Normal expectation is that pupils will transfer to English medium secondary provision and continue to learn predominantly through the medium of English, learning Welsh as a second language.

Foundation Phase: Age 3-7
Key Stage 2: Age 7-11

The Teaching of Welsh and English in Pembrokeshire Secondary Schools

	Curriculum	Language of School	Outcomes
WM Welsh Medium	All subjects apart from English taught through the medium of Welsh to all pupils. Some schools may introduce English terminology in one or two subjects.	Welsh is language of communication with pupils and the language of day to day business of school. The school communicates with parents in both languages.	Assessment at Key Stage 3 (KS3) and Key Stage 4 (KS4) will be through the medium of Welsh in all subjects apart from English or other languages. Pupils will be able to progress to Welsh medium Post 16 provision.
Bilingual AB BB CB CH	<p>This category has 4 sub-divisions according to the percentage of subjects taught through the medium of Welsh and whether there is parallel provision in English.</p> <p>2A At least 80% of subjects (excluding English and Welsh) are taught only through the medium of Welsh to all pupils. One or two subjects are taught to some pupils in English or both languages.</p> <p>2B At least 80% of subjects (excluding English and Welsh) are taught through the medium of Welsh but are also taught through the medium of English.</p> <p>2C 50-79% of subjects (excluding English and Welsh) are taught through the medium of Welsh but are also taught through the medium of English.</p> <p>2CH All subjects (excluding English and Welsh) are taught to all pupils using both languages.</p>	The day to day language or languages of the school will be determined by its linguistic context. Both languages are used to communicate with pupils and for the school's administration. A high priority is given to creating a Welsh ethos. The school communicates with parents in both languages.	<p>For pupils in 2A, 2B and 2C following the maximum number of courses through the medium of Welsh, assessment at KS3 and KS4 would be through the medium of Welsh in those subjects and that they would be able to progress to post 16 provision through the medium of Welsh in chosen subjects.</p> <p>For pupils in 2CH assessment at KS3 and KS4 would be through the medium of Welsh in all subjects except English and that they would be able to progress to post 16 provision through the medium of Welsh in chosen subjects.</p>
EW English medium with significant use of Welsh	Both languages are used in teaching with 20-49% of subjects taught through medium of Welsh. All subjects would normally also be taught through the medium of English.	The day to day language or languages of the school will be determined by its linguistic context. Both languages are used to communicate with pupils and for the school's administration. A high priority is given to creating a Welsh ethos. The school communicates with parents either in both languages or in English.	English is the day to day language of the school, but some Welsh is used to communicate with pupils, with the aim of improving their capacity to use everyday Welsh. The school communicates with parents either in both languages or in English.
EM English medium school	Pupils are taught mainly through the medium of English. Welsh taught as second language up to KS4. One or two subjects (could include Welsh first language) may be taught through the medium of Welsh or using both languages.	Pupils choosing Welsh medium options could be assessed through the medium of Welsh in those subjects at all levels and may progress to study at post 16 through the medium of Welsh in those subjects.	Any pupils choosing Welsh medium options could be assessed through the medium of Welsh in those subjects at all levels and may progress to study at post 16 through the medium of Welsh in those subjects. Most pupils would be assessed in English and progress to English medium post 16 study.

Key Stage 3: age 11-14
Key Stage 4: age 14-16