

**Pembrokeshire County Council  
Children & Schools**



**Admission to schools in Pembrokeshire**  
**Information for Parents**



**2021—2022**

**Admissions to Schools Service**

[www.pembrokeshire.gov.uk/schools-and-learning](http://www.pembrokeshire.gov.uk/schools-and-learning)

**For a copy of this publication in Braille, larger print or audio tape or an alternative language, please contact  
Pembrokeshire County Council on  
(01437) 774551**

#### **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 2021/22.



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# Foreword

## A message from the Director for Education



1 September 2020

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](#)

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.

A handwritten signature in grey ink that reads "Steven Richards-Downes".

**Steven Richards-Downes**  
Director for Education  
Pembrokeshire County Council  
County Hall  
Haverfordwest  
Pembrokeshire  
SA61 1TP

Tel. (01437) 764551  
[School Admissions Website](#)



# Local Charter –

## Admissions to Schools Service

As at January 2020 there were 61 schools in Pembrokeshire serving 9688 Full-time and 976 Part-time Primary pupils, and 6543 Secondary age pupils. Pembrokeshire County Council is the Admission Authority for community and voluntary controlled schools in Pembrokeshire and the Admissions Team 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
- 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 of 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.



## 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 1, xvi.

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

### **Admissions:**

David Thompson,  
Policy & Improvement Programme Manager  
Education Directorate  
County Hall,  
Haverfordwest  
Pembrokeshire  
SA61 1TP

Tel: 01437 764551

Email: [admissions@pembrokeshire.gov.uk](mailto:admissions@pembrokeshire.gov.uk)

### **School Transport:**

Matthew Johns  
Statutory Transport Officer  
Transportation & Environment Directorate  
County Hall  
Haverfordwest  
Pembrokeshire  
SA61 1TP

Tel: 01437 764551

Email: [school.transport@pembrokeshire.gov.uk](mailto:school.transport@pembrokeshire.gov.uk)

## Complaints

[The County Council Complaints, Compliments and Comments procedure](#)

## 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.

## Admissions Fair Processing Notice

[Admissions 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. 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 the term following their fourth birthday, or part time the term following their third birthday. Please refer to the schools list for further information. 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 2020-21](#).

## ii) How do I apply for a part-time education place for my 3 year old child?

All children in Wales are entitled to a free, part time Foundation Phase Nursery (FPN) education place in an approved early years setting from the term following their third birthday and prior to gaining full time entry into school.

Pembrokeshire County Council agrees to provide the funding received from Welsh Government to offer all eligible children a minimum of 10 hours funded part-time education in an approved setting during the school term. Parents can choose to take up the child's entitlement either in a **maintained** or a **non-maintained setting**:

**A maintained setting** – a nursery class in a school offering 10 hours or more a week of funded Foundation Phase Nursery (FPN). For further information on how to apply for a part-time education place in a **maintained setting**, visit the [Pembrokeshire school admissions webpage](#)





OR

**A non-maintained setting** – which could be a private day nursery, a playgroup or a Cylch Meithrin that has approved status offering 10 hours a week of funded Foundation Phase Nursery (FPN) over a minimum of 3 days. This can be accessed over 2 settings. For further information on how to apply for a part-time education place in a **non-maintained setting**, visit the '[10 hours of Foundation Phase Nursery Grant \(FPN\)' webpage](#)

**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: [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. To find out the name and location of your local school enter your home postcode into the “Services in your Area” search facility on the [Pembrokeshire County Council 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. There is no guarantee for admission to the chosen school, even if you are living in the 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 and [School Transport information](#), 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.

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

- The school’s language category
- The age range of each school
- The capacity of the school and resulting admission number
- The number of pupils on roll
- The number of written applications received for places at the school
- The number of successful appeals

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. **Please note – a visit does not guarantee a place at the school.** 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 – You may also visit the [My Local School](#) website

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

**[Applications for places in all Pembrokeshire schools](#) should be made online via the Council’s website by the deadlines shown in Part 1v. If you do not have access to a computer/laptop/tablet/smart phone please visit your local library or Customer Service Centre to use their facilities. Schools can also assist you in completing the online. In exceptional circumstances, for example, where parents do not have an e-mail address, hard copy forms are available from the Admissions Team**



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 admissions committee of 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 and it would be advisable for parents to apply for more than one school in case the first preference cannot be met. 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.

**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 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 (unless for Reception – see below), 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.

Parents applying for a Primary School Place (Reception year group) 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). If your child was born in the summer term then your child would go straight into year 1. The admissions authority will, in these circumstances, hold the agreed place for the child so that the place is not available for another child.

**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?**

<b>Admissions Application Timetable</b> <b>Community and Voluntary Controlled Schools</b>						
Provision	Children Born Between	School Start Date	Information Out to Parents	Application Deadline Date	Notification Date	Appeals Closing Date
<b>Nursery Place</b>	1 Sept 2018 to 31 Aug 2019	January April or September 2022		30 April 2021	By end of July 2021	No right of appeal for Nursery admissions
<b>Reception Place</b>	1 Sept 2016 to 31 Aug 2017	Autumn Term Sept 2021	Autumn Term Sept 2020	31 January 2021	16 April 2021	Within 10 working days of notification
<b>Secondary Education Transfer</b> **	1 Sept 2009 to 31 Aug 2010	Autumn Term Sept 2021	Autumn Term Sept 2020	20 December 2020	1 March 2021	

**\*\*Pupils in 3-16 or 3-19 schools will not be required to apply for a transfer to the secondary element of such schools, however, if they would like to apply for a different school these timescales will apply\*\***

Applications for Nursery and Primary School places can be made at any time; all applications received by the deadline date are considered together, 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?**

All transport enquiries should be made directly to the Transport Department by contacting [School transport](#) or phoning 01437 764551.



**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 the year group 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 d)
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 which would be considered appropriate would include:

- i. Letter or report from one to 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.
- 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 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.





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

In the case of a tie, 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 kilometres. 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 (Reception and Secondary) 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 parents will be contacted to ask if they would like their child's name to remain on the waiting list until the end of the current 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.



See Appendix 4 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 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 and information regarding your right of appeal against the decision, see 'What are my rights of appeal? Part 2x.

Please note that there is **no right** of appeal for nursery applications (i.e. 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, 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 and complete a new online application form. 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  
[www.carmarthenshire.gov.wales/](http://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  
[www.ceredigion.gov.uk/](http://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](mailto:CecilJ7@hwbcymru.net)

#### **Catholic Church**

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

**Tel:** 01792 652757

**Ebost:** [education@menevia.org](mailto:education@menevia.org)

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



#### **xiv) How do I apply for Sixth Form Education?**

Admissions to secondary schools' Sixth Forms sits within the umbrella of the county council by virtue of the fact that it is the Admissions Authority for all community and voluntary controlled schools. However, the day to day arrangements for administering such applications is delegated to the relevant secondary school. Arrangements for admission to Sixth Form Education should be discussed with the individual school. The school will provide you with an application form. Should your application be unsuccessful, details will be provided within the refusal letter on how to appeal.

#### **xv) How do I apply for Portfield Special 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. Parents apply online in the usual way and the Admissions Service pass on the details to the Inclusion Service. The above process does not apply to these applications.

#### **xvi) 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. See Appendix 5.

### **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.



## 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.

Further information regarding Educating Young People out of their chronological age can be found on the [Pembrokeshire Inclusion Service Website](#)

### 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 are applied. The Admission Number for each school is shown in the [School list - Pembrokeshire](#)

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 (Foundation Phase) 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 e.g. 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. There is an [appeals form](#) available on the Pembrokeshire County Council website along with further information on the appeal process

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, Education Welfare Officer, Pupil Support Team, County Hall, Haverfordwest, Pembrokeshire, SA61 1TP. Tel. 01437 774551 ext. 5813. Please ask for the Education Welfare 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](#).

### **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](#)

### **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](#)

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 safeguarding arrangements are in place?**

The care and wellbeing of pupils is a principal concern of all schools. All school staff adhere to the Wales Safeguarding Procedures 2019 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 have 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 every half term, except where they arise due to a change of family address. An application must be completed online in all cases, and this is available on the County Council's website. **Please note** - the application form will be shared with both the current and proposed school when a child is transferring from one Pembrokeshire school to another. 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 requested transfer date 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 parents will be notified in writing by the Admissions Officer normally in the form of an automated e-mail (please check your junk mail box if not received in your inbox). Parents will need to follow a link in the e-mail to accept or refuse the place. If circumstances change after the place has been accepted 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 2x Rights of Appeal) 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.

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 by submitting an online application form via the Pembrokeshire County Council website. All applications received on time will be considered together and you will be informed of the outcome on the common offer date.

**If there are more applications for places than there are places available the oversubscription criteria in Part 1viii 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 website links

### Inclusion and Additional Learning Needs

The 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](#)

### School meals service

School meals are provided by Pembrokeshire County Council's Catering Team.

#### Menus and further information

#### Information regarding 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 [school transport page](#) on the Pembrokeshire County Council website.

### School lists

#### School lists

### Term dates and holidays

#### Term dates and 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. Admission numbers are based on the “Measuring the Capacity of Schools in Wales” regulations and relate directly to the school’s capacity.

#### 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 5<sup>th</sup> 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 are of



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 maybe offered.



## Appendix 3

### Published Admission Arrangements for 2021/22

## Pembrokeshire County Council

### School Admission Arrangements for 2021 /22



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



For the oversubscription categories that include a sibling criteria (categories 4 and 7), if preferences exceed places available priority will be given to those pupils who are closest in age to the younger sibling already at the school (e.g. for a primary school admission, a pupil with a sibling in year 3 would have higher priority than a pupil with a sibling in year 6; for a secondary school admission a pupil with a sibling in year 9 would have higher priority than a pupil with a sibling in year 11).

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

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

## **Notes**

### **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.

## **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 2021/22 are appended below.

## **3. School Admission Dates**

The Government has set dates by which children must reach 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 reached the age of 4 on or before 31st August 2021 may start in the Reception class full time from September 2021. 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 2020 may start in the spring term 2020
- a child who is 5 between 1st January - 31st March 2021 may start in the summer term 2021
- a child who is 5 between 1st April - 31st August 2021 may start in the autumn term 2021 (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 reached 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.

## **4. Admissions applications**

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

Parents are able to establish the name and location of their local school by entering their home postcode into the "Services in your Area" search facility on the website. Upon choosing the actual address on the subsequent screen, a list of "Nearby Services" is





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

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 2021 will be 30th April 2020. This deadline will apply for applications for all pupils who will reach the age of 3 between 1st September 2020 and 31st August 2021.

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 2020. 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.

If parents are applying for a non-maintained setting for their three year old child then they will need to complete a separate application via the Early Years Team on the Council’s website (link to be included when available).

#### **ii. Admissions to Primary Education - Reception Class**

The deadline for receipt of applications for admissions to Reception classes in September 2021 will be 31st January 2021. This deadline will apply for applications for all pupils who will reach the age of 5 between 1st September 2021 and 31st August 2022, 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 2021.



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 2021 will be 20<sup>th</sup> December 2020.

The processing of applications will take place during the spring term 2021 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 2021.

### **iv. Admissions to Middle School Education (3-16/3-19)**

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.**

### **v. Admission to Sixth Form Education**

Admissions to secondary schools' Sixth Forms sits within the umbrella of the county council by virtue of the fact that it is the Admissions Authority for all community and voluntary controlled schools. However, the day to day arrangements for administering such applications is delegated to the relevant secondary school. Arrangements for admission to Sixth Form Education should be discussed with the individual school prior to submitting an application for admission.

## **5. 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.

## **6. 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.

#### **7. Change of Preferred School**

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

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

Admissions to Portfield Special School and designated Learning Resource Centres attached to mainstream schools are dealt with by the Authority's Inclusion Service on the basis of pupils' assessed level of learning difficulties and complex needs. The criteria shown above **do not** apply. Parents apply in the usual way and the Admissions Service pass on the details to the Inclusion Service in cases where a record is maintained on Teachers Centre.

#### **9. Transfers Between Schools**

Parents may request a transfer at any time. However, unless the transfer is due to a change of address, the Authority will normally only allow transfer from one Pembrokeshire school to another at the beginning of a half term. All transfer requests are subject to normal admission procedures and places being available in the requested school.

If an immediate transfer is requested and is not due to a change of address, a protocol involving the Education Welfare Service is applied. Parents will be invited to discuss the transfer request with an Education Welfare Officer, who will determine if an immediate transfer should be granted. If an immediate transfer is not approved by the Education Welfare Officer then the transfer may only take place at the start of the following half term.

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

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



**10. 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.

**11. 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.**

**12. 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.

**13. Provision for UK Service personnel**

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

**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](http://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 – Resources & Governance Manager  
County Hall, Haverfordwest, SA61 1TP  
Tel: 01473 764551  
Email: [admissions@pembrokeshire.gov.uk](mailto:admissions@pembrokeshire.gov.uk)





## SCHOOL ADMISSION ARRANGEMENTS 2021-22

No.	SCHOOL	Admissions Number 2021-22
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 LLANDUDOG	20
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	90
2387	MONKTON PRIORY CP	26
2388	YSGOL GELLI AUR/GOLDEN GROVE COMMUNITY SCHOOL	S40 / C15
2389	YSGOL GLANNAU GWAUN	S12 / C21
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 SCHOOL	96



No.	SCHOOL	Admissions Number 2021-22
2397	WALDO WILLIAMS PRIMARY SCHOOL	30
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	20
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	57 Primary 123 Secondary
4031	YSGOL BRO GWAUN	105
4035	THE GREENHILL SCHOOL	215
4038	YSGOL HARRI TUDUR/HENRY TUDOR	244
4063	MILFORD HAVEN SCHOOL	218
4064	YSGOL Y PRESELI	164
4512	HAVERFORDWEST HIGH VC SCHOOL	303

**Note:** the above list does not include details of Voluntary Aided schools; such schools undertake their own admissions arrangements.



## Appendix 4

### Admission arrangements and oversubscription criteria for voluntary aided schools

#### St. Marks VA School, Haverfordwest

The admissions authority for this school is the Governing Body. The admissions policy is reviewed annually.

This policy relates to the years up to and including the school year 2021 - 2022

This admissions policy has been developed to ensure a consistent and fair system for admitting children to the school, especially if spaces are likely to be limited due to reaching the admission number of 20 pupils in any particular year group.

The aim of the Admissions Authority is to have admission arrangements that will work for the benefit of all parents and children in the area and be as simple as possible for parents to use and help them make decisions.

St Mark's V. A. School is a Church in Wales school which essentially serves the community of Merlins Bridge and the parish of Haverfordwest and the admissions policy reflects this in its prioritised list of over subscription criteria:

1. Current and former Looked After Children (children who are looked after by a Local Authority in accordance with Section 22 of the Children Act 1989).
2. Siblings of children already in the school at the time of admission. This will include any full, half or step brothers or sisters or adopted or fostered child living at the same address as a child already in the school.
3. Children residing within the community of Merlins Bridge. (Please see map at end of this document which may be used as a guide.)
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.

In the event of children resulting from a multiple birth applying for places at our school, they will be considered as a unit and either all or none will be offered a place, dependant on whether admitting them all would cause the admission number to be exceeded. If the last child to be



admitted up to the Admission Number is one of a multiple birth then the other sibling(s) of that multiple birth would also be admitted.

The children of armed forces personnel will be admitted outside the normal admission round, even if their admission would cause the infant class size limit to be exceeded. (Subject to the above oversubscription criteria)

The normal age for admission to school in Pembrokeshire, in a school like St. Mark's with nursery provision, is the start of the term after the child's third birthday. Children who reach the age of four may attend the school full time from the start of their term following their fourth birthday. Children who wish to transfer from Nursery to Reception must reapply for a place at St Mark's online via Pembrokeshire County Council (<https://www.pembrokeshire.gov.uk/schools-and-learning>).

Children must have reached the age of three before the end of December, March or August to be able to start school the following term. Compulsory education however does not have to begin until the term following a child's fifth birthday.

On admission to the school the children are entered into the School Register. Their details, along with any information provided by their parents, are included on computer records that are subject to data protection regulations.

All classes will not contain more than 30 pupils at the start of the academic year. If a child does move into the area during the school year, the number within that class may rise to over 30, but only for that school year.

The Governing Body may refuse to admit a child to school when the admission number is reached.

Anyone expressing an interest in admission will be advised to apply for a place online via Pembrokeshire County Council (<https://www.pembrokeshire.gov.uk/schools-and-learning>).

## Appeals

If entry is refused then parents have the right of one appeal per academic year to an independent body that the Governing Body would set up. (There may be a second appeal if there appears to have been faults in the first hearing or if there has been a significant and material change in the circumstances of the parent or young person or school (i.e. medical reasons or house move.)) Parents who are unsuccessful should appeal in writing to the Chair of the Governing Body c/o St. Mark's V. A. School, Merlins Bridge, Haverfordwest, SA61 1JX. Parents will be allowed 14 days (10 working days) from the date of notification that their application was unsuccessful to prepare and submit their written appeals. Receipt of appeal requests will be acknowledged. Appellants will be given at least 14 days (10 working days) written notice of the date of their appeal hearing. Only parents of children of statutory school age may appeal against refusal.



## Parental Preference

The Admissions Authority will show regard for the general principle that pupils are to be educated in accordance with the wishes of their parents, unless to admit that child would prejudice the provision of efficient education, or the efficient use of resources.

If a child has been permanently excluded from two or more schools the requirement to comply with the parental preference is disapplied for a period of two years following the second exclusion.

## Applications

Applications for a place at St. Mark's V. A. School should be made online via Pembrokeshire County Council (<https://www.pembrokeshire.gov.uk/schools-and-learning>) An application form is available from the school. The closing date for applications is 30<sup>th</sup> April preceding the calendar year in which the school place is required. Parents will be notified of the success of their application by the 31<sup>st</sup> July. St Mark's V A School is committed to ensuring the highest standards of Data Protection. We will treat all personal data as we would expect our own personal data to be treated, i.e. with respect, integrity, confidentiality and in accordance with the GDPR and other Data Protection laws. Our Privacy Notice is available on the school website <https://st-marks-vap-school.j2bloggy.com/St-Marks-VA-website/>.

Parents will be asked to provide a copy of the child's birth certificate. Children from overseas, who are lawfully resident in the UK, whether they are accompanied or unaccompanied by parents, have the same rights to education as British Citizen children. As a result, St Mark's V A School will treat such applications for admission to schools in the same way.

## Tie Breaker for All Categories

In the event of a tie when considering the over subscription criteria, the Governors will admit those applicants who live nearest the school. In the case of a child whose parents have joint/shared responsibility the residence of the parent who has the greater responsibility during the school week will be the determining address. Proof of residency (dated within the last three months) will be required in the form of one of the following:

- Council Tax Statement
- Utility Bill
- Benefit Statement e.g. Child Allowance, Pension
- Mortgage Statement
- Bank / Building Society Statement
- Credit Card Statement

The Governing Body 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 residence of the applicant. Where necessary, the Governors will request assistance from the local authority to determine the shortest route.





### Waiting List

A waiting list of unsuccessful applications will be maintained. If a place becomes available, the Governors will consider those on the waiting list on the basis of the published over subscription criteria. If the Governors place an application on the waiting list it will not affect the parent's right of appeal. For applications received outside the normal admission rounds (e.g. pupils of non-compulsory school age who wish to join the nursery) waiting lists are held until 30<sup>th</sup> September, 31<sup>st</sup> January and 30<sup>th</sup> April. Names will remain on the list until the first date after the term in which the application was received (e.g. applications received in September will be held on the waiting list until 31<sup>st</sup> January etc..).

### Transfers between Schools

Parents may request a transfer at any time. If the transfer request is due to a change of address and there is room to accommodate the pupil at St Mark's V A School, the transfer will be made as soon as mutually convenient.

If the transfer request is not due to a change of address, advice will be sought from the Pupil Support Service. Parents will be invited to discuss the transfer request with the Headteacher, who will determine whether an immediate transfer should be granted.



## St Oswalds VA School, Jeffreyston

### PREAMBLE

1. The policy and arrangements set out below are governed by the relevant parts of education legislation and the provision of the schools Trust Deed.

### RIGHTS OF PARENTS

2. The school seeks to provide places for all children who reside within the catchment area from which the former Jeffreyston V. C. School and Loveston C.P. School drew their pupils up to 31<sup>st</sup> August 2001. However, any parent may apply for his/her child to be admitted to the school. A form of application can be obtained from the school office which must be returned to the Chairperson of St. Oswald's Governing Body.
3. 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. Oswald's Governing Body.

### NUMBER OF PUPILS TO BE ADMITTED

4. The school's admission number, established on the basis of the relevant legislation is that 17 pupils will be admitted to the Early Years Class up to that number.
5. Applications to other classes will be made where there are vacancies (calculated according to the admission number and statutory size limits set by efficient provision of education or efficient use of resources).

### CRITERIA FOR DETERMINING ADMISSIONS

6. If the number of children whose parents are seeking admission to the school exceeds the number of places available offers will be made in the following order of priority:
  - a) Looked After Children (LAC) or children who were previously LAC.
  - b) Children with parents / carers who are active members of the armed forces or were members of the armed forces no more than six years before the date of the admission application.
  - c) Children with brothers or sisters, these being determined as foster, adopted or permanently living at the same address, who attend the school at the date of the proposed admission.
  - d) Children who live in the catchment area of the school as described in 2 above.



- e) Children from families living outside the area who are regular communicants at an Anglican Church.
- f) Children from families of other Christian denominations from outside the area as defined in 2 above whose parents wish them to be educated in an Anglican Church School.
- g) Children from families outside the area as defined in 2 above who are not active Christian worshippers but whose parents wish their children to be educated in an Anglican Church School.
- **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.**

There is, in all instances a 'right of appeal' against a decision that has been made with regard to the refusal of an application for admission which must be made to the Chairperson of the Governing Body.

This policy is reviewed annually and consulted with between all VA and VC schools in Pembrokeshire, the Diocesan Director and between Pembrokeshire Carmarthenshire and Ceredigion Local Authorities as part of the consultation process.

### Applications

In line with the local authority's school admission policies, application for admission to St. Oswald's V. A. School will be made in line with parental preference. Applications are to be made online through Pembrokeshire County Council's (PCC) online admissions system.

- PCC forward the application via PDF to the school for consideration. The school will confirm with PCC of the number status of the year group/class/es applied for.
- Where the admission number is not exceeded the school would contact the parent/s of the child who have applied for a place. A request to complete a school admission form is made (this must be completed). The school encourages a visit to view the school through meeting with the parent/s and child prior to starting.
- Where the admission number is exceeded, the same arrangements apply as above. The parents will be informed of the school's waiting list and procedures around this.

St. Oswald's V.A. School will participate in the co-ordinated admission arrangements operated by the local authority. Consequently, applications for pupils due to start in September, January or April should be received by April 30th of the previous year and will be considered shortly after that date. Families moving into the area will be treated as separate cases but the criteria below will be used.



## St Aidans VA School, Wiston

### **This policy will apply to children admitted during 2020-2021**

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, the Diocesan Director and Pembrokeshire, Carmarthenshire and Ceredigion Local Authorities are consulted.

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, Clarbston 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, Clarbston 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 1<sup>st</sup> January, 1<sup>st</sup> April and 1<sup>st</sup> 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

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 parents who wish their child to have an Anglican Church school education.
5. 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).

*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 Pembrokeshire Local Authority.

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 fulfillment 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 for each year group is 18.

Applications to other year groups will be made where there are vacancies (calculated according to the admission number and statutory size limits set by efficient provision of education or efficient use of resources).

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 using the online form on the Pembrokeshire County Council Website.

Parents will be informed of the outcome following a meeting of the admissions committee.

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 admissions criteria .

Pupils who are admitted to the school will enter the Reception Class the term after their fourth birthday

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



In the event of any oversubscription 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.

### **Holy Name Primary School** **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 children within the parishes served by the school.
2. All children baptised in the Orthodox Church living in the school's catchment area.
3. Other baptised Catholic children.
4. Children who have a brother or sister in the school at the time of admission.
5. Children of other Christian denominations.
6. Children of other faiths whose parents seek a Catholic education
7. Non-Catholic children whose parents seek Catholic education for their child.
8. Children for whom the LA has specifically asked for a place at the school

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 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.
- As required by law, the Governing Body will not admit more than 30 pupils to any one Reception or Foundation Phase class.



## St Teilo's Catholic Primary School, Tenby

1. St Teilo's 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 fulfillment 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 2021 is 13 plus Nursery.

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 (see note 1 below). If there is oversubscription within a category, the governors will give priority to children living closest to the school determined by the shortest distance (see note 4).

3. The school serves in the first instance Baptised Catholic children living in the parish of Holyrood and St Teilo's, Tenby.
4. Applications for a place in the school must be made on the online which can be found on the PCC website. The closing date for nursery applications for 2022 is 30<sup>th</sup> April 2021

Admission for Reception in Sept 2021 must be made by 31/1/2021

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. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. This panel must be sent in writing to the clerk to the Governors at the school within 14 days (10 working days) of refusal. There is no right of appeal for a Nursery place.



## **St Teilo's Catholic Primary School** **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 children within the parish served by the school.
2. Other baptised Catholic children.
3. Children who have a brother or sister in the school at the time of admission.
4. Children of other Christian denominations.
5. Children of other faiths whose parents seek a Catholic education
6. Non-Catholic children whose parents seek Catholic education for their child.
7. Children for whom the LA has specifically asked for a place at the school

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

- 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 (in metres) 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 or Foundation Phase class.





## Mary Immaculate Catholic School, Haverfordwest

Mary Immaculate School is conducted as a Catholic school in accordance with Canon Law and the teachings of the Catholic Church and in accordance with the Trust Deed of the Diocese of Menevia. In the application of this policy, Mary Immaculate School will have regard, in particular, to advice from the Diocese of Menevia.

Mary Immaculate School will act in accordance with all relevant provisions of the statutory Codes of Practice (the Welsh Assembly Government School Admissions Code and the School Admission Appeals Code of Practice 2009) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools.

Reference in the codes or in this policy to “admission authorities” or “the governors” shall be deemed to be references to the Voluntary Aided Governing Body of Mary Immaculate School. References to “the local authority” shall be deemed to be references to Pembrokeshire County Council.

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.

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 for September 2019, which is 29.

For the purposes of school admission, term starting dates are 1<sup>st</sup> January, 1<sup>st</sup> April and 1<sup>st</sup> 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 Mary Immaculate RC with nursery provision, is the start of the term following the child’s third birthday.

### Applications

In line with the local authority’s school admission policies, application for admission to Mary Immaculate School will be made in line with parental preference. Applications are to be made online through Pembrokeshire County Council’s (PCC) online admissions system.

- PCC forward the application via PDF to the school for consideration. The school will confirm with PCC of the number status of the year group/class/es applied for.
- Where the admission number is not exceeded the school would contact the parent/s of the child who have applied for a place. A request to complete a school admission form is made (this must be completed). The school encourages a visit to view the school through



meeting with the parent/s and child prior to starting.

- Where the admission number is exceeded, the same arrangements apply as above. The parents will be informed of the school's waiting list and procedures around this.

Mary Immaculate School will participate in the co-ordinated admission arrangements operated by the local authority. Consequently, applications for Nursery pupils due to start in September, January or April should be received by the previous 30<sup>th</sup> April and will be considered shortly after that date. (see table 1).

For Reception places, applications should be made by the last working day in January of the same year for a September start. ***Please note that if that child is already in the Nursery class at the school, the parent/s must reapply for a place.***

Mary Immaculate School will participate in the co-ordinated admission arrangements operated by the local authority. Consequently, applications for pupils due to start in September, January or April should be received by April 30<sup>th</sup> of the previous year and will be considered shortly after that date. Families moving into the area will be treated as separate cases but the criteria below will be used.

### **Admissions Criteria**

#### **Definitions**

**Looked after Children** The definition of a **Looked after Child** is a child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989. Looked after children will take priority in all categories below.

**Siblings.** For admission purposes, a **sibling** is a child who is a brother/sister, half brother/sister (children who share one common parent), stepbrother/sister (children related by marriage) or an adopted or fostered child living at the same address. Pupils who have siblings in each category will have priority in that category.

The sibling connection will apply to those children who have a sibling on roll in Mary Immaculate in the September the applicant would begin school. Parents must state any sibling connection in the application. Priority will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority.

**Churches together in Wales (Cytun)** includes churches such as the Presbyterian Church of Wales; Union of Welsh Independent Churches; Baptist Union of Wales; Methodist Church; United Reformed Church; Covenanted Baptist Churches; Salvation Army; Roman Catholic; Congregational Federation of Churches; Religious Society of Friends; Orthodox Church.

#### **Admissions and oversubscription Criteria**

Where the number of applications exceeds the number of places available, the Governors will apply the over-subscription criteria. Governors will admit children in the following categories and in the priority listed. Confirmation of Baptism (Baptism certificates) from the parish will be required for categories 1 to 3.



1. The baptised Catholic children of parents who are parishioners of St. David's and St. Patrick's Haverfordwest and Immaculate Conception, Narberth. Priority will not be given to applications in this category unless accompanied by a Baptismal certificate.
2. The baptised Catholic children of parents who are parishioners of parishes adjoining those listed above or who have moved to the area. Priority will not be given to applications in this category unless accompanied by a Baptismal certificate.
3. 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.
4. 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.
5. Children who are not Baptised but have siblings in the school.

***In all of the above categories, Looked after children (LAC) will be given priority.***

#### Tie breaker for all categories

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. Proof of residency will be required in the form of one of the following:

Current council tax notification letter for the address on the application  
Current child tax credit note  
Current child benefit notification letter  
Current income support notification  
Current pension award notification  
Current housing benefit notification

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 local authority to determine the shortest route.



## Waiting List

A waiting list of unsuccessful applications will be maintained. If a place becomes available, the governors will consider those on the waiting list on the basis of the published oversubscription criteria, not on the date the application was received. If the governors place an application on the waiting list it will not affect the parent's right of appeal. The waiting list will be maintained until 31<sup>st</sup> August in the school year that the application was made. After that date, the parent must inform the school that the application should be taken forward to the next academic year.



## 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 fulfillment 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 2020 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. The school serves in the first instance Baptised Catholic children living in the parish of St Francis of Assisi, Milford Haven.

- Applications for a place in the school must be made using Pembrokeshire County Council's online system in accordance with the timetable as published by the local authority in the Information for Parents booklet.
- 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.
- Pupils who are admitted to the school will enter the Reception Class in September 2020; Nursery either September 2020/ Jan 2021/ April 2021.
- If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. This panel must be sent in writing to the clerk to the Governors at the school within 14 days (10 working days) of refusal.

### **St Francis Catholic Primary School** **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 children within the parishes served by the school.
2. Other baptised Catholic children.
3. Children who have a brother or sister in the school at the time of admission.



4. Children of other Christian denominations.
5. Children of other faiths whose parents seek a Catholic education
6. Non-Catholic children whose parents seek Catholic education for their child.
7. Children for whom the LA has specifically asked for a place at the school

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.

- 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.
- As required by law, the Governing Body will not admit more than 30 pupils to any one Reception or Foundation Phase class.





# Appendix 5

The Teaching of Welsh and English in Pembrokeshire Primary Schools			
	Curriculum	Language of School	Outcomes
<b>WM</b> 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.
<b>DS</b> 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
<b>TR</b> Transitional School	<b>Foundation Phase – areas of learning mainly through the medium of Welsh.</b>  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
<b>EW</b> 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.
<b>EM</b> 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.

## The Teaching of Welsh and English in Pembrokeshire Secondary Schools

	Curriculum	Language of School	Outcomes
<b>WM</b> 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.
<b>Bilingual</b>	<b>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.</b>	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.	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.  For pupils in 2CH assessment at KS3 and KS4 would be through the medium of Welsh in all subjects expect English and that they would be able to progress to post 16 provision through the medium of Welsh in chosen subjects.
AB	<b>2A</b> 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.		
BB	<b>2B</b> 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.		
CB	<b>2C</b> 50-79% of subjects (excluding English and Welsh) are taught through the medium of Welsh but are also taught through the medium of English.		
CH	<b>2CH</b> All subjects (excluding English and Welsh) are taught to all pupils using both languages.		
<b>EW</b> 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.
<b>EM</b> 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.