



School Admission Arrangements for 2022/23

1. Admissions Policy

- a) The local authority is the admissions authority, except in Voluntary Aided schools where the governing body is the admission authority.
- b) Parents, and in the case of 6th form admissions, young people, may express a preference for a school and subject to exceptions set out in legislation the admission authority must meet that preference. The exceptions include where compliance with the preference would prejudice the provision of efficient education or the efficient use of resources, which in essence, means that if there is insufficient capacity and resources available in the school, the place will not be provided. All parents of prospective pupils should express a preference by utilising the Council's online admissions system.
- c) All maintained schools that have enough places available up to and including the school's admission number must offer a place to every child who has applied (subject to limited exceptions). 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 as amended by the Social Services and Well-being (Wales) Act 2014 (Consequential Amendments) Regulations 2016.
 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 compulsory 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 compulsory 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" guidance and relate directly to the school's capacity. Admission numbers for Community and Voluntary Controlled schools for 2022/23 are appended below.

3. School Admission Dates

All pupils who have reached the age of 4 on or before 31st August 2022 may start in the Reception class full time from September 2022. Parents may however defer entry until the term after their child reaches compulsory school age in the same school year i.e.

- a child who is 5 between 1st September - 31st December 2021 may start at the beginning of the spring term 2022
- a child who is 5 between 1st January - 31st March 2022 may start at the beginning of the summer term 2022
- a child who is 5 between 1st April - 31st August 2022 may start in the autumn term 2022 (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

With the exception of applications for places in a secondary school's sixth form, applications for school places in any of the following categories should be made online via the Council's website www.pembrokeshire.gov.uk. Parents are encouraged to read the Information for Parents Handbook and must confirm parental responsibility for the child they are applying for 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 2022 will be 30th April 2021. This deadline will apply for applications for all pupils who will reach the age of 3 between 1st September 2021 and 31st August 2022.

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 2021. 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 admission to Reception classes in September 2022 will be 31st January 2022. This deadline will apply for applications for all pupils who will reach the age of 5 between 1st September 2022 and 31st August 2023.

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 18th April 2022.

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 2022 will be 21st December 2021.

The processing of applications will take place during the spring term 2022 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 2022.

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, in accordance with the decision of the Pembrokeshire Admissions Forum on 7th November 2019 the day to day arrangements for administering such applications rest with 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 to the individual school. All secondary schools with sixth forms must publish their sixth form admissions arrangements on their websites, normally as part of their prospectus, and these must include the following:

- The GCSE and/or other qualifications required for entry;
- The means by which applications should be made, including the closing date for receipt of applications;
- Information on how learners will be advised if a sixth form place is awarded or refused;
- Information on how learners or their parents may appeal the school's decision.

Secondary schools are required to report to the authority's Admissions Forum annually on the effectiveness of its sixth form admission arrangements.

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, and provided applications are received before offers of places are made.

Applications outside of the normal admissions round, will be subject to the same statutory reasons for refusing admission as with applications made during the normal admission round.

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, it is advised that applications for transfer at the beginning of a half term are 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 (to start at the beginning of term after the child's 5th birthday). The admissions authority will, in these circumstances, hold the agreed place for the child for the school year for which the original application was accepted 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 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. Appeals in writing should be sent to the Director for Education within 10 working days of the date of notification that an application for a place was unsuccessful. Appeal forms and information for parents are available online at www.pembrokeshire.gov.uk/school-admissions/school-appeals. 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. Head teachers, governors, parents and diocesan authorities are among those represented. Terms of reference and minutes of forum meetings are published online at www.pembrokeshire.gov.uk/school-admissions/Pembrokeshire-Admission-Forum.

16. Consultation

All community and voluntary controlled schools have a right to be consulted about the admission arrangements of all admission authorities within the County of Pembrokeshire. The right of community and voluntary controlled schools to object to these arrangements is limited to an objection to their own admission number.

17. School Transport

The offer of a place to a school does not infer a right to free home to school transport. It is a matter for parents to establish their child's entitlement to transport to the preferred school prior to making an application for admission. The Council's School Transport Policy is published online at <https://www.pembrokeshire.gov.uk/school-admissions-and-transport>.

18. Elective Home Education

Parents may also choose to educate their children at home. This is known as Elective Home Education. The decision to home educate requires careful thought, as it represents a considerable undertaking in terms of commitment, time and cost. Parents considering this option are advised to contact the LA, and seek guidance from the Elective Home Education Officer on 01437 775022.

19. Further Information

For further information contact:

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SCHOOL ADMISSION ARRANGEMENTS 2022-23
TREFNIADAU DERBYNIADAU I YSGOLION 2022-23

No./ Nif.	SCHOOL / YSGOL	Admissions Number / Nifer Derbyn 2022-23
2203	SAGESTON CP	17
2209	YSGOL GYNRADD GYMUNEDOL EGLWYSWRW	20
2212	GOODWICK	19
2214	FENTON CP	50
2220	JOHNSTON CP	30
2222	LAMPHEY PRIMARY	29
2223	YSGOL GYMUNEDOL BRYNCONIN	12
2228	HOOK CP	15
2231	YSGOL LLANYCHLLWYDOG	4
2233	YSGOL GYMUNEDOL MAENCLOCHOG	16
2242	NARBERTH CP	47
2243	YSGOL BRO INGLI	15
2250	PUNCHESTON CP	10
2253	YSGOL LLANDUDOCH	20
2254	WOLFSCASTLE CP	5
2258	SAUNDERSFOOT CP	40
2260	STEPASIDE CP	28
2261	TEMPLETON CP	18
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	E42 / W15
2389	YSGOL GLANNAU GWAUN	E12 / W21
2391	PRENDERGAST COMMUNITY SCHOOL	64
2392	PENNAR COMMUNITY SCHOOL	38
2393	NEYLAND COMMUNITY SCHOOL	47
2395	YSGOL HAFAN Y MÔR	30
2396	MILFORD HAVEN COMMUNITY SCHOOL	96
2397	WALDO WILLIAMS PRIMARY SCHOOL	37

No./ Nif.	SCHOOL / YSGOL	Admissions Number / Nifer Derbyn 2022-23
2398	NEW PEMBROKE WELSH MEDIUM SCHOOL (Opening January 2023)	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	60 Primary 123 Secondary
	NEW CRYMYCH 3-19 SCHOOL (Opening April 2022)	30 Primary 164 (yr 7- yr 11) 100 (yr 12)
4031	YSGOL BRO GWAUN	105
4035	THE GREENHILL SCHOOL	217 (yr 7- yr 11) 65 (yr 12)
4038	YSGOL HARRI TUDUR/HENRY TUDOR	242 (yr 7 – yr 11) 67 (yr 12)
		252 (yr 7 – yr 11)
		Or
4063	MILFORD HAVEN SCHOOL (depending on Ministerial decision regarding Sixth form provision)	224 (yr 7 - yr 11) 38 (yr 12)
4512	HAVERFORDWEST HIGH VC SCHOOL	314 (yr 7 – yr 11) 89 (year 12)

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