



Ysgol Gymunedol **Llangatwg** **Llangatwg** Community School

Main Road | Cadoxton | Neath | SA10 8DB

Admissions Policy

Ysbrydoli Dyheu Llwyddo **Inspire Aspire Succeed**

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The Local Education Authority has the ultimate responsibility for the admission of pupils to the school. All applications for admission into a school within Neath Port Talbot must be made on the appropriate form to the authority and **not** to the school.

Admissions to schools including Infant, Junior, Primary and Secondary Schools

The County Borough Council is the Admissions Authority for all maintained Community Infant, Junior, Primary and Secondary Schools.

All admissions to mainstream schools are approved by the Admissions Officer, School and Family Support Team. Children transfer to secondary school in the September following their eleventh birthday. Application forms are available from the School Admissions Section, Neath Port Talbot County Borough Council which the parent should complete and return to the Admissions Officer, School and Family Support Team, Port Talbot Civic Centre, Port Talbot SA13 1PJ or parents can apply online at **www.npt.gov.uk**. The closing date for applications is in the autumn term. All parents of pupils due to transfer from one sector to another at the end of the academic year will be sent an Admissions Application Form by the authority during the Autumn Term. Parents will be advised on their allocated school place in the Spring term.

Attendance at a Nursery Class does not automatically entitle a child to a reception class place in the same school; neither does attendance at a primary school automatically entitle a child to a place at the designated partner comprehensive school.

Children who are in receipt of a statement of special education needs which identifies mainstream education within a community school will be guaranteed a place at that school.

Oversubscription criteria

Parents have the right to express a preference which will be considered individually and complied with wherever possible. Some schools have more requests for places than there are places available. Where a school is oversubscribed preferences will still be considered but the priorities set by the authority will be applied. In deciding which children to admit to a school, the authority applies the criteria set out below in the order of priority shown ((a) being the highest priority) and examines the merits of each case by considering any reasons put forward supporting any expressed preference. The authority will only admit up to the school's Admission Number or will it breach the Infant Class Size Regulations of 30 or less.

(a) Children and young people looked after by a local authority in Wales or England in accordance with Section 22 of the Children Act 1989 and whom the authority has confirmed will be looked after at the time of the child's / young person's admission to the school.

(b) Children and young people who live within the catchment area for the school applied for.

(c) Children and young people who have an older sibling who will be on register at the school when they are admitted. In considering siblings, the authority determines priority by reference to full, half, step brothers/sisters, fostered or adopted siblings residing at the same address. Any sibling connection must be clearly stated in the application. "In the case of multiple births, if it is not possible to offer all children a place in the school, parents will be asked to decide which child should be offered a place first or parents may wish to consider an alternative setting for all children."

(d) Children and young people attending a designated feeder school but who live outside the catchment area for the school.

If children are equally entitled to a place in the school in categories (a) to (d) above, then priority will be given to the child living nearest, between the home and the school, as measured by the shortest practicable walking route. The authority uses a Geographical Information System to calculate the shortest distance.

Only applications received by the published closing date for receipt of application forms will be considered in the initial round of allocation of places. Other application forms received will be considered as late applications. These applications will be considered once the initial allocation has taken place and places allocated in accordance with availability.

In all cases evidence of permanent residence of the pupil at time of application must be supplied. Any place approved on the basis of residence may be withdrawn if the pupil is no longer permanently resident at the address at the beginning of the school term to which the application relates (term dates as published in the Information for Parents Handbook). The home address is considered to be the child's along with their parent's principal place of residence on the published date. i.e. where they are normally and regularly living. If a child is resident with friends" or relatives" (for reasons other than fostering arrangements) the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week then the home address will be determined as the address where the child lives for the majority of the school week e.g. 3 out of 5 days. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If parents are dissatisfied with the result of an application for a particular community school, an appeal may be submitted to the Independent Admission Appeals Panel by approximately the Easter holidays any decision made by the Panel being binding on the authority. If the appeal is not successful, further applications for a place at the same school will not be considered for the same academic year unless the Admissions Officer, School and Family Support Team, determines there are significant and material changes in the circumstances of pupil/parents or school.

The authority will keep a waiting list of unsuccessful applicants ranked in order of priority according to the Authority's oversubscription criteria. As places become available, these will be offered on the basis of the ranked order of priority. A waiting list will be maintained until 30th September in the school year in which the applicants applied.

Transport will only be provided for the designated school or the nearest suitable provision (over 2 miles primary and 3 miles secondary). In some cases transport may be provided by the authority for eligible Looked after Children and for eligible children placed by the Authority in a learning support centre or special school provided that they meet the criteria as outlined in the Authority's Transport policy provided they meet the distance criteria outlined in The Local Authority's transport policy.

Copies of individual school area maps may be obtained from the Admissions Officer, School and Family Support Team. These maps indicate the identified school for your locality.

Admissions during the Academic Year

Requests for children and young people to transfer between schools at periods other than at the normal transfer age will be determined by applying the above arrangements. Successful applicants will receive a leaving date from the school at which the child / young person is enrolled and a „start date“ for the new receiving school. Moving children / young people during the academic year is not encouraged and, unless otherwise stated, admission to the receiving school will be from the beginning of the following term.

Transfer into a school within Neath Port Talbot from another authority, or necessitated by a change of address, will be authorised as soon as possible but within 15 working days. Children who transfer due to being in receipt of a statement of special education needs will be admitted into the named school as soon as possible but within 15 working days.

Admission Number – Community Schools

Each school has a set Admission Number (AN) which is calculated using the “Measuring the capacity of schools in Wales” assessment. The school cannot refuse to admit pupils unless it has reached its admission number.

Admission Procedures - Community Schools

The Local Authority is the Admissions Authority for all maintained Community Schools and Sixth Forms.

All applications for admission into a school / sixth form within Neath Port Talbot must be made on the appropriate form to the authority and **not** to the school.

Head teachers cannot admit children into the school. An application has to be made to the Admissions Authority, which is the local authority for community schools.

- All parents of children known to the authority and residing within Neath Port Talbot will be forwarded an Admission Application Form and accompanying Admission Arrangement notes during the Autumn Term (for admission into secondary schools) and Spring Term (for admission into Primary Schools) prior to entry into school in September of the following academic year.
- Parents should return the Admission Application Form to the Admissions Officer prior to, or on, the date given on the Admission Arrangements.
- The outcome of all admission applications will be notified to parents in writing, with all outcomes sent from the central office on the date given on the Admission Arrangements.
- Parents, who are satisfied with the placement offered, will accept the offer in writing to the authority. Unfilled places will be allocated to children and young people whose parents have applied for admission ahead of those who have not formally accepted the initial offer of a place.
- Parents who are not satisfied with the placement offered have a right of appeal.

Information regarding appeals will be within the contents of the letter received. Appeals will be heard by an independent panel constituted for the sole purpose of hearing appeals.

Requests for admission to the relevant age group submitted on or before the administrative closing date will be processed collectively. In this respect, no advantage shall be gained from the early submission of an admission request. Requests submitted after the closing date will be processed upon receipt.

Admissions will not be determined on the basis of selection criteria involving the sitting of tests, viewing of school reports, interviewing pupils, with or without parents for the purpose of assessing ability or aptitude.

Where requests for admission exceed the number of places available, places will be allocated by applying the Authority's oversubscription criteria.

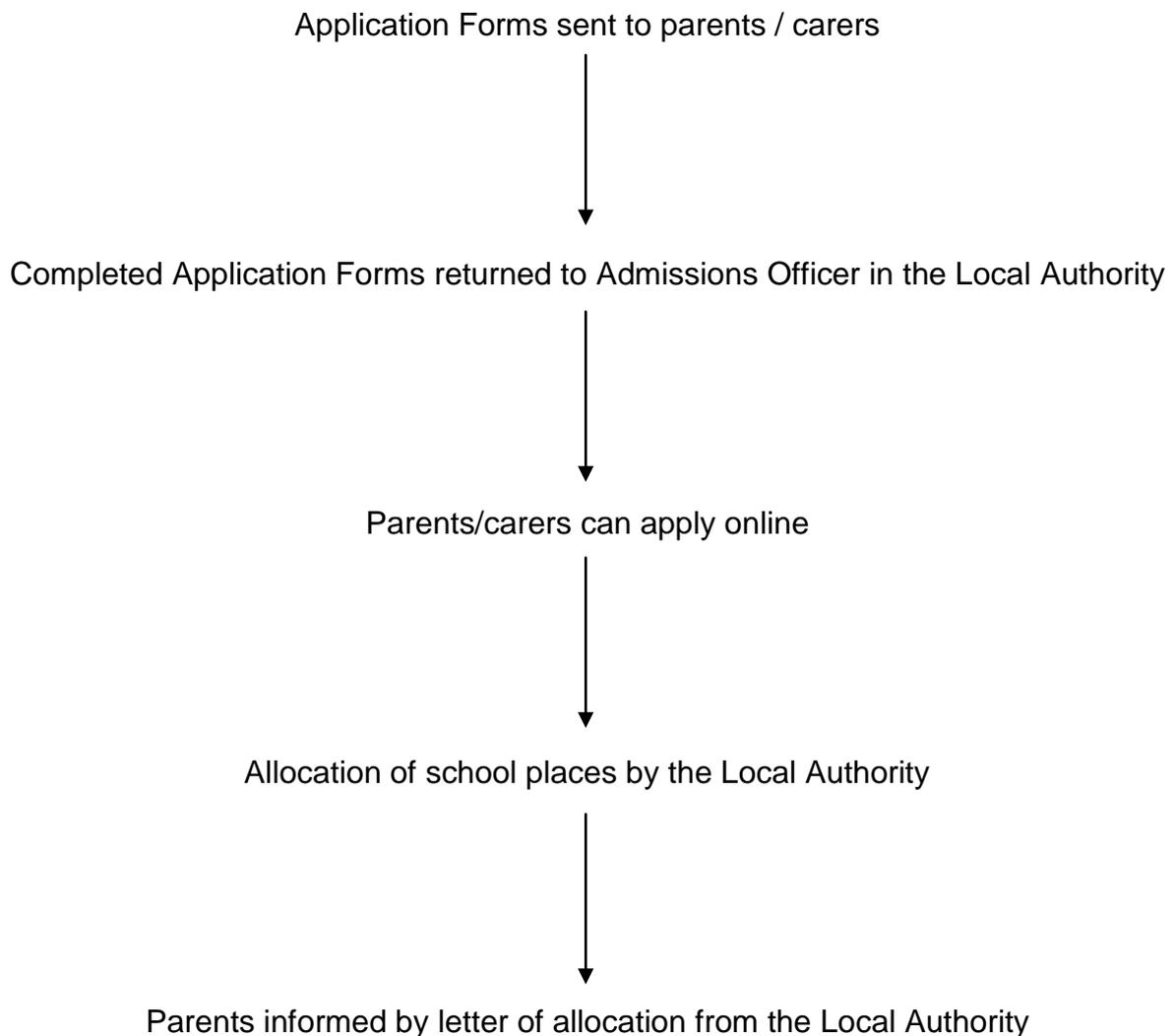
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be offered on the basis of the ranked order of priority. A waiting list will be maintained until 30th September in the school year in which the applicants applied.

The Authority will be under no duty to comply with preferences expressed otherwise than in accordance with its arrangements.

Separate admission arrangements apply to pupils for whom the Authority holds a statement of special educational need. Where the statement of special education needs names a mainstream school, pupils with statements will be allocated before pupils without statements are admitted other than children defined as looked after.

Admissions Process



Schedule of Events for Admissions 2017 - 2018

October 2017

Application forms / School Prospectus, Information for Parents Handbook distributed to parents.

Parents of children entering a new school (Reception; Year 3 or Year 7) have a minimum of 6 weeks to apply to a school of their choice.

***Application forms to be returned to:
Mrs H Lewis
Schools Admissions Officer,
Neath Port Talbot County Borough Council,
Port Talbot Civic Centre.
Port Talbot SA13 1PJ***

November 2017

Closing date of submission of Admission Application Forms

November 2017 – Feb 2018

Applications processed

January Schools given indicative information regarding numbers due for admission (excluding statements).

February 2018

Children with statement of special education needs have placements confirmed.

February 2018

Parents and Schools informed of allocation of places to mainstream pupils.

14 days for parents to lodge an appeal

March, 2018

Appeals against refusal to admit