

# SCHOOL ADMISSIONS POLICY

Academic Year 2023-24



[carmarthenshire.gov.uk](http://carmarthenshire.gov.uk)

Cyngor Sir Gâr  
Carmarthenshire  
County Council



## **School Organisation and Admissions Section**

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# 1.0 INTRODUCTION

1.1 The School Standards and Framework Act 1998 assigns functions to Admission Authorities, Appeal Panels and Admission Forum in relation to the admission of pupils to school.

1.2 Each of these bodies has a statutory duty to “act” in accordance with the School Admissions Code and the Schools Admission Appeals Code.

1.3 In accordance with the Admission Code the Authority is seeking to obtain the view of the Governing Body in relation to the Authority’s Admission Policy and arrangements.

## 2.0 ADMISSION AUTHORITIES

### 2.1 Admission Authorities

The admission of children to schools is controlled by an Admissions Authority.

#### (a) For Community and Voluntary Controlled Schools in Carmarthenshire

In the case of community schools (formerly known as county schools) and Voluntary Controlled schools within Carmarthenshire, the Admission Authority is Carmarthenshire Local Authority (LA). The contact details for Carmarthenshire County Council are as follows:-

Admissions Team,  
Carmarthenshire County Council,  
Department for Education and Children,  
Block 2,  
St David’s Park,  
Job’s Well Road,  
Carmarthen. SA31 3HB.  
Telephone No: 01267 246449  
E-mail: [admissions@carmarthenshire.gov.uk](mailto:admissions@carmarthenshire.gov.uk)

#### (b) For Schools in Neighbouring Authorities

Given its geographical location Carmarthenshire shares its borders with other Local Authorities. Should the school you wish your child to attend be in another Authority area then you should contact that Authority.

#### (c) For Voluntary Aided Schools in Carmarthenshire

For Voluntary Aided Church in Wales schools and the Voluntary Aided Roman Catholic Schools the Admission Authority is the School Governing Body.

## 3. CHOOSING A SCHOOL

### (a) Local / Catchment Area School

The Authority recognises that there is an important relationship between a school and its community. The Authority has therefore identified a designated geographical area which the school serves and is referred to as the school's catchment area.

Details of a school's catchment area are available at the school, the County Council's [website](#) or are available from the relevant Admissions Authority.

**Whilst living in a school's catchment area does not guarantee admission to the school it is an important factor as it will give the application a higher priority than those from individuals who live outside the catchment area.**

Residency within the defined catchment area of a school is also important as it is one of the key criteria in assessing eligibility for assistance with home to school transport. Details of the home to school transport can be found [here](#).

**Prior to making an application** for admission to a school the Authority strongly recommends that you contact, discuss and if possible, **visit your local school** so that you are aware of the facilities and opportunities they are able to offer.

### (b) Parental Preference

As indicated, the Authority advises that the first point of contact in making a choice of school would be the local designated catchment area school.

Whilst, in practice, most parents send their child to their local catchment area school, parents have a right to state a preference for different schools. If you wish to do so it is recommended that you **contact the school, you are considering before making a final choice.**

Where you choose a school which is not your designated catchment area school or the nearest school to your home there are some practical issues which you need to consider fully prior to making a decision.

**The first is that if a child does not attend the catchment area school or the nearest school to the home address and this decision is based on parental preference, then the responsibility, as well as the cost, of transporting the pupil to and from school, rests entirely with the parents/guardian.**

Parents indicate that this can be a particular problem if they then subsequently have a younger sibling who is not admitted to the same primary school.

It is prudent, therefore, to consider and plan for this possibility prior to making an application for admission to an out-of-catchment school.

**The second issue relates to the stage at which pupils move from the primary school to the secondary sector. Admission to secondary schools is based on whether or not your home address is in the secondary school's catchment area and not the primary school attended. Where a pupil has attended a primary school which is not their designated catchment area school there is an increased probability that they may not be able to transfer to the same secondary school as their peers and fellow pupils.**

These issues will not apply in many instances but as they have caused difficulties for parents in the past it is recommended that you consider and have planned for such eventualities before making your final choice.

The Authority and school governors will lawfully comply with any preference for a particular school which is expressed. As with all applications a preference for a particular school will need to be considered and assessed as part of the admission process to ensure that the Authority does not exceed the limit for admission of pupils to that school for the relevant year group.

#### **(c) Parental Preference - Twice Excluded Pupils**

If a pupil has already been permanently excluded from two or more schools, then, whilst a parent may express a preference for a school at which they wish their child to be educated, the Admission Authority does not have to comply with that preference for a period of two years from the date of the latest exclusion.

This does not apply to students with statements of Special Educational Needs (SEN), children below compulsory school age, children who have been re-instated, or who would have been re-instated had it been practical to so or looked-after children where the application for admission is made by the corporate parent.

#### **(d) Meeting Additional / Special Educational Needs**

Some children have additional or special educational needs and or a disability that require extra provision to be made for them to be able to learn effectively. In these instances, please refer to the Meeting Additional/Special Educational Needs section of the Information to Parents booklet.

## **4. THE SCHOOL'S ADMISSION NUMBER – A LIMIT ON THE NUMBER OF PUPILS ADMITTED**

Every school has an Admission Number (AN) which specifies and limits the number of pupils who can be admitted to each year group in the school. The AN for each school is given in the schedule of schools in Appendix A.

The AN for each school has been set by using the capacity formula determined by the Welsh Government. The calculation is based on national guidelines (Measuring the Capacity of

Schools in Wales Circular 021/2011) and relates to the physical area of the school buildings, the type of facilities at the school, the age range and number of year groups in the school. As the AN is based on the school's capacity to provide appropriate accommodation and facilities for pupils it should not be exceeded.

The AN applies to the age group into which the pupils are admitted into the school and places a limit on the number of pupils that can be admitted. In the normal year of entry, the Admissions Authority must admit pupils until the AN is reached. Should the number of applications received for admission to a school exceed the AN then the Authority will prioritise the applications it has received in accordance with the over subscription criteria detailed in this document.

**In such circumstances parents may not be successful in gaining a place for their child at their preferred school.**

School governors and the LA must always keep the AN under review.

## **5. CLASSIFICATION OF SCHOOLS**

All Carmarthenshire schools are classified as co-educational schools in that they cater for boys and girls and unless noted otherwise are day schools and not residential schools. Secondary Schools are, unless noted otherwise, classified as comprehensive schools.

## **6. "OUT OF YEAR" APPLICATION**

### **(Admission outside the normal chronological age group for pupils)**

Applications for admissions for pupils into year groups other than the usual year group, based on the date of birth of a pupil, will be considered on an individual basis and where applicable against the admissions over subscription criteria outlined in the Information for Parents booklet.

There is a specific process for considering such applications which will involve assessment by the Authority of the individual circumstances of each case. It is not an automatic process. Parents must contact [admissions@carmarthenshire.gov.uk](mailto:admissions@carmarthenshire.gov.uk) to discuss an application for a pupil outside the normal age group.

If it is decided that there are grounds to consider an "out of year" application, parents refused an application for a place at a school have a statutory right of appeal. However, there is no right of appeal if a place has been offered but not in the desired year group.

## 7. HOME EDUCATION

Parents may also choose to educate their own 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.

If you are considering this option, then you are advised to contact the authority, and seek guidance from the Elective Home Education Officer on 01554 742369 or [eeenquiries@carmarthenshire.gov.uk](mailto:eeenquiries@carmarthenshire.gov.uk)

## 8. NORMAL ADMISSIONS ARRANGMENTS FOR THE ACADEMIC YEAR 2023-24

Detailed in this part of the document is Carmarthenshire's procedures outlining the Normal (usual) point of admission to Nursery, Primary, Secondary and sixth form arrangements for the academic year.

**In Summary - For Community and Voluntary Controlled Schools.-**

- **By law Parents/Guardians must make an application** to the Authority for a place.
- **Closing dates** for applications are set in the **Admissions Schedule of Events Timetable** detailed at the end of this document.
- Applications must be made by the **deadlines**
- There is **no automatic transfer** from a Nursery to Primary School.
- There is **no automatic transfer** from a Primary to Secondary School.
- Applications received after the deadlines are unlikely to get a preferred school place.
- There are specific Oversubscription Criteria used when allocating a school place.
- The nursery and primary school a pupil attends is **not taken into account when allocating places**. It is the home address which is taken into account when considering admission to a school.
- It is **not possible for any person or school to guarantee**, in advance, a place for a child at a school. Any such comments or assurances must be disregarded.
- **An email or letter will be sent** from the Authority advising if the application has been successful or refused.
- **A child cannot start at a school until the parent/guardian has confirmed the place with the Authority.**

### **(a) Early Years - 3 Year Old Nursery Education (Part Time)**

Early Years education is a non-statutory provision available to 3 year olds and an application for admission to provision within a school, i.e. for categories (i) and (ii) below, will have to be made to the Admissions Authority. Applications for admission should be submitted to the Authority by the date set in the admissions Schedule of Events Timetable.

There are various forms of provision:-



- I. Nursery School - Ammanford Nursery School is the only nursery school in the County.
- II. Nursery/Early Years classes in Primary Schools (3-11 age schools).
- III. Provision by the non-maintained sector who are partners in the Early Entitlement Group, such as Wales Pre-school Playgroup Association (WPPA) and Mudiad Meithrin (MM) and private providers. The Carmarthenshire Family Information Service can assist you in this process. Contact via [ChildrenInfo@carmarthenshire.gov.uk](mailto:ChildrenInfo@carmarthenshire.gov.uk) or 01267 246555.

All 3 year olds are entitled to 10 hours per week free placement, at a registered setting, through the Early Entitlement Group from the term following their third birthday.

**Children will normally be admitted to Early Years provision on a part-time basis at the beginning of the term following their third birthday as indicated below:-**

- in January for those who have their 3rd birthday between 1st September and 31st December;
- in April for those who have their 3rd birthday between 1st January and 31st March;
- in September for those who have their 3rd birthday between 1st April and 31st August.

Parents **do not** have a right of appeal if a place is not secured at an early years setting of their choice. Pupils who are admitted to early years or nursery age provision within a school **do not have an 'automatic' right to continue their education into a full time place at that school.**

The part time provision a pupil attends will not be considered when the full time Primary school place is allocated.

An application must be made to the Authority for admission into a full time place (age 4 at the school). Pupils are eligible to start school at the beginning of the term during which the pupil receives his/her fourth birthday.

Applications for admission should be submitted to the Authority by the date set in the admissions Schedule of Events Timetable.

Should there be more applications than places available then the Authority will prioritise applications in accordance with its over-subscription criteria detailed in this document.

Any applications received after the prescribed closing date will not be considered until those received before the deadline date have been allocated places. These will be considered as **Late Applications** as detailed in this document.

Wherever practical the Admissions Authority allows non-maintained providers to use school premises and a number avail themselves of such a facility. Attending such provision will not be considered when allocating Part time Nursery or Full time Primary School Places.

**DEADLINE FOR APPLICATIONS FOR PART TIME NURSERY PLACE IS 31<sup>ST</sup> JULY 2023.**

**(b) Full Time Primary School Place (4-Year-old)**

Where there is no early years provision in a maintained setting children are, following approval of application by the Authority, admitted on a full-time basis **the term they turn 4 years old**, at the following times:-

- in September for those who have their 4th birthday between 1st September and 31<sup>st</sup> December;
- in January for those who have their 4th birthday between 1st January and 31st March;
- in April for those who have their 4th birthday between 1st April and 31st August.

In accordance with the School Standards and Framework Act 1998 a limit of 30 pupils per qualified teacher is placed on Reception, Year 1 and Year 2 classes, known as Infant Class Size Legislation.

**Applications for admission should be submitted to the Authority by the date set in the admissions Schedule of Events Timetable.**

**The Nursery school and Early years provider which the pupil is attending is not a factor which is taken into account when allocating places.**

Should there be more applications than places available then the Authority will prioritise applications in accordance with its over-subscription criteria detailed in this document.

Any applications received after the prescribed **closing date** will not be considered until those received before the deadline date have been allocated places. These will be considered as **Late Applications** as detailed in this document.

**DEADLINE FOR APPLICATIONS FOR FULL TIME PRIMARY PLACE IS 31<sup>ST</sup> JANUARY 2023**

#### **Legal requirement to start school (5 Year old)**

By law parents must arrange for their children to receive full-time education at the beginning of the following terms:-

- the Autumn Term for those who are 5 years old between 1st April and 31st August;
- the Spring Term for those who are 5 years old between 1st September and 31st December;
- the Summer Term for those who are 5 years old between 1st January and 31st March.

Legislation does not require a child to start school until **the term following the child's fifth birthday**.

A parent may defer the admission of a child to school until the beginning of the term following the child's fifth birthday as long as that date is in the same school year for which they applied.

### **(c) Admissions to Secondary Schools including Sixth Form**

Primary school children are required to start at a secondary school in the September following their 11th birthday.

It is a requirement that a parent/guardian must complete an on-line application for these pupils by the prescribed **closing date as set in the admissions Schedule of Events Timetable**.

Any applications received after the prescribed **closing date** will not be considered until those received before the deadline date have been allocated places. These will be considered as **Late Applications** as detailed in this document.

Should there be more applications than places available then the Authority will prioritise applications in accordance with its over-subscription criteria detailed in this document.

**The primary school which the pupil is attending is not a factor which is taken into account when allocating places.**

**Application forms must be completed online by the prescribed closing date.** If the form is not submitted by the deadline then the chances of getting a place at the preferred school is diminished as is the possibility of free transport to school.

It is our intention to issue decision letters in respect of these applications received by the deadline by the offer date **set in the admissions Schedule of Events Timetable**.

**DEADLINE FOR APPLICATIONS FOR FULL TIME SECONDARY PLACE IS 20<sup>TH</sup> DECEMBER 2022**

#### **Sixth Form Admission**

Arrangements for admission to Sixth Form Community Schools should be discussed with the individual school prior to submitting an application for admission.

## **9. Moving/Changing Schools Outside the normal admissions arrangements. (Mid/In Year Transfers)**

Where applications fall outside of the normal admission arrangements as seen in part 8, applications are processed in line with the following arrangements.

Changing schools requires serious consideration and should be fully discussed with the Headteacher of a child's present school in the first instance. The parent/guardian need to consider if moving school is in the child's best interests. The Department for Education and Children will also provide advice if required.

Should a parent/guardian wish to transfer a child from one school to another the online admission application form must be completed.

[www.carmarthenshire.gov.wales/schooladmissions](http://www.carmarthenshire.gov.wales/schooladmissions)

It is not always possible to offer pupils a place in a year group at a school outside of the normal admissions round, as all available places may have already been allocated to pupils at an earlier time (i.e earlier requests to move school for the academic year/previous academic years, or during the normal admissions round).

Moving into a school's catchment area does not guarantee a place at a school. Having a sibling being offered or admitted to a school does not guarantee a school place for other siblings. Where there are multiple children from one household requesting a move to a school, it may not be possible to offer a school place to all of the children in the same school if some year groups are already over its admission number.

Applications received prior to a new Academic Year which the application is for will be processed in the Summer term before the Academic Year starts. All places are kept open for 1 term only. Applications received during the Academic Year should be assessed and parents/guardian notified of a decision within 15 school days or 28 calendar days (whichever is soonest) if the application has been successful or not. All applications are processed in accordance with the Welsh Government Admissions Code.

Applications for Children identified as either Looked After Children and previously Looked After Children; Statemented; or with an Individual Development Plan will need to be verified before processing.

A school place would normally be held for one school term before being withdrawn and reallocated provided the start date is within the same academic year applied for.

Applications will be considered in accordance with the admission procedures and policies detailed in this document. Should there be more applications than places available then the Authority will prioritise applications in accordance with its over-subscription criteria detailed in this document.

Should parents be unsuccessful in obtaining a place for their child at their preferred school, they will be notified by email of the reason(s) why a place has not been offered. The decision email will also state their right to appeal against that decision and the process of how to appeal including the closing date to appeal. More information on the appeals process is detailed in this document.

### **Waiting lists for applications outside of the normal admissions arrangements**

Applications that have been unsuccessful in gaining a place of choice are kept on the waiting list until the last school day of the Academic year for which they applied. Parents must email [admissions@carmarthenshire.gov.uk](mailto:admissions@carmarthenshire.gov.uk) for their child to be placed on the waiting list.

## 10. MAKING AN APPLICATION

Detailed in this part of the document is Carmarthenshire's procedures for parents on how to apply for a school place – this applies to all applications for the academic year 2023-24

### Requirement to Make an Application

It is a requirement that a parent/guardian must complete and submit an online application for a pupil to be admitted to a school to the Authority or in the case of Voluntary Aided Schools applications should be made to the Governing Body.

The application form will ask a parent/guardian to rank their school choices by 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> preference.

Applications for the Normal Admissions Arrangements must be submitted by the prescribed closing dates as set in the Schedule of Events as detailed in this document. Any subsequent application/s received after the published deadline will be processed as a late application as detailed in this document.

Parent/Guardians will be notified by the Admissions Authority as to whether the application has been successful or not in line with the admissions arrangements. This includes applications made on behalf of a looked-after child by a corporate parent where the Authority is both the corporate parent and the Admissions Authority.

**Applications for admission outside of the normal admissions arrangements are detailed in part 9 of this document.**

**No Community or Voluntary Controlled primary school can authorise the admission of a pupil.**

### How to Apply

Once the parent/guardian has decided upon the school they wish their child/children to attend they should submit the application to the appropriate Admissions Authority.

**For Community and Voluntary Controlled schools this can be done:-**

- *Directly on-line using the Authority's website at [www.carmarthenshire.gov.wales/schooladmissions](http://www.carmarthenshire.gov.wales/schooladmissions)*
- *By contacting the school*

**For Voluntary Aided Schools**

- *Apply direct to the School*
- *Online application via Carmarthenshire County Council Website*

It is recommended that **before submitting an application parents contact the preferred school direct**. The school will have a map of its catchment area and can assist parents by providing other information about the school and the admission procedure.

## **(a) Completing the Application Form**

### **Parental/Guardian Responsibility**

Where parental/guardian responsibility is stated then you must have consulted with and received the approval of all parties with parental responsibility before applying.

### **(b) Parental Preference – School Choices**

Parents will be able to apply online for a place in a maximum of three schools on the application form. It's recommended parents/guardian apply for 3 choices to increase the chance of securing a place at a school of preference.

Parents who chose to apply for 2 or 3 schools will have to rank them in order of preference (i.e. 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> choice).

Initially all applications will be considered equally, but if a place in the 1<sup>st</sup> (or only) is offered, places will not be offered in either the 2<sup>nd</sup> or 3<sup>rd</sup> choice of schools.

If the 1<sup>st</sup> choice is refused, your 2<sup>nd</sup> choice will be treated equally as if it were a 1<sup>st</sup> choice of school. This process will continue until a place is offered or until all 3 choices are exhausted.

Parents/guardians to contact [admissions@carmarthenshire.gov.uk](mailto:admissions@carmarthenshire.gov.uk) to discuss an alternative school place if all choices have been unsuccessful.

Where multiple applications are received, they are automatically processed in the order they are received. If you submit a new application, the application received the earliest will remain as your 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> choice and your second application will be added as your 4<sup>th</sup> 5<sup>th</sup> and 6<sup>th</sup> choice.

### **(c) Changing or cancelling preferred school choices**

Parents must email [admissions@carmarthenshire.gov.uk](mailto:admissions@carmarthenshire.gov.uk) to change the order of their choice of school. Parents may be asked to submit a new application. Changes made after the published closing dates will be considered as late applications.

### **(d) Language preference – Dual Stream and Bilingual Schools**

Where a school can offer more than one language stream (for example a dual stream school), parents can express a preference for a particular stream on the application form. However, the admitting authority does not offer a place in a particular language stream only a place in the relevant year group at that school. Any language preferences should be discussed with the school once a place is offered.

## (e) Home Address

A pupil's home address is considered to be a residential property that is the child's only or main residency, a dwelling or residential building not including any land attached to it. The catchment area is based on the location of the house in which the pupil lives and not any land surrounding that house, and is either:-

- Owned by the child's parent(s) or the person with a defined legal parental responsibility for the child; or
- Is leased to or rented by the child's parent(s) or the person with parental responsibility under a written rental agreement, signed by the landlord and tenant, of not less than six months duration.

## Proof of Address

The Authority reserves the right to request proof of address at the time an offer of a place is made.

In order for the application to be considered as part of the normal admissions round then you may need to provide proof that you are residing at the address stated on the application form.

The Authority will consider any two of the following documents as being of assistance to determine residency at a particular address:-

- (a) An original Council Tax or Housing Benefit bill or notification letter being not more than 12 months old;
- (b) An original utility bill (not more than 3 months old);
- (c) An original award letter of Child Benefit or Child Tax Credit or Working Tax Credit or Universal Credit award letter (not less than three months old and **stating the name of the child/children**);
- (d) A signed and dated tenancy/lease agreement of at least six months duration but with not less than one month duration remaining;
- (e) Original credit card or bank statement showing the address (not more than two months old);
- (f) Written confirmation from the applicants Bank or Building Society confirming details of the change of address and also the date the change was effective from;
- (g) Valid current photo ID driving licence.

As part of the admission process you may be required to provide proof of your address in connection with your application. The Authority will seek to verify the information provided and reserves the right to require the applicant to provide any additional information it deems necessary to confirm residency or to take reasonable action to determine whether or not an application is fraudulent.

If a school place is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent address, then the place is liable to be withdrawn.

If a school place is offered and a parent or person with a legal parental responsibility for a child, knowingly and willingly provides a false statement, which would affect the success of their application, they may have the place withdrawn.

If no proof of residency is provided on request, then the Authority will be unable to process the application and the place may be awarded to another pupil.

### **Moving Residency/ Change of Address**

If you intend to change residency and are applying for admission to a school based on the new address, then the Authority will take steps to verify the arrangements. The Authority will also accept either a solicitor's letter stating that contracts have been exchanged and specifying a completion date or a signed and dated tenancy agreement as indicated in (d) above. If you cannot provide proof of address by the date given for receipt of applications, then your application will be based on your current address.

If you are moving address after the offer day, your application will be treated as late, as places will have already been allocated. Any changes to your address after the published offer dates will not impact on the outcome of the offer made on the offer dates.

### **(f) Shared Responsibility**

Where there is shared responsibility for a child, and the child lives with both parents, or persons with a legal parental responsibility for the child, for part of the week, then the main residence will be determined as the address where the child lives for the majority of the school week. The person in receipt of Child Benefit will be used as the main residence where there is a 50:50 split in caring for the child.

Parents may be requested to supply documentary evidence to support the address used when offering a place.

### **(g) Additional and Special Learning needs (ALN/SEN)**

Parents must note if a pupil has any Special or Additional Learning needs on the application form when asked. This information will help schools plan ahead to put provision in place for pupils should they be admitted to the school. The ALN/SEN department will be asked to verify these applications.

### **(h) Gypsy and Traveller Children**

The Authority is obliged, by statute, to ensure that all children of compulsory school age receive education that is appropriate to their age, abilities and any special educational needs, and promotes high standards in the provision of education and the welfare of children. These obligations apply to all children whether or not they are permanent residents in the area. Admission applications made in respect of gypsy and traveller families will be dealt with, with a view to placing these children as quickly as possible at the nearest available and appropriate school



## **(i) Other Admissions Arrangements**

### **A bilingual Carmarthenshire- Learning through the medium of Welsh**

Parents may express a preference for a particular language school. However, Carmarthenshire County Council is committed to further developing its bilingual education system in line with the 2022-2032 Welsh in Education Strategic Plan. We strongly believe that being bilingual or multilingual is an advantage for our children and young people. Considerations have been made for pupils that may move into the County with very little or no Welsh language. Pupils of all ages can access support for Welsh provision in Carmarthenshire. More details found at [Bilingual Learning](#)

### **Split Site**

When an application is made for admission to a school which operates on more than one site, the Authority will approve admission to the school and not to a particular site. The site the children will attend is a matter for the school to decide.

## **11. OVER SUBSCRIPTION CRITERIA FOR ADMISSION TO COMMUNITY AND VOLUNTARY CONTROLLED NURSERY, PRIMARY AND SECONDARY SCHOOLS**

If there are more applications for admission than places available at a particular year group within a school, the allocation of places will be based on the following criteria listed in priority order:

1. Looked-after and previously looked after children.
2. Children who live in the school's catchment area and have a sibling on the roll of the school at the time the child is to start at that school.
3. Children who live in the school's catchment area and who do not have a sibling on the roll of the school at the time the child is to start at that school.
4. Children who reside outside of the school's catchment area and have a sibling on the roll of the school at the time the child is to start at that school.
5. Children who reside outside of the school's designated catchment area and who do not have a sibling on the roll of the school at the time the child is to start at that school.

N.B. Where there is a Statement of Special Educational Needs or an Individual Development Plan (IDP) naming a particular school for Admission then this must be stated clearly on the admission to school application form. Such applications are dealt with before the award of

any places by the Authority through the application of the oversubscription criteria stated above.

**For Full Time 4 year old Primary School applications - the 3 year old part time Nursery or early years provision allocated cannot be used as a criterion for giving priority in allocating Full time 4 year old Primary school places.**

**For Year 7 Secondary applications – The primary school a pupil attends cannot be used as a criterion for giving priority in allocating a secondary school place.**

## **NOTES**

Within each of the above categories:

### **(a) Distance Criteria**

The distance from home to the school will be used as a criterion for determining priority, with those living nearest the school being given priority and a place at the school before those living further away. The distance will be measured using Google Maps.

The distance from the home address to school will be measured from the nearest available route from the nearest school entrance to the nearest available access point by highway or public footpath to the home address.

### **(b) Siblings**

Children will be classified as sibling if they are: A full brother or sister (children who have two parents in common), a half brother or sister (children who have one parent in common), an adopted or fostered brother or sister, a step brother or sister (children who are related because their parents are married, co-habiting or in a civil partnership), but in every case the children must be living in the same family unit at the same address for the majority of the week.

Where there is 50/50 residency it is the address of the parent/guardian in receipt of child benefit which is used to process the application and the sibling must be enrolled and attending the school when your child is due to start school. The Authority reserves the right to request evidence if required. Failing to provide evidence when asked, will result in your application being ranked as having no sibling at the school.

### **(c) Multiple Birth Children**

In any circumstances in which there is one place available, and the next eligible children are twins/triplets then the LA will admit both/all children.

### **(d) Children of UK Service Personnel**

Children of UK Service personnel will be treated as in catchment if their application forms are accompanied by an official Ministry of Defence (MOD) letter declaring a definite return or official posting date and confirmation of the new address within catchment.

## **Notification of Offer of a Place at a School**

Parents will be advised by e-mail confirming, or otherwise, that a place is available at the school and offering them the opportunity of accepting the place in line with the admissions arrangements set in the Schedule of Events as detailed in this document.

A Parent must accept the offer email to secure a place in school. If a Parent does not respond by the date on the email, **the place may be withdrawn and the place offered to another pupil.**

**Applications for admission outside of the normal admissions arrangements are detailed in part 9 of this document.**

## **Withdrawing the Offer of a Place**

The offer of a school place will be withdrawn on the basis:

- (i) that it is subsequently discovered that a fraudulent or intentionally misleading application was made (e.g. falsely claiming to reside within a catchment area of a school); or
- (ii) offer of a place has not been accepted by the dates on the letter/email. The Authority may then withdraw the offer and the place may be given to another child.
- (iii) A place at another school is confirmed by a parent/guardian
- (iv) If a pupil has not started at a school at the end of the school term which they were due to start in accordance with the Authority policy. **Applications for admission outside of the normal admissions arrangements are detailed in part 9 of this document.**

## **Early Applications**

Please note that early application cannot be used as a criterion for giving priority in allocating places. All application received up to the closing date are treated equally.

## **Late Applications**

Applications received after the application closing deadline will not be considered until those received before the deadline have been awarded. Applications received after the closing date are less likely to be awarded a place at the preferred school parents applied for.

## **Waiting List**

**Waiting lists for admission outside of the normal admissions arrangements are detailed in part 9 of this document.**

Where it has not been possible to admit a pupil to a preferred school choice due to over subscription, parents must inform the Authority by email

[admissions@carmarthenshire.gov.uk](mailto:admissions@carmarthenshire.gov.uk) if they wish their child's name to be placed on the waiting list.

The waiting list will be retained until the **30th September** following the notification of decision date as set in the admissions schedule of events timetable detailed in this document.

It should be noted that fresh applications must be made after the 30<sup>th</sup> September deadline.

Pupils on the waiting list will only be considered for a school place, if the number of places allocated/on roll in the relevant year group drop below the admission number for the school.

Should vacancies become available all new and late applications received at that time will be considered for the vacancies along with those on the waiting list. Any available places will be allocated in accordance with the oversubscription criteria.

Applications on the waiting list for the normal admissions arrangements will be kept reviewed on a monthly basis until the 30<sup>th</sup> of September after the notification of decision date as set in the admissions schedule of events timetable detailed in this document.

Parents can appeal a decision while on the waiting list for multiple schools.

## **12. APPEALS REGARDING ADMISSION OF PUPILS TO COMMUNITY / VOLUNTARY CONTROLLED PRIMARY OR SECONDARY SCHOOLS**

Should parents be unsuccessful in obtaining a place for their child at their preferred school, they will be notified by email of the reason(s) why a place has not been secured and also of their right to appeal against that decision and the process for doing so.

For Community Schools and Voluntary Controlled Schools the Authority will make arrangements for an Independent Appeals Panel to consider appeals. The appeals procedure will be undertaken in accordance with Welsh Government's School Admission Appeals Code.

There is no right of appeal in the case of refusal of admission to Early Years, 3 Year old part-time Nursery provision.

Appeals will be heard individually or as a group if there are more than one appeal for the same school, except when the body or bodies responsible for making appeal arrangements direct otherwise. Parents will be afforded an opportunity of presenting their case in private either directly or with the assistance of their chosen representative.

The Clerk will notify all parties of the Panel's decision which will be binding upon the Authority, the Governing Body and the parents.

An appeal by parents against refusal of a place at a Community or Voluntary Controlled School must be submitted by letter or email to the Democratic Services Unit, Chief Executive's Department, County Hall, Carmarthen, SA31 1JP. Or contact via email [independentadmissionappealspanel@carmarthenshire.gov.uk](mailto:independentadmissionappealspanel@carmarthenshire.gov.uk).

**The appeals must be submitted by the deadlines noted on the decision email or as set in the Admissions Schedule of Events Timetable as detailed in this document.**

## **Medical Condition**

Where Medical Evidence is required you will need to provide copies of reports relating to the diagnosis from the relevant Consultant and/or Specialist.

Voluntary Aided Schools will have their own arrangements for appeals to be heard independently.

In addition to the above nothing in this process will prevent a parent with a child who has a statement of education needs but who has been refused admission to the school named in the statement from having such a decision reviewed by an SEN Tribunal.

### 13. Admissions Schedule of Events Timetable for normal admissions arrangements to Community and Voluntary Controlled Schools 2023-24.

Provision Arrangements	Date of Birth Range	Starting School	Deadline Date for Applying	Notification of decision Date	Appeals Closing Date
<b>Early Years 3 Year old Nursery Education</b>  (Part time for 2 terms only at 3-11 schools)	1 <sup>st</sup> September 2020 and 31 <sup>st</sup> August 2021	January 2024 April 2024 September 2024	<b>31<sup>st</sup> July 2023</b>	<b>October 2023</b>	<b>No right of appeal</b>
<b>4 Year Old Education Primary 4 – 11</b>  (Full time at a Primary school)	1 <sup>st</sup> September 2019 and 31 <sup>st</sup> August 2020	September 2023 January 2024 April 2024	<b>31<sup>st</sup> January 2023</b>	<b>16<sup>th</sup> April 2023</b> or next working day	<b>30<sup>th</sup> May 2023</b>
<b>Secondary Education</b>  Moving from Primary to Secondary School (Year 7)	1 <sup>st</sup> September 2011 and 31 <sup>st</sup> August 2012	September 2023	<b>20<sup>th</sup> December 2022</b>	<b>1<sup>st</sup> March 2023</b> or next working day	<b>12<sup>th</sup> April 2023</b>

**Early Applications** - Please note that early application cannot be used as a criterion for giving priority in allocating places. All application received up to the closing date are treated equally.

**Late Applications** - Applications received after the application closing deadline will not be considered until those received before the deadline have been awarded. Applications received after the closing date are less likely to be awarded a place at the preferred school parents applied for.