

Charles Williams Church in Wales Primary School Admission Policy 2021 – 2022

Section 1: Normal admissions round

- 1.01 This is the normal age of entry to a school, also known as ‘phase transfer’; it is the annual application process for children who are eligible to start nursery or reception for the first time in September.
- 1.02 The admissions timetable within this document is also published at www.newport.gov.uk/schooladmissions Notices are displayed in Newport’s schools, libraries, community and leisure centers and the Council’s newsletter, Newport Matters, which is delivered to every household in Newport. Deadlines are also flagged via the Council’s social media sites on Twitter and Facebook.
- 1.03 It is the applicant’s responsibility to look out for these notices and make an application at the appropriate time. In addition, children transferring from primary to secondary school or from nursery to reception should receive notice of the relevant application window via their current Newport school.

Nursery admission (non-statutory education)

- 1.04 Children will be admitted to nursery in the September of the academic year in which they become four years old. This place can be in a school or in a non-maintained setting, which may be a playgroup or a private day nursery.
- 1.05 The School is unable to consider nursery applications for only part of a school week and therefore admission to nursery schools and classes is offered for a half-day session, either morning or afternoon, 5 days per week. Schools expects pupils attending the nursery to take up all the sessions available to them. If parents do not wish their child to attend all five sessions each week, it might be preferable to seek a place at a non-maintained setting that can more easily accommodate these flexible arrangements.
- 1.06 Key dates for nursery admission in September 2021
- Applications can be made from 8 July 2020
 - Closing date for applications is 16 September 2020
 - Decisions issued on 2 December 2020
- 1.07 Once allocated a September nursery place, children born between 1 September and 31 March may be offered an early start at that nursery in the term following their third birthday, if places are available. This is commonly referred to as a **Rising 3** place. Children born between 1 April and 31 August are not eligible for a Rising 3 place.

- 1.08 There is only one application window for nursery admission and from that one application both September and Rising 3 places will be allocated, where available.
- 1.09 If Rising 3 places are available, eligible pupils will be offered an early start at their allocated nursery as follows:
- On 2 December 2020 for January 2021 Rising 3 places
 - On 10 March 2021 for April 2021 Rising 3 places
- 1.10 It is the School's policy to meet parental preference where possible; however, in some cases there may be more applications than there are places. In determining which children should be admitted to nursery, the School will apply the following oversubscription criteria in order of priority.

Oversubscription criteria for admission to nursery

- 1.11 Where a school is named in a statement of Special Educational Needs*, the school has a duty to admit the child to the named setting before the over-subscription criteria is applied against applications received. This will reduce the number of places available to other applicants. If the total number of preferences for admission to a nursery setting exceeds the number of places, then the following order of priority will be applied to allocate the available places:
1. Looked-after children (children in public care) and previously looked-after children;
 2. Pupils living within the catchment area and making an application on medical grounds;
 3. Pupils living within the catchment area;
 4. Pupils living outside of the catchment area and making an application on medical grounds;
 5. Pupils living outside of the catchment area.
- 1.12 After considering the above categories, or if the number of applications in any one of the above categories exceeds the published admission number, priority will be based on those residing closest to Charles Williams Church in Wales Primary School.
- 1.13 There is no right of appeal against the School's decision to refuse a nursery place
- 1.14 Nursery age pupils do not qualify for free home to school transport.
- 1.15 The allocation of morning and afternoon sessions is the responsibility of the Head teacher of the relevant school.

Primary admission

- 1.16 Children can start school on a full-time basis in the September following their fourth birthday.
- 1.17 The legal requirements confirm that parents are able to delay the admission of their child (**defer entry**) until the term following their fifth birthday, and such a request will not prejudice an application in any way. It is the School's expectation, however, that on starting school the child will continue to follow their chronological year group unless exceptional circumstances apply (see paragraph - Admission outside the normal age group).
- 1.18 Where a parent exercises their right to defer their child's entry into Reception until later in the same school year, the effect is that the place is held for the child and is not available to be offered to another child within the same academic year. The parents would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the application was made.

1.19 For example:

Term in which child turns 5	Start date can be deferred until beginning of which term?	Can the place be held open for the child?	Year Group into which the child will be admitted
Autumn	Spring	Yes	Reception
Spring	Summer	Yes	Reception
Summer	Autumn	No	Year 1

- 1.20 Before deciding whether to defer their child's entry to school, parents should contact School to clarify how they cater for the youngest children in Reception and how the needs of these children are met as they move up through the school.
- 1.21 Key dates for admission to Reception in September 2021
- Applications can be made from 4 November 2020
 - Closing date for applications is 13 January 2021
 - Decisions issued on 16 April 2021
- 1.22 It is the School's policy to meet parental preference where possible; however, in some cases there may be more applications for school than there are places. In determining which children should be admitted to a school, the School will apply the following oversubscription criteria in order of priority.

- 1.23 Attending a Charles Williams nursery class does not guarantee a place at Charles Williams Church in Wales Primary School as a separate application is required, and priority is not given to those children attending the School's nursery.

Oversubscription criteria for admission to primary school

- 1.24 Where a school is named in a statement of Special Educational Needs* the School has a duty to admit the child to the named setting before the over-subscription criteria is applied against applications received. This will reduce the number of places available to other applicants. If the total number of preferences for admission to a school exceeds the number of places, then the following order of priority will be applied to allocate the available places:
1. Looked-after children (children in public care) and previously looked-after children;
 2. Pupils living within the catchment area and making an application on medical grounds
 3. Pupils living within the catchment area with relevant siblings).
 4. Pupils living within the catchment area
 5. Pupils living outside of the catchment area and making an application on medical grounds;
 6. Pupils living outside of the catchment area with relevant siblings;
 7. Pupils living outside of the catchment area.
- 1.25 After considering the above categories, or if the number of applications in any one of the above categories exceeds the published admission number, priority will be based on those residing closest to the preferred school (see paragraph 3.32 – 3.40).
- 1.26 As Charles Williams Church in Wales Primary School is a voluntary within each category however, the following priority is afforded:
- Children and / or parent(s) who are practising members of the founding religious body of the school (Church in Wales);
 - Children and / or parent(s) who are practising members of other Christian churches or religious denominations;
 - Children and / or parent(s) who are practising members of other faiths.
- 1.27 In determining this priority, the word “practising” is defined as at least once a month for the last six months’ attendance at Church by at least one parent and / or child (where necessary this may be confirmed with a member of the clergy)
- 1.28 If you don't have internet access at home:

- Free internet access is available at all Newport libraries for 2 hours a day. Library details can be obtained from the City Contact Centre 01633 656656;
 - A paper application form will be available upon request from the school office on 01633 423497.
- 1.29 Only persons holding parental responsibility for the named child are able to make an application and they will be required to make a declaration to this effect as part of the application process. Ordinarily, it is expected that this person resides at the same address as the child and is referred to as the parent for admission purposes. Where parental responsibility is equally shared, the School will ask the child's parents to determine which parent should submit the application.
- 1.30 It is expected that parents will also agree on school preferences for a child before an application is made. The School is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.
- 1.31 If parents cannot agree and neither has obtained a court order stating who should be making the application/what the preference should be, the School will accept an application from the parent in receipt of Child Benefit for the child.
- 1.32 Before deciding to apply for a place at our school applicants will need to consider carefully how the child will travel to school, as they will not necessarily be eligible for assistance. If the Council determines that a child lives two miles or more (for primary children) from the catchment or nearest available school (as determined by the Council) they could be eligible for free home to school transport. This includes Welsh-medium and faith schools.
- 1.33 All applications must be submitted directly to the School Admissions Officer at the School by the relevant deadline. It is the applicant's responsibility to ensure that their application is submitted to the School on-time. When submitting an application there will be a need to provide supporting evidence.
- 1.34 The School cannot accept responsibility for any application or evidence that is not submitted correctly via email or is lost in the postal system. If posting an application, it is recommended that the form is sent by recorded delivery.
- 1.35 Any applications that are received after the closing date will only be processed after places have been allocated for applications that were received on time, and this may increase the possibility of not achieving a place at the preferred school.
- 1.36 All applications submitted by the closing date will be assessed together. In most cases the number of applications received in an admissions round is over 75 and each one of these has to go through a number of checks. For this reason, the admissions timetable sets the closing date many months before the offer date (the date the decision will be issued), and any change in circumstances after the closing date cannot be considered until after the published offer date.

Your school preferences

- 1.37 Although there is a designated catchment school for each Newport address, parents have the right to express a preference for any school, and as the admission authority, the School has a duty to comply with parental preference where possible. The school liaises with Newport City Council to determine parental preference should preferences have been expressed in applications for a place at a maintained school.

- 1.38 Expressing a preference does not guarantee admission to the chosen school, even if it is the catchment school; however, expressing a preference will give a child priority over children whose parents have not expressed a preference for that school.
- 1.39 If you do not express a preference for your catchment school, an applicant residing outside of the catchment area who does express a preference for it will receive a higher priority than you as an in-catchment resident.
- 1.40 All preferences will be considered equally and a place offered at the highest ranked school where possible. An application made to another admission authority will qualify as one of your preferences and will be ranked accordingly.
- 1.41 It is advised that children are not led to believe that a place will be available to them at any particular school before a decision is issued.

Notifying applicants of the decision

- 1.42 The School will notify all applicants of the outcome of their application for a school place on the specified offer date (refer to the admissions timetable).
- 1.43 All decision letters will be issued by email on the offer date.

Late applications

- 1.44 Any application submitted after the closing date is deemed to be 'late' and will be processed after all on-time applications have been allocated and places are confirmed.

Section 2: In-year admission

- 2.01 Sometimes referred to as 'mid-term transfer' or 'casual admission' this is the application process for children of school age who require admission outside of the normal admissions round. It is the process of transferring from one school to another.
- 2.02 Parents can ask to change schools at any stage of their child's education and there are a number of valid reasons for doing so, such as moving house etc. However, changing schools is an issue that needs to be given serious consideration. It is not always the answer because it can have a detrimental effect on a child's education.
- 2.03 During the school year only limited places are available and applicants moving into or within Caerleon should not assume that their child will be automatically allocated a place at Charles Williams Primary School. There is no guarantee of a place, even if it is the catchment, and if the school is already full in the relevant year group the application will be refused.
- 2.04 Consequently, you should consider the following and discuss all options with the School Admissions Team before you move in order to minimise disruption:
- Have you discussed your child's options with their current school? There may be strong educational reasons why a transfer should not take place, which will need to be considered.
 - How will your child travel to the school, as they will not necessarily be eligible for transport assistance, even if they have previously qualified?
 - If you are making an application to transfer more than one child, will they all be accommodated in the same school? If not, you might have to apply for/accept places different schools for each sibling, depending on what places are available.

- When will your child be able to start at the new school? Parents are strongly advised that where possible, they should not remove their child from the current school until a suitable alternative place can be found. Non-attendance will be recorded as unauthorised absence and could be reported to the Education Welfare Officer. Note that a school transfer will not disrupt any action already being pursued by the Education Welfare Service.

Process to be followed

- 2.05 All in-year transfers must be approved by the School, who will endeavor to make a decision within 15 school days (or 28 calendar days, if sooner) from the date the application is received, The outcome of each application is issued to the applicant as soon as it has been determined.
- 2.06 Applications are processed in accordance with this admissions policy. Where an application is to be made some time in advance of the required start date, the School will hold open the place for no more than two weeks.
- 2.07 The School will try to comply with parental preference. However, if the admission number of the relevant year group at Charles Williams Church in Wales Primary School has already been reached, the transfer request will be refused and applicants advised of their right to appeal against the School's decision. There is no right of appeal against the refusal of a nursery place. The child's name will automatically be placed on the waiting list for any application that is refused.

Section 3: Other information relevant to admission arrangements

Additional Learning Needs (ALN)

- 3.01 For pupils with additional learning needs, admission to school is influenced by parental preference of school in a way broadly similar to other pupils. However, individual circumstances relating to pupils and schools may need to be taken into account. Ultimately, the placement process is governed by procedures identified in the Special Educational Needs (SEN) Code of Practice. This process might give special priority for admission of a pupil to a particular school. It might also be a reason for refusing a parent's stated preference.
- 3.02 As per the School and Newport City Council's policy, all children requiring a mainstream school place are required to make an application through the school admissions process, even if the child has a Statement of SEN. Where a school is named in a pupil's Statement of SEN, they will be automatically admitted to the named school. If no particular school preference is identified or agreed/named by the LA, it is considered that the needs of the child can be accommodated in any mainstream school and thus no specific priority is afforded and the application will be assessed in accordance with the agreed oversubscription criteria.

Admission appeals

- 3.03 Any parent whose child is refused a school place (except one whose child has been permanently excluded from two schools) has a statutory right of appeal to an independent panel (this right of appeal does not extend to applications for nursery education).
- 3.04 If the School is unable to allocate a place, parents will receive a decision letter detailing why the preference was unsuccessful. The letter will state whether this was because of infant

class-size limits or because compliance with the preference would prejudice the provision of efficient education or the efficient use of resources. This letter will also inform parents of their right to appeal, how and by when it must be submitted.

- 3.05 Once an appeal has been submitted parents will receive further guidance on what to expect from an appeal and a date and time for their hearing. The School must arrange appeals in relation to the normal admissions round within 30 school days **of the specified closing date** and within 30 school days **of the appeal being received** for appeals outside of the normal admissions round. Note that during the summer holidays the School must arrange appeals within 30 **working days** of the appeal being received.
- 3.06 Admission appeals panels are independent and play a vital role in ensuring a balance between the right of the parents to a full and fair hearing and protecting schools against admitting so many children that it is prejudicial to efficient education or the efficient use of resources.

What will the Appeals Panel need to consider?

- 3.07 Infant class size appeal: Where the admission has been refused due to infant class size prejudice an appeal panel is only able to uphold an appeal if:
- i. the child would have been offered a place if the school admission arrangements had complied with the requirements of the School Admissions Code and/or Part 3 of the School Standards and Framework Act 1998;
 - ii. the child would have been offered a place if compliant admission arrangements had been properly implemented;
 - iii. the decision was not one which a reasonable admission authority would have made in the circumstances of the case.
- 3.08 Prejudice appeal: In all other cases the admission will have been refused because the published admission number for the year group has been reached. In such cases the Council consider that the admission of an extra child would prejudice the provision of efficient education or the efficient use of education resources - that it would impair the learning environment at the school and limit the access of pupils to the resources that are available. An appeal panel must apply a two-stage process in the case of all "prejudice" appeals; i.e.
- the factual stage where the School Admissions Appeals Panel must consider whether the published admission arrangements comply with the mandatory requirements of the School Admissions Code and the School Standards and Framework Act and were correctly and impartially applied, and decide as a matter of fact whether "prejudice" would arise if the child was to be admitted, and
 - the balancing stage where the School Admissions Appeals Panel is able to exercise discretion, balancing the degree of prejudice (if it is found to exist under the first stage) and the weight of the appellant's case before arriving at a decision.
- 3.09 In order to establish whether or not there is prejudice, the panel will need to consider a number of factors, including the school's capacity and published admission number and the impact on the school of admitting additional pupils in terms of the organisation and size of classes, the availability of teaching staff and the effect on the pupils already at the school.
- 3.10 In all cases the decision of the Panel is conveyed in writing to the appellant and is final and binding on all parties.
- 3.11 Where the appeal is successful, the child will be admitted to the school and parents will be expected to make direct contact with the school to confirm admission arrangements.

- 3.12 Where the appeal is unsuccessful, the child cannot be admitted to the school but they will remain on the waiting list (see paragraph 3.75 – 3.82 for details). Parents must then decide whether to:
- i. remain at the current school, if applicable; or
 - ii. accept the place at the alternative school, if offered; or
 - iii. submit alternative preferences
- 3.13 Where unsuccessful, a second application within that academic year can only be made if there is evidence of a significant and material change of circumstances.
- 3.14 The Public Services Ombudsman can investigate written complaints about maladministration on the part of an admission appeal panel. Maladministration covers issues such as a failure to act independently and fairly, rather than complaints where a person simply feels that the decision taken is wrong. A panel's decision can only be overturned by the courts where the appellants or admission authority are successful in applying for Judicial Review of that decision.

Admission outside the normal age group

- 3.15 Although most children will be admitted to a school with their own chronological age group, from time to time parents seek places outside their normal age group for gifted and talented children, or those who have experienced problems or missed part of a year, often due to ill health. While it would not normally be appropriate for a child to be placed in a year group that is not concurrent with their chronological age, the School will consider these requests carefully and make decisions on the basis of the circumstances of each case and in consultation with the parents and the school, and specifically in relation to what is most beneficial to the child. Due regard will also be given to the Educational Psychologist's report where available, and clear reasons will need to be established for such a decision to be made. 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.

Allocation of places

- 3.16 Places are not allocated on a first come, first served basis. Head teachers take no part in the decision-making process, have no influence over the outcome of an application and therefore are actively discouraged from maintaining an interest list. The decision to allocate a place can only be made by the admission authority.
- 3.17 Each application is considered in accordance with the School Admissions Policy and an applicant's highest preference is complied with wherever possible. School will, however, have more applications than there are places available.
- 3.18 Where the number of applications is equal to or less than the number of places available, all applications will be successful. However, where the number of applications exceeds the number of places available, the School will apply the relevant oversubscription criteria and allocate places accordingly, up to the published admission number.
- 3.19 The published admission number indicates the number of places available and refers to the number of pupils who will be admitted to any year group before applications can be refused. It is derived from the physical capacity of the school to accommodate pupils' learning needs, using a formula set by the Welsh Government.
- 3.20 Once the admission number has been reached, all additional preferences will be

refused. For example:

- If a school is able to accommodate 30 children and the School receives 27 applications, all 27 applicants will be allocated a place;
- However, if the School receives 36 applications for that school, all 36 applicants will be considered together against the oversubscription criteria and 30 places will be allocated. The remaining 6 applications will be refused.

3.21.1 In addition to the admission number for the school, the School must also have regard for:

- The infant class size initiative which is committed to ensuring that no child aged 5, 6 or 7 years will be in a class of more than 30 pupils for every one qualified teacher. The statutory infant class size limit of 30 pupils applies to reception, year 1 and year 2 classes.
- The physical limitations of the school and the site buildings which may result in a class size of fewer than 30 pupils.

3.22 There are, however, exceptions to these regulations (called “excepted pupils”) which may allow the 30 pupils per class limit to be exceeded. These pupils are specifically outlined in the Welsh Government Statutory School Admissions Code. Excepted pupils will remain so, once admitted, for the remainder of their time in an infant class or until class numbers fall back and they can be organised to comply with the infant class size limit. Classes must be organised so as to comply with the limit wherever possible.

3.23 The School will not normally exceed a school’s admission number or breach the limitations imposed by statutory maximum infant class size (30), except:

- Where a school is named in a statement of special educational needs, the School has a duty to admit the child to the school.
- Where children are looked-after by the local authority the Council has a duty to admit the child to the school.
- Where the application is for a child of UK service personnel the School will admit the child to the catchment school.
- Where, in applying the over-subscription criteria, the last child to be admitted is one of a multiple birth, the School will admit the other sibling(s).
- Where a child has been initially refused but subsequently offered a place by direction of a school admission appeals panel; or an error has been recognised in implementing the school admission arrangements and had the error not been made, the child would have been allocated a place at that school; the School is obliged to admit the child to the school.

Catchment Areas

3.24 ‘Catchment area’ is the term used to describe the geographical area served by a school. In Newport, each address will fall within the catchment area of both an English-medium and a Welsh-medium school. Catchment school details can be confirmed by the School Admissions Team on 01633 656656 or via www.newport.gov.uk/schooladmissions

3.25 The catchment school is not automatically the nearest school and therefore applicants should confirm their catchment school before making an application for admission, particularly as the preference could affect any entitlement to home to school transport.

Crown servants

- 3.26 Children of UK Crown Servants (including diplomats) are subject to frequent movement and if moving into Newport, will be determined as meeting the residency criteria for the relevant catchment school if the application is accompanied by an official Foreign and Commonwealth Office letter declaring:
- a definite return date;
 - confirmation of the new address wherever possible;
 - confirmation of the Crown Servant status.

Distance between home and school

- 3.27 Within each set of oversubscription criteria, if the number of applications in any one category exceeds the published admission number, priority will be based on those residing closest to the preferred school.
- 3.28 The distance between home and school is measured as the shortest available walking route where possible determined by Google Maps walking. The School deems that a route is 'available' if a child, accompanied as necessary, can walk to school in reasonable safety.
- 3.29 In assessing its availability the Council will follow the guidelines prescribed in Welsh Government's Learner Travel Statutory Provision and Operational Guidance June 2014.
- 3.30 Where the School is unable to identify an available walking route from the home address to the school, the shortest driving route will be used to calculate the home to school distance.
- 3.31 Using the postcode of the child's registered address as the starting point, and the school's postcode as the finishing point, the School will calculate the distance of the route using Google maps. In order to ensure fairness and consistency for all applicants, this is the only measurement tool that is used by the School.
- 3.32 Where two or more applicants are being considered for the last available place, and their home to school distance calculations are the same, a trundle wheel will be used to undertake an additional assessment of the distance to the front door of the home.
- 3.33 Where two or more applicants are being considered for the last available place, and the addresses fall within the same building, i.e. a block of flats, a trundle wheel will be used to calculate the distance from the front door of the home to the main entrance of the building.

Domestic violence agencies

- 3.34 Applications from children temporarily housed under the protection of approved domestic violence agencies will be processed as a priority if the application form is accompanied by an official letter from the relevant agency.

English as an additional language

- 3.35 Families with English as an additional language (EAL), and those who are newly arrived in Newport can have support from the Gwent Education Minority-ethnic Service (GEMS) to aid completion of admission documentation, supported by a bi-lingual Teaching Assistant if required (and if the requisite language is available), to aid communication through their first language. Parents can also request first language support to assist in the Admission Appeals process if required.

Evidence

3.36 It is the School's responsibility to ensure all admission applications are processed correctly in accordance with the published over subscription criteria.

Therefore, in making an application, applicants will be asked to provide:

A. **Proof of the child's date of birth** in all cases, except where a child is transferring from one Newport school to another. Accepted forms of evidence include:

- Birth Certificate
- Passport
- Residence Permit issued by the UK Home Office
- Resettlement Registration Form issued by the UK Home Office

B. **Proof of residence.**

- A Council Tax Demand Notice* (no more than 12 months old);
- An HMRC, DWP or Local Authority notification of entitlement i.e. Child Tax Credit, Working Tax Credit, Universal Credit, Job Seekers Allowance, Child Benefit or Housing Benefit (no more than 3 months old);
- A signed and dated tenancy/lease agreement or official rent book issued by a housing association, local council, established letting agency or solicitor which must cover the relevant closing date (for normal admissions round) / date of submission (for in year transfer applications).
- A mortgage statement (no more than 3 months old);
- A Gas, Electric or Water bill demonstrating use of the relevant service (no more than 3 months old);
- A UK bank or building society statement showing the address (no more than 1 month old);
- Valid UK photo ID driving licence;
- Valid certificate of Home or Motor Insurance* (no more than 12 months old);
- Valid TV Licence certificate* (no more than 12 months old);
- Electoral Registration Record (This is an internal check which can be carried out for Newport residents only, registration cards are **not** accepted).

Any documents that you submit must have been sent to you in the post and received at that address for it to be a valid form of evidence that you live there. Online print outs are not accepted.

In addition to the above, the School 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.

3.37 It will also be necessary to submit evidence with an application if any of the following apply:

- Where the application is based on medical grounds applicants must submit evidence in the form of a medical consultant's report, specifying the medical advantage of the child attending the preferred school. Reports from family doctors or other health professionals are not accepted for this purpose);

- Where the child's home address is in dispute or where the residency with both parents is equal, applicants must submit a copy of the current child benefit statement, as the place of residence of the parent receiving this benefit will be considered as the child's home for application purposes;
- Where there is a Child Arrangements Order (Residence) in place affecting the child for whom the application is being made, a copy of the order must be submitted with the application;
- Where the child was previously a looked-after child applicants must submit evidence such as a copy of the adoption certificate to confirm this status if they wish for this to be taken into consideration when applying the oversubscription criteria;
- Where the applicant is the child's legal guardian but not the birth parent they must submit a copy of the official document awarding them parental responsibility;
- Where the application is for a child of UK service personnel, the application must be supported by official proof of posting and a copy of the Service Identity Card;
- Where the application is for a child of a crown servant, they will need to provide an official Foreign and Commonwealth Office letter declaring a definite return date and confirmation of the new address and family status;
- Where an application is being made on religious grounds, the applicant must provide a written statement from a member of the clergy confirming they are a practising member;
- Where the last child to be admitted is one of multiple birth and the other sibling (s) is (are) being admitted over the published admission number, proof of birth must be verified through one of the above forms of evidence

3.38 It is the applicant's responsibility to provide any supporting information required in order for the application to be assessed against the published admissions criteria; the Council will not seek to obtain this information on behalf of the applicant.

3.39 Where an applicant is required to provide documentary evidence, it is strongly recommended that photocopies/electronic copies are provided in all cases as the council cannot guarantee the safe return of original documents through the return post.

3.40 Where documentary evidence only is received without an application, it will not be regarded as a valid submission. The School will not seek to obtain the documentary evidence from the applicant as submission of a completed application is the responsibility of the parent.

3.41 An application without the correct evidence is not complete. The processing of incomplete applications may be delayed and this could affect the timing and/or the outcome of the decision.

Gypsy, Roma and Traveller children

3.42 The School 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. Therefore, applications made in respect of such families will be dealt with in conjunction with the Gwent Education Minority-ethnic Service (GEMS), with a view to placing these children as quickly as possible at the nearest available and appropriate school.

Home address

- 3.43 The School will consider the child's home address to be the genuine principal place of residence where the child permanently resides with their parent/legal guardian as at the stipulated closing date, and does not mean the address at which the child is cared for by relatives or others. If a child is resident with relatives or others for reasons other than legal guardianship, that address will not be considered for allocation purposes.
- 3.44 Where parents have shared responsibility for the child and the child spends equal time with both parents during the school week, the place of residence of the parent who receives the child benefit will be considered the child's home for allocation purposes.
- 3.45 As there is no closing date for in-year applications, when processing an in-year application, for allocation purposes the School will consider the address at which the parent/legal guardian and child reside at the time the application is submitted.
- 3.46 The School will use the home address provided in the application to determine the catchment school.
- 3.47 Any new address will not be taken into consideration when determining the outcome of an application if the applicant and child do not live there on the closing date (refer to the admissions timetable and paragraph 3.50). An expression of intent to move into a catchment area will not be treated as meaning an applicant is in the catchment area for the purposes of processing the application.
- 3.48 It is the applicant's responsibility to advise the School Admissions Officer of any changes in circumstances including a change of address following submission of the application. This is to ensure that correspondence is sent to the correct address and will not affect the outcome of the application if this is after the closing date. Any new address can only be taken into consideration when determining the outcome of an application if the child lives there on the closing date and satisfactory evidence is provided to confirm this.
- 3.49 Applicants moving into or within Caerleon should not assume that their child will be allocated a place at the local school. There is no guarantee of a place at the school, even if it is the catchment, and if the school is already full in the child's year group the application will be refused

Looked-after Children

- 3.50 Applications for looked-after children (children in public care) [as defined by Section 74 of the Social Services and Wellbeing (Wales) Act 2014] are given priority if they are supported by a statement from the child's Social Worker outlining the benefits of the school placement. However, before making an application the corporate parent must consult with the Council and make every effort to ensure the appropriateness of the named school in the light of the child's background including SEN and/or faith needs
- 3.51 This priority can also be given to previously looked-after children although the person making the application must provide evidence to confirm the previous care status, such as an Adoption Certificate or Previous Care Order.
- 3.52 Previously looked-after children will only be given priority if places are available.

Making changes to your application

3.53 It is the applicant's responsibility to advise the School Admissions Team Officer of any changes in circumstances following submission of an application. Depending upon the circumstances, and the timing of the information provided, such changes may impact on the application process.

Medical Need

3.54 Applications on medical grounds are prioritised if they are supported by a medical consultant's report, obtained by the applicant specifying the particular reasons why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school. Reports from family doctors or other health professionals are not accepted for this purpose. Note that priority is only given if places are available.

Multiple birth children

3.55 If when applying the over-subscription criteria, the last child to be admitted is one of a multiple birth, then the Council will admit the other sibling(s.).

Siblings

3.56 Brothers and sisters, whether half, full, step or foster, will be considered relevant siblings where living in the same household and where they will be registered at the school when the applicant is eligible to attend.

3.57 In allocating nursery places note that siblings do not receive priority under the published over-subscription criteria.

3.58 The admission of a child to a school does not guarantee that a place will be available for other children in the family.

Transport

3.59 Free home to school transport is provided to primary aged pupils who live two miles or more from their catchment school or nearest available school and secondary aged pupils who live 3 miles or more from their catchment school or nearest available school. This includes Welsh-medium and faith schools. In addition, the Learner Travel (Wales) Measure states that a child is eligible for free home to school transport to an alternative school if this is nearer than the catchment school, provided that the qualifying distance is met.

UK Service personnel

3.60 Children of UK Service personnel are subject to frequent movement within the UK and from abroad, often at relatively short notice. Consequently, for UK service personnel, the School will consider the residency criteria satisfied (and award catchment priority) if the application is accompanied by the following, even if the family do not reside in Newport at the relevant date.

- Official proof of posting i.e. a posting notice;
- A copy of the Service Identity Card;
- Confirmation of the new address wherever possible.

Where the preferred school is also the catchment school but the admission number has already been met in the relevant year group, the School will exceed the admission number.

3.61 Information sharing protocols exist between the Council and Charles Williams Primary School to identify children for whom more than one application has been made. Those applicants who

do not specify an order of preference will be contacted and asked to confirm this before the application is determined. This is to avoid 'place-blocking' and maximise the number of places that can be allocated across the city.

Waiting list

Normal admissions round

- 3.62 During the normal admissions round a child's name will remain on the waiting list for any school preference that was refused until 30th September in the year in which the application is made. If places then become available, all children on the waiting list at that time will be considered together for the place and prioritised as detailed in the published oversubscription criteria.
- 3.63 A child's position on the waiting list will change if subsequent applications are received that have a higher degree of priority under the admission criteria. Waiting lists do not give priority to children based on the date the application was added to the list and inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.
- 3.64 After 30th September, applicants will be given the opportunity to transfer onto the in-year waiting list for the remainder of the academic year, after which time a new application may be made.

In-year admission

- 3.65 Where an application made for an in-year transfer is refused, the child's name will remain on a waiting list for the preferred school until the end of the academic year (31st August) in which the application is made, at which time a new application may be made. If a place becomes available, all pupils on the waiting list at that time will be considered together for the place and prioritised as detailed in the School's published oversubscription criteria.
- 3.66 A child's position on the waiting list may change as applications may be received that have a higher degree of priority under the admission criteria. Waiting lists do **not** give priority to children based on the date the application was added to the list and inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

Nursery admission

- 3.67 During the nursery admissions round, any child that has been unable to secure a place will be added to a waiting list, held until 30th September in the year in which the child is due to start nursery.
- 3.68 If places then become available, all children on the waiting list at that time will be considered together for the place and prioritised as detailed in the published oversubscription criteria. Waiting lists do not give priority to children based on the date the application was added to the list and inclusion on a nursery's waiting list does not mean that a place will eventually become available at the preferred nursery.