



Charles Williams Church in Wales Primary School

Admissions Policy 2020/21

1. Introduction

- 1.1 This document is the School Admissions Policy which specifically sets out the school admission arrangements for Charles Williams Primary School for the academic year 2020/21, as determined in February 2019.
- 1.2 As a voluntary aided school, Charles Williams Church in Wales Governing Body is the admission authority. Decisions about admissions to the school are made by the school governors, not by the Local Authority (Newport City Council) or the Headteacher.
- 1.3 The statutory Newport School Admissions Forum monitors each Newport admission authority's compliance with the School Admissions Code and the effectiveness of admission arrangements within Newport.
- 1.4 This policy is in place to cover the following:
 - Normal Admissions Round
Also known as 'phase transfer', this is the annual application process for children who are eligible to start nursery or reception.
 - Rising 3s
This is the application process for children born between 1 September and 31 March who are eligible for an additional one or two-term nursery place in the term following their child's third birthday. This does not apply for children born between 1 April and 31 August, who can enter nursery under the normal admissions round, in the September following their third birthday.
 - In Year Admission
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.

Nursery Admissions

- 2.1 Children are entitled to a free part-time nursery place at the start of the term following their third birthday.
- 2.2 For children born between 1 September and 31 March the first one or two terms are known as a Rising 3 place, and are in addition to the usual three-term nursery place, September to July. Children who turn 3 years old between 1 April and 31 August will not be eligible for a Rising 3 place, but for a nursery place in September for the usual three terms.
- 2.3 Attending a nursery class does not guarantee a place at any primary or infant school as a separate application is required, and priority is not given to those children attending any specific nursery setting.
- 2.4 See paragraph 4.13 for the relevant over subscription criteria

Primary Admission

- 2.5 Children can start school in the September following their fourth birthday. 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 Governing Body's expectation, however, that on starting school the child will continue to follow their chronological year group.
- 2.6 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. 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.
- 2.7 Applicants moving into or within the Catchment should not assume that their child will be allocated a place at Charles Williams Primary. There is no guarantee of a place, even if it is the catchment, and if the school is already full in the child's year group, the application will be refused. Written notification of a refusal of a place on these terms will be provided.
- 2.8 See paragraph 4.13 for the relevant oversubscription criteria.

Other information relevant to admission arrangements Additional Learning Needs

- 3.0 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.
- 3.1 All children requiring a mainstream school place must 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, they will be automatically admitted to the named school. If no particular school is named 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.

Armed forces personnel

- 3.2 Where the application is for the child of armed forces personnel that are either serving or returning from service at the time the application is made, the council will admit the child to the school if the application is accompanied by an official proof of posting declaring a definite return date with confirmation of the new address wherever possible.

Crown servants

- 3.3 Children of Crown Servants (including diplomats) moving to the Catchment of Charles Williams Church in Wales Primary will be determined as meeting the residency criteria for the school if the application is accompanied by an official proof of posting declaring a definite return date with confirmation of the new address wherever possible.

Catchment

- 3.4 'Catchment' is the term used to describe the geographical area served by a school.
- 3.5 Residents living in the Catchment of a school will receive a higher priority for admission (see paragraph 4.24 for oversubscription criteria) but there is no guarantee of a place at Charles Williams Primary school.

Distance between home and school

- 3.6 Within each set of oversubscription criteria (paragraph 4.24), if the number of applications in any one category exceeds the published admission number, priority will be based on those residing closest to Charles Williams Primary.

- 3.7 The distance between home and school is measured as the shortest available walking route, (Google Maps, walking, shortest distance).

Domestic violence agencies

- 3.8 Children temporarily housed under the protection of approved domestic violence agencies will be admitted if the application form is accompanied by an official letter from the relevant agency stating the temporary address.

English as an additional language

- 3.9 Families with English as an additional language (EAL), and those who are newly arrived in Newport, have the opportunity of a home visit arranged by 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

- 3.10 In making an application applicants will be asked to provide:
- The school requires proof of residency in support of all applications, and for this purpose, parents/carers, must submit a copy of their current council tax statement in order to verify their current home address.
 - When processing applications, the school will use the address at which you and your child reside on the relevant closing date for your application, and it is your responsibility to advise the school of any change in your circumstances following submission of your application. This address will also be used by the Local Authority to determine your child's ability to access home to school transport.
 - A photocopy of the child's birth certificate, NHS medical card or valid passport to authenticate the child's date of birth, in all cases except where a child is transferring from another school within Newport.
- 3.11 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 spends equal time living with both parents and/or the home address is in dispute 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 Residence Order 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 allocating places;
 - 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 applicant is a serving or returning armed forces family or Crown Services, they will need to provide official proof of posting declaring a definite return date and confirmation of the new address where possible;

- 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 regular/habitual worshiper at a Christian church. (A Christian church is defined as, churches and associations of churches within one Christian tradition, that are in membership with any one or more of the following: National Ecumenical Bodies or the Free Churches' Group). Regular or habitual worship is defined as the child for whom the application is being made, or at least one parent attending worship on at least one occasion each month over the previous 12-month period.

- 3.12 An application without the correct evidence is not complete. The processing of incomplete applications may be delayed and this could affect the timing of the decision. Allegations of fraudulent claims will be investigated and places may be withdrawn if applicants have knowingly provided false information in order to obtain the advantage of a particular school to which they would not normally be entitled.
- 3.13 It is the applicant's responsibility to advise the School Admissions Officer of any changes in circumstances following submission of the application. Depending upon the circumstances, such changes may have an effect on the outcome of the application, especially where supplied after the closing date.

Gypsy, Roma and Traveller children

- 3.14 The Governing Body 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.

Looked-after Children

- 3.15 Applications for looked-after children (children in public care) [as defined by Section 22 of the Children Act 1989] are given priority if they are supported by a statement from the child's social worker outlining the benefits of the school placement. 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.

Medical need

- 3.16 Applications on medical grounds are prioritised if they are supported by a medical consultant's report, obtained by the applicant 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. Note that priority is only given if places are available.

Multiple birth children

- 3.17 If when applying the over-subscription criteria, the last child to be admitted is one of a multiple birth, then the council will also admit the other sibling(s) (see also paragraph 4.24).

Parental preference

- 3.18 Parents have the right to make an application for their preferred school and admission authorities must comply with parental preference if places are available in the relevant year group.

Siblings

- 3.19 Brothers and sisters, whether half, full, step or foster, will be considered relevant siblings where living in the same household and where they will still be registered at the school when the applicant is eligible to attend.
- 3.20 This does not apply to nursery admission and will not be considered relevant under this criterion.
- 3.21 The admission of a child to a school does not guarantee that a place will be available for other children in the family.

Transport

- 3.22 Free home to school transport is available under certain circumstances. For further information or the full home to school transport policy refer to the Education Services Guide for Parents (Newport City Council).

4. Normal Admissions Round

How to Apply

- 4.1 Charles Williams Primary Admissions Rounds are in line with those of Newport City Council. The admissions timetable is published at www.newport.gov.uk/schooladmissions and notices are displayed in Newport's schools, libraries, community and leisure centres 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. It is also possible to sign up to receive the council's e-newsletter, 'Keep me posted', from the homepage of the council's website, www.newport.gov.uk.
- 4.2 It is the parent or guardian's responsibility to look out for these notices and make an application at the appropriate time.

September 2020 Admission Group:	Admission Round Commences:	Closing Date for Applications:	Offer Date:
Reception	6 November 2019	15 January 2020	16 April 2020
Nursery	10 July 2019	18 September 2019	4 December 2019

- 4.3 All applications must be submitted directly to Charles Williams Primary School. It is the responsibility of the parents/carers to ensure that the school receives their completed application safely and on time. Applications will only be accepted on the school's official application form.
- 4.4 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 council will ask the child's parents to determine which parent should submit the application. If parents cannot agree and neither has obtained a court order stating who should be making the application, the council will accept an application from the parent in receipt of child benefit for the child.
- 4.5 Receipt of applications will not be acknowledged.

- 4.6 Applications received by the closing date will be considered at the same time and decision letters will be sent to parents to inform them as to whether or not their application has been successful on the dates as outlined in the admissions timetable.
- 4.7 Information applicants provide in their application may be shared with other agencies that are directly involved in the education, health and welfare of school children and other local admission authorities, including voluntary aided schools and councils that share a common boundary with Newport.

Nursery

How places are allocated

- 4.8 The School is unable to consider Nursery applications for only part of a school week and therefore admission to nursery is offered for a half-day session, either morning or afternoon, 5 days per week. The Governors expect 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.
- 4.9 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 prefer 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.
- 4.10 Once allocated a September nursery place, children born between 1 September and 31 March may be offered an early start 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.
- 4.11 In a change from the process of previous years, there is now only one application window for nursery admission and from that one application both September and Rising 3 places will be allocated.
- 4.12 If Rising 3 places are available, eligible pupils will be offered an early start at their allocated nursery as follows:
On 4 December 2019 for January 2020 Rising 3 places
On 11 March 2020 for April 2020 Rising 3 places

Oversubscription criteria for admission to nursery

- 4.13 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) or placed on the Child Protection Register and recommended by Social Services;
 3. Pupils living within The Catchment;
 4. Pupils living outside of The Catchment and making an application on medical

grounds or placed on the Child Protection Register and recommended by Social Services;

5. Pupils living outside of The Catchment.

- 4.14 Within each set of oversubscription criteria (paragraph 4.13), if the number of applications in any one category exceeds the published admission number, priority will be based on those residing closest to Charles Williams Primary. (See 3.16 & 3.17)
- 4.15 The allocation of morning and afternoon sessions is the responsibility of the Headteacher of the relevant school.
- 4.16 Note that your child's start date at nursery may be delayed if they are not fully toilet trained. This can be discussed with the nursery once a place has been allocated to your child.
- 4.17 Attending a nursery class does not guarantee admission nor give any advantage to the child's application for Reception. Parents must make a separate application for admission to Reception at the appropriate time.

School

- 4.18 Each application is considered in accordance with the School Admissions Policy. 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's admissions panel will apply the relevant oversubscription criteria (paragraph 4.24) and allocate places accordingly, up to the published admission number.
- 4.19 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.
- 4.20 In addition to the admission number for the school, there is a legal limit on the number of pupils in an infant class. Welsh Government regulations require councils to limit infant class sizes to no more than 30 pupils and also to ensure where possible that junior class sizes do not exceed 30 pupils. 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.
- 4.21 The council 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 council has a duty to admit the child to the school.
 - Where children are looked after by the local authority or previously looked after (as defined by the Welsh Government School Admissions Code document no. 005/2-13) the council has a duty to admit the child to the school.
 - Where the application is for the child of armed forces personnel that are either serving or returning from service at the time the application is made, the council will admit the child to the school.
 - Where, in applying the over-subscription criteria, the last child to be admitted is one of a multiple birth, the governors will admit the other sibling(s).
- 4.22 In determining which children should be admitted to a school, the admissions panel will apply the relevant oversubscription criteria in order of priority.

Schools

Oversubscription

- 4.23 Where a school is named in a statement of Special Educational Needs, the council has a duty to admit the child to the named school before the over-subscription criteria is applied against applications received.
- 4.24 After considering the above categories, or if the number of applications in any one of the above categories exceeds the indicated admission number, priority will be based on those residing closest to the school.
1. Looked after children (children in public care) and previously looked after children.
 2. Children of the faith who live within the school's defined area with a sibling (see definition) attending the school when they join.
 3. Children of the faith who live within the school's defined area.
 4. Children of the faith who live outside the defined area with a sibling attending the school when they join.
 5. Children of the faith who live outside the defined area.
 6. Children and/or parents with exceptional needs.
 7. Children not of the faith who live within the school's defined area with a sibling (see definition) attending the school when they join.
 8. Children not of the faith who live within the school's defined area.
 9. Children not of the faith who live outside the defined area with a sibling attending the school when they join.
- 4.25 Within each set of oversubscription criteria (4.24), if the number of applications in any one category exceeds the published admission number, priority will be based on those residing closest to Charles Williams Primary. (See 3.16 & 3.17)

Notifying Applicants

- 4.26 The outcome of all applications will be issued in writing on the relevant offer date.

Waiting lists

- 4.27 During the normal admissions round a child's name will remain on the waiting list for any school preference that was refused until 30 September in the year in which the application is made. If places become available prior to this date, 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.
- 4.28 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.

Late Applications and Additional Preferences

- 4.29 Any applications received after the closing date, or applications that remain incomplete as at the closing date, will only be processed after places have been allocated for applications that were received by the closing date. Any late applications will be batch-filed and processed together at the end of the calendar month following receipt, once the offer date has passed according to The School's over subscription criteria.

5.0 In-Year Admissions

- 5.1 Parents can ask to change schools at any stage of their child's education, any application for admission to Charles Williams Primary that is received outside the normal admission round, is considered an in-year application.
- 5.2 There is no guarantee of a place at The School, even if the child's home address is in the Catchment. If the school is already full in the relevant year group the application will be refused and written notification to this effect will be issued.

How to Make an Application

- 5.3 All applications must be submitted directly to Charles Williams Primary School. It is the responsibility of the parents/carers to ensure that the school receives their completed application safely and on time. Applications will only be accepted on the school's official application form.
- 5.4 Applications are processed in accordance with this admissions policy (see paragraph 4.24 for the relevant oversubscription criteria)

Understanding the outcome of your application

- 5.5 The School will try to comply with parental preference. However, if the admission number of the relevant year group at Charles Williams Primary has already been reached, the transfer request will be refused and applicants advised of their right to appeal against The Admissions Panel's decision. There is no right of appeal against the refusal of a nursery place.

Notifying applicants

- 5.6 All transfers must be approved by The Admissions Panel, which will endeavour to make a decision within 15 school days (or 28 calendar days, if sooner) from the date the application is received, although this is not guaranteed and at busy times may be delayed. The outcome of each application is issued in writing as soon as it has been determined.

Waiting lists

- 5.7 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 council's published oversubscription criteria.
- 5.8 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.

6.0 Admission appeals

- 6.1 By law parents must be given the opportunity to appeal against the refusal of a school place. However, there is no right of appeal against the decision to refuse a nursery place.
- 6.2 The decision to appeal does not prevent applicants from accepting a place at an alternative school whilst the hearing is convened, as the panel cannot take this placement into consideration when determining the appeal.
- 6.3 In submitting an appeal, appellants should write a letter to the Chair of Governors identifying the reasons why the child should attend Charles Williams Primary School. If the decision to refuse a place has been determined on Foundation Phase class size

- grounds, this will be stated in the refusal letter. The scope of the Admission Appeal Panel is very limited where the application has been refused for this reason.
- 6.4 The information appellants provide will be shared with The Panel, who will hear the case. Admission Appeal 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.
 - 6.6 As part of the appeal, The Panel must be advised whether the application was refused on the grounds of prejudice or infant class size. This ensures that the case is heard according to the relevant legislation.
 - 6.7 In all cases the decision of The Panel is conveyed in writing to the appellant and is final and binding on all parties.
 - 6.8 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.
 - 6.9 Where an appeal has been unsuccessful, a second application within that academic year can only be made if there is evidence of additional or material change of circumstances.