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Bridgend County Borough Council
Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr



Starting School 2024 – 2025

(1 September 2024 – 31 August 2025)

A guide to Bridgend County Borough Council's
admission arrangements for schools

www.bridgend.gov.uk

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Foreword

Dear Parent/Carer,

All local authorities have an obligation to provide an opportunity for parents/carers to express a preference when choosing a school for their child/ren. This is one of the most important decisions you will take on behalf of your child. This information document has been prepared to assist you with your decisions.

As a parent/carer, you have a right to expect your child to receive a good education, but also important is your interest in your child's work at school, which will provide encouragement for the school and complement the efforts of teachers. I encourage you to take part in your school's parents' association, which will give an opportunity for you to have a closer involvement with the school.

You may be interested to know that there are parent representatives on the governing body of each school and that these are elected by the parents themselves, normally every four years. Each year, you will receive a written report of the work undertaken by the governing body of the school and a meeting will be held for the purpose of giving parents an opportunity to discuss this annual report with the governors.

Some children will have greater learning needs and may require specialist provision in a mainstream school or a special school. There are different arrangements in place to apply for each type of school, age group, timescales of when places are allocated and when children start schools.

If schools are full then there is guidance provided in this prospectus to explain how places are allocated and what you can do if your child has not been given a place in the school of your choice. If, at any time, you require any additional information or advice about this or any other educational matter, the officers in the Education and Family Support Directorate will be pleased to help you.

You can have more detailed information relating to a particular school by contacting the headteacher directly and requesting a copy of the school's prospectus or by logging on to the school website. Please note that although the information in this prospectus is correct at the time of publication for admission to schools in Bridgend County Borough Council between September 2024 and August 2025, regulations/policies may change from time to time.

We hope that your child/ren will settle easily into their new school and that they will derive many benefits from the opportunities offered.

We trust that this prospectus will prove to be informative and useful and that it will promote a greater understanding between yourselves and the education service as a whole.



L I Harvey

Mr Lindsay Iorwerth Harvey
Corporate Director
Education and Family Support



Jon Paul

Councillor Jon-Paul Blundell
Cabinet Member for
Education

1. Introduction

We want the county of Bridgend to be a good place in which to be a child or young person, or to bring up a family. Through our schools and education and family support services, we want to help all children and young people to:

- thrive and make the best use of their talents;
- live healthy and safe lives;
- be confident and caring individuals; and
- know and receive their rights.

Parents/carers are a child's first and enduring teacher. They play a crucial role in helping their children to learn. This role should continue and extend when a child begins school. Our schools offer a great range of quality learning experiences and opportunities, but to make the most of these opportunities and help children and young people to reach their potential, it is important that parents/carers form a productive and supportive partnership with school staff, starting with ensuring that their child attends school.

Regular communication between home and school is an essential part of the partnership, which helps children and young people succeed.

This prospectus aims to provide parents/carers with general information about Bridgend's primary, secondary and special schools and, more specifically, details about the admission and appeals arrangements governing those schools.

We have included information that may help parents/carers in selecting a school. In some parts of Bridgend, for a range of reasons, there is pressure on school places. This means that, in those areas, parents/carers may not always be successful in getting a place at a preferred school.

2. Information and advice

School admissions are handled by Pupil Services within the Education and Family Support Directorate.

If you require further information on school admission matters or would like to provide feedback on this prospectus and the admission process, we would be pleased to hear from you.

Please contact:

Pupil Services
Education and Family Support Directorate
Bridgend County Borough Council
Civil Offices
Angel Street
Bridgend
CF31 4WB

Telephone: 01656 642622

Email: pupilservices@bridgend.gov.uk

3. The stages of education

3.1 Nursery education

Nursery education is non-statutory.

Welsh Government requires local authorities to secure a free, part-time, early-years education place for eligible three-year-olds from the term following their third birthday. The place can either be at a local authority-maintained school, or within the non-maintained sector with a registered early year's provider.

This prospectus applies only to admissions to nursery classes in local authority-maintained schools.

For any parent/carer wishing to explore alternative arrangements to a Full-time Nursery place in a local authority maintained school, information on the [Childcare Offer for Wales](#) is available on the local authority's website.

3.2 Primary education

In Bridgend, all children are normally admitted to a Reception class in the September following their fourth birthday. However, parents/carers have the option of deferring their child's entry to the Reception year until later in the same school year. For more information, please see PART 3, section 3.1. Parents/carers should note that the new Curriculum for Wales is a seamless curriculum for children aged 3 to 16, commencing the term following a child's third birthday. Deferment would lead to a gap in provision causing a lack of continuity in a child's early education.

In primary schools, the infant (Reception, Year 1 and Year 2) and junior (Years 3 to 6) departments are part of the same school and children progress through the school from the infant to junior department without having to transfer elsewhere.

In Bridgend there are two infant schools:

- Bryntirion Infant School; and
- Cefn Glas Infant School.

Children in these schools will need to transition to junior school or to a junior department in a primary school, on the first day of the autumn term following their seventh birthday.

There is one junior school in Bridgend, which is Llangewydd Junior School

There is no automatic admission of children attending one of the infant schools to Llangewydd Junior School. Parents/carers of such children need to complete a

Junior School Year 3 admission round application form to request a place at the school for their child.

If parents/carers do not wish their child to attend Year 3 at junior school and instead wish for their child to attend Year 3 at a standard primary school, an in-year admission/transfer application must be submitted. (Further information is provided in PART 3, section 3.2.) Parents/carers should note that places in Year 3 in a standard primary school may be very limited or unavailable. Also, that the local authority will not make admission decisions in respect of in-year admission/transfer applications for a September 2024 start date until Easter 2024.

3.3 Secondary education

Children normally transfer from primary school to secondary school at the beginning of the school year following their eleventh birthday (Year 7). Parents/carers of such children need to complete a school admission application to request a place for their child at the time of transfer. (Further information is provided in PART 3, section 3.3.)

The official school leaving age is legally defined as the last Friday in June in the school year in which a pupil attains the age of 16 (in Year 11). For the 2024-2025 academic year, this is 27 June 2025. A Year 11 learner is not legally able to leave school before this date, even if the learner's 16th birthday is on 1st September 2024.

3.4 Post-16 education

Post-16 education is non-statutory. It is widely available through sixth-forms in community schools in the Bridgend County Borough and other further education institutions. (Further information is provided in PART 4.)

3.5 School year groups for 2024-2025

Phase and stage		Year or cohort	Age during 2024-2025	Date of birth between	
PRIMARY	NURSERY	Part-time Nursery–April 2024 intake	3	01.01.2022 – 31.03.2022	
		Part-time Nursery–January 2024 intake	3	01.09.2021 – 31.12.2021	
		Full-time Nursery	3 - 4	01.09.2020 – 31.08.2021	
	FOUNDA-TION	Reception	4 - 5	01.09.2019 – 31.08.2020	
		Year 1	5 - 6	01.09.2018 – 31.08.2019	
		Year 2	6 - 7	01.09.2017 – 31.08.2018	
	KEY STAGE 2	Year 3	7 - 8	01.09.2016 – 31.08.2017	
		Year 4	8 - 9	01.09.2015 – 31.08.2016	
		Year 5	9 - 10	01.09.2014 – 31.08.2015	
		Year 6	10 - 11	01.09.2013 – 31.08.2014	
	SECONDARY	KEY STAGE 3	Year 7	11 - 12	01.09.2012 – 31.08.2013
			Year 8	12 - 13	01.09.2011 – 31.08.2012
Year 9			13 - 14	01.09.2010 – 31.08.2011	
KEY STAGE 4		Year 10	14 - 15	01.09.2009 – 31.08.2010	
		Year 11	15 - 16	01.09.2008 – 31.08.2009	
KEY STAGE 5		Year 12	16 - 17	01.09.2007 – 31.08.2008	
		Year 13	17 - 18	01.09.2006 – 31.08.2007	

4. The new curriculum for Wales

4.1 Overview

The new curriculum has been taught to learners up to Year 6 from September 2022 and to Year 7 pupils in schools that chose to adopt the new curriculum at that time. From September 2023 all Year 7 and Year 8 learners will be taught with the new curriculum and it will then roll out year-by-year until it includes Year 11 by 2026.

4.2 Impact on the phases of education

Under the new curriculum, Key Stages 2, 3 and 4 will cease. The principles of the Foundation Phase for three-to-seven-year-olds will remain, that is, encouraging children to be creative, imaginative and to have fun while making learning more effective and learning through play as a specific focus. However, they will become a part of one seamless curriculum for children aged 3 to 16, providing more joined-up learning.

Progression steps will be in place at age 5, 8, 11, 14 and 16 years of age, relating to broad expectations of a child's progress.

The new curriculum for Wales does not apply to the two years of education (Years 12 and 13) undertaken by learners aged 16 to 18, at a school sixth-form (Post-16).

4.3 More information

If you would like to know more about the new curriculum, please go to:

<https://gov.wales/education-changing>

5. The admission authority

The entry of children to mainstream education provision in schools is controlled and administered by an 'admission authority'. In the case of community schools, this is the local authority, that is, Bridgend County Borough Council. In accordance with the Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999, the relevant area for the admission authority is the geographical area of the County Borough of Bridgend.

Where the local authority is the admission authority, the local authority makes all the decisions on applications for admission to the school. The school's governing body is under a duty to implement the local authority's decisions on applications, and to act in accordance with the local authority's admission arrangements.

The local authority reserves the right to amend its admissions procedures for statutory and non-statutory education, if necessary, and as permitted by the relevant legislation.

The local authority is the admission authority for the one voluntary controlled school in the county borough, which is Pen y Fai Church in Wales Primary School.

Within the county borough, there are five voluntary aided schools, which are financed largely by the local authority. The governing body of each voluntary aided school is the admission authority with responsibility for all admission arrangements.

The five voluntary aided schools within the county borough are:

1. St Mary's Catholic Primary School, Bridgend;
2. St Mary's and St Patrick's Catholic Primary School, Maesteg;
3. St Robert's Roman Catholic Primary School, Aberkenfig;
4. Archdeacon John Lewis Church in Wales Primary School, Bridgend; and
5. Archbishop McGrath Catholic High School.

The admissions policies for these five schools are detailed in PART 6. Parents/carers who wish to seek admission to these schools for their child/ren should contact the relevant school for further information.

The local authority has no arrangements for the provision of education at schools not maintained by the local authority.

The local authority's School Admissions Policy 2024-2025 does not deal with admissions of children with additional and special learning needs to specialist provisions located in community schools.

The two special schools in the county borough are regional centres with pupils admitted from neighbouring local authorities. Admissions to these schools are not included within, or subject to, the provisions of the local authority's School Admissions Policy 2024-2025.

6. The Bridgend Admission Forum

The local authority is under a statutory duty to establish an admission forum.

The Bridgend Admission Forum is constituted in accordance with Annex D of the statutory School Admissions Code 2013.

The role of the forum is to help ensure that the school admissions system in Bridgend is fair, straightforward and easy for parents/carers to understand. The forum is responsible for monitoring the local authority's compliance with the statutory School Admissions Code 2013 and may advise the local authority on ways in which admission arrangements could be improved.

The terms of reference, meeting agendas, meeting minutes and annual reports of the [Bridgend Admission Forum](#) are published on the local authority's website.

7. Welsh-medium education

There are four Welsh-medium primary schools and one Welsh-medium secondary school in the county borough for all children whose parents/carers select this medium of education. These schools are:

- Ysgol Cynwyd Sant, Maesteg.
- Ysgol Gymraeg Bro Ogwr, Brackla, Bridgend.
- Ysgol Gynradd Gymraeg Calon y Cymoedd, Pontycymmer.
- Ysgol y Ferch o'r Sgêr, North Cornelly.
- Ysgol Gyfun Gymraeg Llangynwyd, Maesteg

You can download a booklet that explains more about [Welsh-medium education](#).

[Admission to Welsh-medium schools and eligibility for free home-to-school transport](#)

Entry to Welsh-medium schools is controlled by the admission arrangements and criteria detailed within the School Admissions Policy 2024-2025.

There are no catchment areas for the Welsh-medium schools in Bridgend.

Eligibility for free home-to-school transport applies where a child's place of ordinary residence is more than two miles from the **nearest** Welsh-medium primary school in Bridgend or three miles from the **nearest** Welsh-medium secondary school in Bridgend.

A parent/carer can apply for a place for their child at any Welsh-medium school within the county. However, if a parent/carer chooses to apply for place at a Welsh-medium school that is **not** the nearest Welsh-medium school to the child's place of ordinary residence, and that application is successful, there is **no** entitlement to free home-to-school transport to that requested school, regardless of the distance. This applies to admission round applications and in-year admission/transfer applications.

For admission round applications, if a parent/carer applies for a place for their child at the nearest Welsh-medium school as a first preference, and that application is **not** successful, the local authority will immediately consider the application for the second preference school recorded by the parent/carer. If the second preference school is **not** the next nearest Welsh-medium school to the child's place of ordinary residence, and that application is successful, there is **no** entitlement to free home-to-school transport to that second preference school, regardless of the distance. If the second preference school **is** the next nearest Welsh-medium school to the child's

place of ordinary residence, and that application is successful, eligibility for free home-to-school transport applies if the distance criteria (detailed above) are met. The same considerations apply in the event that it is necessary for the local authority to consider an application for a third preference school.

If an application for a first preference school is not successful and a parent/carer has not recorded any other preferred school on the application, there can be no offer of a school place for the child on the 'offer day'. A parent/carer will need to contact the local authority after offer day regarding an alternative school.

For in-year admission/transfer applications, if the application is for the nearest Welsh-medium school and that application is **not** successful, the local authority will automatically offer a place at the next nearest Welsh-medium school that has availability in the child's year group. Eligibility for free home-to-school transport will apply if the distance criteria (detailed above) are met. If the offer of a place at the next nearest Welsh-medium school is not accepted, the parent/carer will be responsible for transport to any other Welsh-medium school that is chosen.

8. Ensuring fair access

8.1 Pupils with additional learning needs (ALN)

Additional learning needs (ALN) information, advice and guidance for parents and carers

The Welsh Government is changing the way that children and young people with special educational needs (SEN) will be supported. The new system defines SEN as Additional Learning Needs (ALN). The new law for supporting children and young people with ALN will bring about several main changes that will make the process simpler and more transparent for all involved.

There will be a phased approach to these changes over three years. This means there will be two systems operating from September 2021 to August 2025. Therefore, during 2024-2025, there will be some children with ALN who continue to have a statement of SEN and some children with ALN who have an individual development plan (IDP).

A comprehensive range of information resources is available from the local authority's [website](#). These resources provide advice and information to parent(s)/ carer(s) and young people about ALN, the new ALN system and what these changes mean for children, young people and their families.

Provision for pupils with ALN

The local authority complies with the relevant statutory codes in determining provision for pupils with ALN.

Admission arrangements for children with ALN

If a child is currently being assessed under the ALN system, and at a later date, the local authority concludes that the child should have a local authority-maintained IDP, the appropriate school placement will be addressed as part of that statutory process.

Admission of children to non-mainstream education provision, is not governed by the statutory School Admissions Code 2013 for Wales. Accordingly, the school admissions arrangements detailed in this prospectus, do not apply to such provisions.

Where mainstream provision in a community school is the named placement in either a statement of SEN or a local authority-maintained IDP, the local authority will admit the child to that school.

Applications in respect of children with additional learning needs but without a statement of SEN or a local authority-maintained IDP will be considered in the same way as all applications on the basis of the procedures and admission criteria set out in this policy.

8.2 Children with disabilities

The local authority will comply with the reasonable adjustments duty owed to disabled pupils, as defined in the Equality Act 2010.

8.3 Children with challenging behaviours

The local authority will not refuse to admit a child on the basis of his/her behaviour. Such children will include those who are considered to be potentially disruptive, exhibiting challenging behaviours or those who may be considered as requiring assessment for special educational needs.

After admission, a school may consider such disciplinary action as appropriate, in response to challenging behaviour. However, children exhibiting challenging behaviours may be disabled as defined by the Equality Act 2010 and require reasonable adjustments to be made for them in school.

8.4 All vulnerable or hard-to-place children

The provisions of the School Admissions Policy 2024-2025 apply. Additionally, the local authority has a Mainstream Fair Access Protocol, and a Mainstream Fair Access Panel that may consider the admissions of such children.

8.5 Looked after and previously looked after children

The following are applicable even if the corporate parent is Bridgend County Borough Council.

Applications in respect of nursery admissions rounds and normal (statutory) admissions rounds

Applications in respect of looked after and previously looked after children are prioritised under the applicable oversubscription criteria, **subject to:**

1. The application for a looked after child is completed and submitted by the corporate parent (that is, the local authority with responsibility for looking after the child) and supporting evidence is provided (a Care Order or Interim Care Order).
2. The application for a previously looked after children is accompanied by supporting evidence from the former corporate parent.

Applications for in-year admission/transfer

In accordance with the statutory School Admissions Code 2013, where in-year admission/transfer of a looked after child is being sought, the corporate parent must consult with the local authority before making the application. This is to ensure the appropriateness of the preferred school in light of the child's background and circumstances. This consultation and completion of an application is also required in respect of looked after children who have been permanently excluded from two or more schools.

Additionally, in the case of a looked after child who has been permanently excluded from two or more schools, the corporate parent must also consult with the governing body of the identified school.

For applications for in-year admission/transfer in respect of currently looked after children, a place will be offered at the agreed school and an exception to the infant class size limit (if relevant) will be applied, **subject to** the application having been completed and submitted by the corporate parent and supporting evidence having been provided (a Care Order or Interim Care Order).

For applications for in-year admission/transfer in respect of previously looked after children, a place will be offered at the preferred school and an exception to the infant class size limit (if relevant) will be applied, **subject to** the application being accompanied by supporting evidence from the former corporate parent.

The relevant supporting evidence referred to above must be submitted with the application.

8.6 Gypsy, Roma and Traveller children

When considering admission applications relating to Gypsy and Traveller children, the local authority will take account of Welsh Government Circular No: 003/2008 (Moving Forward – Gypsy Traveller Education) and sections 3.25 and 3.26 of the statutory School Admissions Code for Wales, 2013.

8.7 Children of serving UK service personnel and other serving Crown Servants (including diplomats)

'UK service personnel' refers to persons serving in the military forces. 'Crown Servants' are officers of the UK government, including diplomats.

There is no automatic right to a place at a preferred school for children of serving UK service personnel and other serving Crown Servants.

The local authority will accept a 'unit' postal address for applications from serving service personnel in the absence of a new home postal address.

For nursery and normal (statutory) admissions rounds, the local authority will treat children of serving UK service personnel and serving Crown Servants as if they are already resident at a future address **provided that** the application is accompanied by an official Ministry of Defence (MOD) or Foreign and Commonwealth Office (FCO) letter declaring a return date and confirmation of the new home. The local authority will allocate a school place in accordance with the applicable criteria for the relevant admission round.

In respect of in-year admission/transfer applications for children of serving UK service personnel and serving Crown Servants:

- such children will be given 'excepted status' for infant class size limit purposes (if relevant), if admitted to a preferred school;
- if the application is unsuccessful and a place at the preferred school is refused, the parents/carers may appeal against the decision and any appeal hearing would be heard as a normal prejudice appeal.

Applications for children of former UK service personnel or former Crown Servants will be treated as all other applications.

8.8 Children for whom placement at a particular school is essential for medical, psychological or compelling social reasons

To satisfy this oversubscription criterion:

1. applicants must provide supporting written evidence from a relevant professional/s, such as, a registered health professional and/or a social worker, that states the reasons why the preferred school is the most suitable school and what difficulties would arise if the child had to attend another school. The evidence must be dated no more than three months prior to the application submission date; **and**

2. that written evidence is accepted by the local authority as sufficient to determine that placement at the preferred school is essential for the child.

Evidence that purely confirms a child's diagnosis or circumstances does not satisfy this criterion.

Applications in respect of young carers will be considered under this criterion subject to provision of the necessary evidence, as set out above.

The local authority expects the applicant to provide the required evidence at the time the application is submitted. If this is not possible, the local authority must be advised of and satisfied as to the reasons and the required evidence must then be provided prior to the closing date of the admission round. **If the required evidence is not provided to the local authority before the closing of the admission round, the application will not be prioritised under this criterion.**

8.9 Applications made for children who are not UK nationals and not yet living in the UK, and UK children living abroad

The local authority will treat applications for such children on an individual basis and in accordance with all applicable Welsh Government legislation/requirements, UK legislation and Home Office rules at the time of application.

9. School 'managed moves'

The local authority has a separate policy for the managed moves (transfers) of pupils between schools. However, the local authority applies the provisions of the School Admissions Policy in the identification of a suitable school or schools.

Managed moves of pupils are treated differently to regular admissions. The pupil will remain on roll at the current school during the managed move period. At the end of the managed move period, if the managed move is deemed successful, the pupil will be placed on roll at the receiving school. If the managed move is deemed to have been unsuccessful, the pupil will return to the school at which they are on roll.

The Managed Move Policy does not apply in any instances where the parent/carer completes a school admission application; the School Admissions Policy applies in all such cases.

10. Home-to-school/college transport

10.1 General

Summary information is detailed below and it is recommended that parents/carers/learners access the full policy document, which is available at www.bridgend.gov.uk/schooltransport

The local authority's policy complies with the requirements of the Learner Travel (Wales) Measure 2008, which places a statutory duty on local authorities to provide learners with free transport to the nearest suitable school if they reside beyond 'walking distance' to that school.

Please see PART 1, section 1.11, for information on how walking distances are calculated.

In Bridgend, there are no catchment areas for Welsh-medium and faith schools. The English-medium, non-faith schools all have catchment areas. **For English-medium, non-faith schools, the term 'nearest suitable school' means the catchment school.**

If a pupil attends a school that is not the nearest suitable school as a result of parental preference, the parents/carers have full responsibility for transport costs and arrangements.

If a learner cannot be admitted to their nearest suitable school and, as a result, has to attend another school beyond the 'walking distance' from the home, then transport will only be provided to the next nearest suitable school. This may not be in accordance with the preferred school of the parent/carer and in such circumstances the parent/carer will be responsible for transport costs and arrangements.

Welsh Government has defined the statutory 'walking distance' as two miles for primary-aged learners and three miles for learners of compulsory school age in secondary education. The local authority measures distances by the nearest available, walking route from home to school/college using geographical information system software.

There is no statutory obligation on local authorities to provide transport for nursery-aged learners or those over the age of sixteen.

Learners attending the nearest Welsh-medium school receive free transport in accordance with the local authority's agreed policy on walking distance and available walking routes.

Learners attending the nearest voluntary aided school of the parents/carers' denomination receive free transport in accordance with the local authority's agreed policy on walking distance and available walking routes.

Learners whose families move to an address for which the school they attend is not the nearest suitable school, will not continue to be provided with free home-to-school transport if that move takes place during primary education, or in Year 7, Year 8 or Year 9 of secondary education. Applications made on behalf of pupils who move in Year 10, Year 11, Year 12 or Year 13 will be considered individually, and if approved, a bus pass would normally be provided.

The local authority aims to provide a reliable system of transportation that carries learners safely, punctually and in reasonable comfort. In all cases, the efficient use of resources dictates the mode of transport provided, subject to any special needs requirements. Transport may be provided by means of contracted school transport services or existing public transport services such as bus, minibus, train, taxi, etc.

The Learner Travel: Statutory Provision and Operational Guidance, June 2014 states that the legal responsibility for transporting a child to school rests with the parents/carers in any instance where there is no eligibility for free home-to-school transport.

10.2 Assessing the availability of routes

A route is considered to be available if it is safe (as far as reasonably practicable) for a learner without a disability or learning difficulty to walk the route alone or with an accompanying adult if the learner's age and level of understanding requires this. In determining the comparative safety of a walking route, the local authority conducts assessments of the risks that children might encounter along the route between home and school.

All assessments follow the Learner Travel Statutory Provision and Operational Guidance, June 2014. As routes are reviewed, provision may be withdrawn where, for example, identified hazards have been mitigated against. This will then be classed as an identified and available walking route. Parents will be given advance notice of at least one term of the withdrawal of transport and any withdrawal will normally be implemented to coincide with the start of an academic year.

10.3 Special circumstances

The Home-to-school/college Transport Policy details the approach to considering the transport needs of looked after children, children with additional learning needs

and/or disabilities and children for whom the provision of transport is recommended on medical grounds.

Transport will not be provided to learners attending schools in neighbouring local authorities unless there is specific provision for this in the local authority's School Admissions Policy.

The local authority may consider exercising its discretion to assist with the provision of transport for learners who are not otherwise eligible for free transport, where special circumstances are present. Parents/carers need to submit an application if they consider there are special circumstances. Every application is considered on its own merits.

10.4 Transport from home-to-college

All learners aged 16 years, 17 years or 18 years on 1 September and who are attending their **first course of full-time study** at a further education college in that academic year, will be entitled to free transport **subject to** them:

- living beyond the three-mile distance criterion; and
- attending the nearest college to their home that provides the course.

The usual mode of transport for college students is by bus/train.

10.5 Travel Behaviour Code: Learner Travel (Wales) Measure 2008

As part of the above Measure, Welsh Government introduced The Travel Behaviour Code (the Code) to promote safe travel for all children and young people, by setting out the standards of behaviour required by learners when travelling between home and school.

The Code, encourages schools and local authorities to work proactively with learners, their parents and the community to promote positive behaviour. The Code also allows the local authority to temporarily withdraw transport in circumstances where a learner has misbehaved while travelling to school/college.

The local authority will follow the procedures outlined in the Code if it is considering withdrawing transport.

10.6 Discretionary transport

Where there is no eligibility for free home-to-school transport, the local authority **may** consider exercising its discretion to assist with the provision of transport for learners who are not otherwise eligible for free transport, where special circumstances are present. Parents/carers need to submit an application if they consider there are special circumstances. Every application is considered on its own merits. Parents/carers must complete an application.

Discretionary transport provision is subject to review and may be discontinued at any time.

11. Arrangements for the provision of food and drink during the school day

11.1 School meals

There are many benefits to children having a school lunch:

1. Meals are fresh, healthy, and nutritionally balanced. In fact, the primary menus comply with the Welsh Government's Healthy Eating in Schools (Nutritional Standards and Requirements) (Wales) Regulations 2013 and the secondary menu complies with the Welsh Government's Food Standards.
2. The menus are rich in fruit and vegetables. The Welsh Government recommends that we all eat at least five pieces of fruit or vegetables every day, and so a school meal can help keep children healthy.
3. Convenience. There's no need for parents to prepare a packed lunch.
4. Boosting children's brainpower. Studies have shown that children are more receptive in class if they have had a substantial lunchtime meal.
5. Children can learn how to make healthy meal choices.
6. School cafeterias allow children to relax in a safe, supervised environment with friends.

The local authority school meal catering service is provided in 48 primary schools and 6 secondary schools. Meals are cooked and served by trained staff using quality products and ingredients that comply with all food safety legislation.

The service has modified its recipes to reduce sugar, salt, and fat content, as well as increase fibre. The service avoids artificial additives and colourings, and does not knowingly use food containing genetically modified (GM) ingredients

Menus run on a three-weekly rotation. This ensures variety with a focus on fresh fruit, vegetables, and salads. All foods are baked or steamed, except chips, which are only served once a week. Fresh fruit, wholemeal bread, yoghurt, semi-skimmed milk, and water are also available.

The local authority school meal catering service holds an excellent reputation for kitchen cleanliness and hygiene. The service complies with all health, safety, and hygiene regulations.

Purchasing procedures ensure the sourcing of safe ingredients and ensure appropriate delivery and storage methods to maintain the highest levels of food safety.

Catering Services staff regard each child as a valued customer and serve all children in a friendly, supportive manner.

In most primary schools, pupils can choose from two tasty hot meal options as well as choices of salad. A vegetarian and vegan option is available daily. Nursery pupils have only one option, which is indicated on the primary school menu by an asterisk.

In secondary schools, pupils buy food in cafeterias. There are three food areas to choose from:

1. The salad bar

This area serves fresh, healthy food like salad, pasta, sandwiches, hot or cold baguettes, tortilla wraps, jacket potatoes, fresh fruit, and yoghurt, which are prepared daily.

2. Lite bites

This area has quick, hot, nutritious food. There are hot filled baguettes, paninis, rolls, pizza, bagels, jacket potatoes, fresh fruit, and yoghurt. It's perfect for students attending lunchtime lessons or clubs.

3. Main meals

There are traditional roast days with Yorkshire puddings in rich gravy, as well as international dishes like chicken tikka, and a vegetarian option available. The main meal is served with pasta, rice or a choice of potatoes and seasonal vegetables. Chips are only available on Fridays.

Most secondary schools have a 'wake up bar'. These serve food such as toast, hot filled rolls, and bowls of cereal before lessons start.

Secondary school cafeterias serve hot or cold food and drinks during break-time, which is an ideal opportunity for grabbing a snack, as lunch can be as late as 1.30pm.

11.2 Special requirements for medical/food allergy/food intolerant children

Specific dietary requirements can be catered for, and a menu plan can be created specifically for a child. Medical/dietetic information will be needed. The Catering Services management team will work with parents/carers to prepare a suitable

menu; however, a meal cannot be provided until the following procedure has been completed:

- A letter from a doctor or dietician, which details the pupil's specific medical or allergy requirements, has been provided to Catering Services.
- A bespoke menu has been designed by Catering Services to meet the pupil's needs.
- The menu has been reviewed by the pupils' parent/carer and a signed consent form has been received in the catering office, and a meal provision date is agreed.

The above process can be initiated before a pupil starts school to avoid any delay in food provision. Catering Services informs the school and the on-site catering team about a pupil's allergy/intolerance and cooks receive a copy of the agreed menu to follow.

11.3 Paying for school meals

Please see section 12 for information on free school meals.

As at September 2023, the cost of the two-course school meal for a primary pupil is £2.20. The cafeterias in secondary schools offer great value for money. Many food items are individually priced, but as at September 2023, the two-course menu costs £2.50. (The costs from September 2024 are under review and will be available from the local authority's website at that time.)

'Cashless catering' gives parents and carers an alternative method of paying for school meals. It means pupils do not have to take cash into school. Instead, it is possible to pay through the local authority's website. All primary schools in Bridgend County Borough participate, except Penybont Primary School. All secondary schools have cashless catering' except Cynffig Comprehensive School, Porthcawl Comprehensive School and Pencoed Comprehensive School. Maesteg School has a cashless catering' programme, but it is not run by the local authority.

Schools register pupils' free school meal eligibility on the cashless catering system. This allows children to receive a free school lunch with anonymity.

11.4 Primary school free breakfast initiative

A free breakfast is available 30 minutes before the start of the school day in all primary schools across Bridgend County Borough.

Cereal, toast, fruit wedges and a choice of milk or fruit juice are served.

11.5 School milk

Free milk is provided daily to all Foundation Phase pupils.

More information is available from the [local authority's website](#). Additionally, from the Catering Services team on 01656 815963 or catering@bridgend.gov.uk

12. Free school meals

Parents/carers who live in Bridgend County Borough and claim any of a specified range of benefits, can claim free school meals for their school-aged child/ren.

Young people who receive income support or income-based job seekers allowance in their own right are also entitled to receive free school meals.

On 1 April 2019, the Welsh Government introduced new rules for claiming free school meals. As a result, a small number of children and young people could have lost their eligibility for free school meals. 'Transitional protection' was introduced to ensure that these children and young people continue to receive free school meals for a limited period of time.

Bridgend County Borough Council is responsible for assessing the eligibility of pupils who go to a school in Bridgend County Borough, and providing the free school meal.

More details and an application form are available from the [local authority's website](#).

12.1 Universal Free School Meals

The Welsh Government has committed to all primary age pupils receiving an entitlement to Universal Free School meals by September 2024. Information about the phased roll out of this entitlement will be sent by schools to parents.

13. School uniform arrangements

13.1 School policies

The local authority expects all school governing bodies to follow the statutory guidance issued by Welsh Government in January 2022, 'School uniform and appearance: policy guidance for governing bodies'.

There is no education law specifically covering the wearing of school uniform or other aspects of appearance such as hair colour and style and the wearing of jewellery and makeup. However, as part of its responsibility for the conduct of the school, a governing body can specify a uniform that pupils are required to wear and other rules relating to appearance.

Welsh Government strongly encourages all school governing bodies to have a school uniform policy after consultation with parents, pupils and relevant local or faith communities. School uniform and appearance requirements should be included in the school prospectus. Please contact any school for full details.

In May 2023, Welsh Government updated the guidance on 'School uniform and appearance: policy guidance for governing bodies', to include that schools should ensure that arrangements are in place so that second-hand school uniforms are available for pupils to acquire (for example through periodic or continuous arrangements for second-hand uniform sales or swap shops).

For information on the arrangements for acquiring second-hand uniform please contact the relevant school for further details.

13.2 Financial assistance – School Essentials Grant

The following represents the position in 2023-2024. Some information may be subject to change before or during 2024-2025 and parents/carers should check the latest information on the [local authority's website](#), where an application form is also available.

The Welsh Government School Essentials Grant provides assistance to families on low incomes with the purchase of:

- school uniform including coats and shoes;
- school sports kit including footwear
- IT Equipment: for laptops and tablets only and where a school is unable to loan equipment to the family);

- uniform for enrichment activities, including but not limited to, scouts; guides; cadets; martial arts; sports; performing arts or dance;
- equipment, for example, school bags and stationery;
- specialist equipment where new curriculum activities begin, such as, design and technology; and
- equipment for trips out of school hours, for example, waterproofs for an outdoor learning activity.

Parents and carers of children who are entitled to free school meals can apply for the grant for a child in a compulsory school year (Reception to Year 11) in 2023-2024.

Currently, all looked after children of statutory age qualify for the grant, whether they receive free school meals or not.

Pupils who receive free school meals due to transitional protection arrangements do not qualify for this funding.

Families are only entitled to claim once per child, per school year.

If there are any applicable changes before September 2024 or during the 2024-2025 school year, details will be published on the local authority's [website](#).

14. Entering pupils for public examinations

All secondary schools in Bridgend offer a range of courses and qualifications.

Pupils are entered for examinations by their school, according to their subject choices and after consideration of the pupil's requirements by teachers, parents/carers and the pupil. Careers Wales officers may also provide advice.

Schools meet the cost of approved examination entries.

Schools may seek to recover the costs of examination entries from parents/carers in cases where pupils do not attend for examination and a satisfactory reason for non-attendance has not been received.

15. School attendance

Bridgend County Borough Council is committed to maximising the potential of all pupils who attend schools in the county borough.

Children of school-age who are registered at a school must, by law, attend school regularly. Regular attendance is important, not only because it is the law, but because it is the best way of ensuring children make the most of the educational opportunities available to them.

Parents and carers can be fined up to £2,500 or imprisoned for failing to ensure a child in their care attends school regularly.

There will be times when a child cannot go to school, for example:

- if they are ill;
- to attend medical appointments; or
- for religious observation

If any parent/carer is having issues with their child's school attendance, it is important to speak to school staff as soon as possible.

The Education Welfare Officers and Early Help workers can also provide additional support, advice, and guidance on school attendance issues.

More information is available from the [local authority's website](#).

16. School admission arrangements

PART 1 – General admission arrangements

1.1 The requirement to apply for a school place

Parents/carers **must** complete an application for a place for their child/ren. A child will not be permitted to start at a school until an application has been received and processed by the local authority and a school place has been offered by the local authority.

In respect of the nursery admissions rounds and normal (statutory) admissions rounds, a separate application is required for each child.

1.2 Who may apply for a school place?

In respect of applications for nursery children and children of statutory school-age, the application must be made by a 'parent' of the child, as defined by Section 576 of the Education Act 1996. This states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child.

Therefore, for the purposes of education law, a 'parent' is deemed to include:

- all biological parents, whether they are married or not;
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative;
- any person who has care of a child or young person but is not a biological parent and does not have parental responsibility.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part-time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The local authority uses the term 'parent/carer' to reflect the legal definition of 'parent', as detailed above.

The local authority will only accept an application from a person who is not a parent/carer if it is accompanied by an appropriate written authorisation from a parent/carer.

An applicant will be required to make a declaration of the relationship to the child and provide such information as the local authority requires, including documentation, evidencing that relationship, at the time the admission application is submitted.

The local authority expects that the parents/carers of a child reach agreement about the preferred school/s and who will submit the application, before a school admission application is submitted. The local authority will not intervene in disputes between parents/carers over school applications and will expect that these are resolved privately. If parents/carers cannot agree and a Court order stating who should be making the application and what the school preference/s should be has not been obtained, the local authority will proceed to accept the application from the parent/carer in receipt of Child Benefit for the child.

Applications in respect of Post-16 admissions/transfers can be submitted by a parent/carer or the learner.

1.3 How to apply for a school place

For both admissions rounds and in-year admissions/transfers, a school admission application **must** be completed by the parents/carers.

Parents/carers are able to complete the relevant application online by signing up to 'My Account' on the Bridgend County Borough Council website.

At the point that the 'Submit' button at the end of an online application is selected, an on-screen message confirms that the application is submitted. Therefore, parents/carers who complete an online school admission application can have peace of mind that the application has been received by the local authority. Additionally, the My Account holder can log in at any time and will be able to see the application and that its status is 'Submitted'. **It is a parent's/carer's responsibility to ensure that applications completed using the functionality in My Account, are 'Submitted' and are not left partially complete.**

If parents/carers permit completion and submission of a school admission application for their child through the My Account of a third party, the My Account holder will be deemed to be submitting the application on behalf of, and with the full authority of, the parents/carers of the child. In these circumstances, the parents/carers will be considered as accepting responsibility for the consequence of any errors or deficiencies in the completion of the application and/or the submission of the application.

Any parents/carers who do not have access to their own computer/laptop or smart phone, may use the computers available within the libraries in the county borough to sign up to My Account and complete a school admission application.

A parent/carer who remains unable to create a My Account and access the relevant online school admission application may contact the school, or Bridgend County Borough Council on telephone number 01656 643643, to request a hardcopy school admission application. Once completed, the application should be posted to:

Bridgend County Borough Council
Education and Family Support – Pupil Services
Civic Offices
Angel Street
Bridgend
CF31 4WB

Parents/carers should note that the local authority cannot be held responsible for the non-receipt of an application that is not submitted through the online facility.

If the local authority's arrangements for submission of admission applications should change before or during the 2024-2025 school year, details will be published on the local authority's [website](#).

1.4 Choosing a school

Nearest schools or catchment schools/areas

There are **no catchment areas for Welsh-medium within Bridgend County Borough** but every address in the borough has a nearest Welsh-medium school.

For all other schools, there is an area within Bridgend County Borough that the school serves – its 'catchment area'.

For relevant schools, [catchment maps](#) are published on the local authority's website.

The local authority is committed to the principle of providing local schools for local children and will make every effort to ensure that parents/carers are able to secure a place for their child/ren at the nearest suitable school/catchment school, where parents/carers have expressed a positive preference for that school.

While most parents/carers choose to send their child/ren to the local/catchment school, they have the right to express a preference for their child/ren to attend any school.

Pupils are not automatically admitted to their nearest suitable school/catchment school and, therefore, parents/carers still need to apply for a preferred place at that school.

Parental preference

In relation to admissions to primary schools (excluding nursery classes), junior schools and secondary schools (including sixth-forms), the local authority has a statutory duty to have regard to the general principle that pupils are to be educated in accordance with the wishes of their parents/carers, so far as that would be compatible with the provision of efficient education and the avoidance of unreasonable public expenditure (S.9 Education Act 1996).

The local authority applies the same principle of parental preference to applications for non-statutory, nursery education in a local authority-maintained school.

The duty of the local authority to comply with parental preference does not apply where:

1. To admit would be incompatible with the statutory duty to meet infant class size regulations.
2. To admit the child would prejudice the provision of efficient education or efficient use of resources.
3. Where arrangements for entry to a school's sixth-form are based wholly on selection by reference to ability or aptitude and compliance with the preference would be incompatible with selection under those arrangements.
4. The child has been permanently excluded from two or more schools.
Where this is the case, the local authority is not required to comply with parental preference for a school place for a period of two years from the first school day of the second exclusion.

This disapplication from the requirement to comply with parental preference does not apply to:

- pupils who were below compulsory school age when they were excluded;
- pupils who were reinstated after permanent exclusion or pupils who would have been reinstated following a permanent exclusion had it been practicable to do so;
- pupils with statements of special educational need;
- pupils who are looked after (the application for admission must be made by the corporate parent), or previously looked after children (the

application for admission must be accompanied by evidence of the previously looked after status).

For admission rounds, the application allows parents/carers to list more than one school in order of preference. The local authority will offer a place at the highest available preferred school.

The local authority has a duty to meet the preferences for admissions expressed by parents/carers ahead of those who have not expressed a preference.

The admission application form will indicate the maximum number of school preferences that a parent/carer can express. A parent/carer may choose to express a lesser number of school preferences but doing so **does not improve the prospects of gaining a place for the child in that school or schools**. In such a situation, if the local authority cannot offer a place at any preferred school, the local authority will take no further action in respect of the application. The parent/carer will be required to complete and submit a new application for any alternative school, which will be processed as a late application in accordance with the provisions of section 13.1. At that time, it may be the case that all places at any alternative schools have already been allocated.

Parents/carers must ensure that they return the application form expressing their school preferences by the published deadline. Applications not received by the published deadline will be treated as late applications and a place may not be available at the preferred school/s at the time that the application is processed.

1.5 Arrangements with other local authorities

The local authority has made the following arrangements with Rhondda Cynon Taf County Borough Council, where surplus admission places are available:

1. Parents/carers of pupils living within the catchment area of Abercerdin Primary School may apply for a place at Tonyrefail Comprehensive School, and if successful, Bridgend County Borough Council will be responsible for transport costs.
2. Pupils from Dolau Primary School, Brynnau Primary School and Llanharan Primary School may apply for a place at Pencoed Comprehensive School, and if successful, Rhondda Cynon Taf County Borough Council will be responsible for transport costs.

1.6 Child's address / place of ordinary residence

Parents/carers will be expected to record the current address at which their child is ordinarily resident on a school admission application. Every parent/carer who is applying for an admission round place will be expected to record information in the application form and/or supply documentation **with the application form** that evidences the child's place of ordinary residence.

Section 1.10 details the checks that the local authority will take if there is any doubt about the child's place of ordinary residence information provided by an applicant.

Admissions rounds

When considering whether a child lives in a school's catchment area, it is the child's place of ordinary residence that the local authority considers to be the home address and satisfying the admissions criteria.

Where the child's parents/carers are not living together but have shared responsibility for the child, and the child lives with each parent/carer for part of the periods during which the child receives education, the child will be considered as being ordinarily resident at the places where **each** of the parents/carers is ordinarily resident. Accordingly, the local authority will accept the address of either parent/carer as being the child's place of ordinary residence.

Section 1.10 details the actions that the local authority will take if there is any doubt about the information provided by an applicant in relation to the child's place of ordinary residence.

If the child's place of ordinary residence changes after a school admission application has been submitted:

1. The local authority must be notified **immediately in writing** (email or letter).
2. If the change is notified to the local authority **before** the closing time and date for the admission round, the change will be taken into consideration in the application of oversubscription criteria and the allocation of places.
3. If the change is notified to the local authority **after** the closing time and date for the admission round, the place of ordinary residence recorded on the application (that is, the original place of ordinary residence) will be used in the application of oversubscription criteria and the allocation of a place. The applicant will have the option to complete and submit a late application if the allocated place is at a school that is no longer the preferred school, which would be subject to the provisions relevant to late applications (see Part 1, section 1.16).

4. If the applicant **does not inform the local authority** of a change of ordinary residence prior to the date on which the child would start school, the local authority will take the action detailed in section 1.10 relating to the provision of false or misleading information.

In-year admissions/transfers

Whether the child's place of ordinary residence is within the preferred school's catchment area or not is of no consequence to the consideration of an in-year admission/transfer application.

1.7 Applications made on the basis of a future change of residence

Admissions rounds

Parents/carers will be expected to record the current address at which their child is ordinarily resident on a school admission application.

In the circumstances where the applicant is in the process of a house move at the time that the application is submitted and is expressing a preference for a school that is the catchment school for the future address, the following evidence **must** be provided to the local authority:

- written evidence from a solicitor that the house sale has been completed, contracts have been exchanged and that a moving date has been agreed such that the child will be resident at the new address by the commencement of the school term to which the application relates; or
- a written tenancy agreement evidencing that the child will be resident at the new address by the start of the school term to which the application relates.

All required evidence **must be received** by the local authority **prior to the closing time and date for the admission round**, and it is the responsibility of the applicant to provide the required evidence to the local authority by that deadline. If the evidence is not received prior to the closing time and date, the application will be treated as an out of catchment application for the preferred school/s (English-medium schools), or the proximity to the preferred school (Welsh-medium schools) will be calculated using the current (original) address.

If the evidence does not confirm that the child will be resident at the new address by the commencement of the school term to which the application relates, the application will be treated as an out of catchment application for the preferred

school/s (English-medium schools), or the proximity to the preferred school (Welsh-medium schools) will be calculated using the current (original) address.

In-year admission/transfer applications

Each year, a significant number of in-year admission/transfer applications are made in consequence of a planned future change in the child's place of residence.

It is not fair and equitable for the local authority to hold places open for children for undue periods of time. Accordingly, the local authority will only accept 'advance' in-year school admission/transfer applications, that is, for a future admission date, where that requested future admission date is within two calendar months of the date the application is received by the local authority, and the local authority is satisfied as to the reasons for the advance request.

1.8 Siblings

Whether a sibling will be attending the preferred school/s is only of relevance to the oversubscription criteria for admissions rounds. It is of no relevance to decisions on applications for in-year admission/transfer.

A sibling is classified as a half or full brother/sister; a step brother/sister, an adopted brother/sister; or a child living in the same household.

An application will be considered under any relevant sibling oversubscription criteria for admissions rounds if the following conditions are met:

1. the full sibling details are recorded on the application; and
2. the sibling and the child who is the subject of the application **will be attending the same school at the same time** and the sibling is of statutory school-age.

This means:

- for Reception year applications, the sibling must be Year 1 to Year 6 in the school year for which the application is being made;
- for Year 3 junior school applications, the sibling must be in Year 4 to Year 6 in the school year for which the application is being made;
- for Year 7 secondary school applications, the sibling must be in Year 8 to Year 11 in the school year for which the application is being made;
- for Full-time Nursery and Part-time Nursery applications, the sibling must be Reception year to Year 6 in the school year for which the

application is being made. As there is significant similarity in the timetables for the Reception, Full-time Nursery and Part-time Nursery admission rounds, a parent/carer may not have been notified of the outcome of a Reception application for a child when completing a Full-time or Part-time Nursery application for another child. The parent/carer will be able to record the details of the child for whom a Reception application has been submitted but the sibling criterion will not be met if the local authority does not subsequently offer a Reception place for the sibling at the relevant school.

Section 1.10 details the actions that the local authority will take if there is any doubt about the sibling information provided by an applicant.

1.9 Multiple birth children

A multiple birth is defined as the birth of more than one baby from a single pregnancy (for example, the birth of twins, triplets etc).

When allocating places in admissions rounds, if the last place is offered to a multiple birth child, the local authority will also admit the other multiple birth child/ren for whom an application was received at the same time and for the same school/s.

1.10 Provision of false or misleading information

The local authority will investigate any applications where there is doubt about any information that could result in the advantage of a particular school placement to which the child would otherwise not be entitled. For example, doubt about the child's place of ordinary residence, or doubt regarding the information in relation to a sibling at the school.

The local authority will check the child's place of ordinary residence against the records held by the child's school (if applicable). In addition, Council Tax records for the parent/s or carer/s will be checked. If the parent/s or carer/s are not registered for Council Tax, documents supplied by the applicant will be checked. If the local authority is not satisfied by any evidence provided by the applicant and there is ongoing doubt about the child's place of ordinary residence, the local authority reserves the right to undertake further checks and/or seek further verification from the applicant. This will be to assist in the prevention and detection of address fraud for the purpose of gaining an unfair advantage in the school application system and under Schedule 2, part 1, 2(1) of the Data Protection Act 2018.

Where a parent/carer is found to have provided fraudulent or intentionally misleading information in order to obtain the advantage of a particular school placement to

which the child would otherwise not be entitled, the local authority will act in accordance with paragraphs 3.40 and 3.41 of the School Admissions Code 2013.

If a place has not yet been offered, any offer will be on the basis of the accurate information as identified by the local authority's investigations.

If a place has already been offered, the local authority reserves the right to withdraw the offered place. If the local authority withdraws a school place, a new application will be required based on the accurate place of ordinary residence, and a right of appeal will be offered if a place at the preferred school/s is refused.

1.11 Proximity to school

The distance measurement will be from the child's place of ordinary residence to the nearest openly accessible school gate through which pupils may enter the school grounds.

It will be for the local authority to determine whether any entrance at any school does or does not constitute an openly accessible school gate.

In respect of residences that are within blocks of flats, the distance will be calculated from the front entrance of each flat.

The distances will be calculated to four decimal places.

The local authority uses software to measure all distances within the Bridgend County Borough that takes into account the assessed and available walking routes to the school/s. The local authority will not take into account any walking routes to a school used by any parent/carer that are not assessed, available walking routes.

For applications where the child's place of ordinary residence is outside the Bridgend County Borough, the distance will be measured using publicly-available web-based services.

1.12 Information or circumstances that the local authority does not consider when making admission decisions

The following is not an exhaustive list, but details the principal information and circumstances that have no bearing on admission decisions:

- Any school that the child has previously attended.
- Any particular school that the child might attend in the future.
- A parent/carer communicating to any school that there is an intention to apply for a place at the school

This would include any instance when a parent/carer believes that they have 'registered' their child's name for a place at the school. For schools where the local authority is the admitting authority (ie all schools with the exception of the voluntary aided schools), there is no pre-registration for any school places and parents/carers must apply for a place at a school in the manner and in accordance with the timetables detailed in the School Admissions Policy 2024-2025 and in this prospectus.

- An invitation to, or attendance by a child, at a 'taster'/transition day at any school.
- Allowance by any school of a visit by the parents/carers and/or child.
- Any indication either explicitly given, or assumed by a parent/carer to have been given, by a school that there are places available at the school in any year group, with the exception of sixth form places.

1.13 Requests for admission outside of the child's chronological age group

Occasionally, parents/carers may seek a school place outside of the chronological age group for children who are gifted or talented, or children who have experienced problems or missed part of a year due to ill-health.

The local authority will consider each request carefully and make decisions on the basis of the circumstances of each case. The local authority will consider what is most beneficial for the child and, in every case, will seek information from the parents, the school, an educational psychologist and any other appropriate parties, to inform its decision.

Where the local authority considers that an out-of-year group application is appropriate, but that application is refused due to no places being available at the school, the parent/carer will be offered a right of appeal. However, there is no right of appeal if a place has been offered, but not in the desired year group (that is, where the place offered is in the correct chronological year group for the child's age).

If the local authority decides that an out-of-year group application is appropriate and the application is for a Part-time Nursery place in the following January or April, or a Full-time Nursery, Reception, junior school Year 3 or secondary school Year 7 place from the following September, the application will be subject to, and considered in accordance with, the conditions and criteria applicable to those admissions rounds.

1.14 School capacities

Welsh Government has published a capacity calculation methodology for all schools. This provides a robust and consistent method of assessing the capacity of all schools and is based on existing accommodation at a school and its usage. However, the method does not apply to nursery or special schools or pupil referral units.

The capacity of a school is the number of pupil places it contains.

For all-through primary schools and infant schools that accept nursery pupils, separate capacity calculations are undertaken for the nursery accommodation and the accommodation that is used by statutory-age pupils.

For statutory year groups (Reception to Year 11), the capacity calculation informs the local authority's calculation of a published admission number (PAN) for a school. The PAN is the number of pupils for every statutory-age year group that the school can accommodate. For example, if the PAN for a primary school is 30, this means that the school can accommodate 30 pupils in each year group from Reception to Year 6.

For a normal year of entry (that is, Reception and Year 7), the local authority must admit pupils up to the PAN (with the exception of twice-excluded pupils).

For all other years, it is not a statutory requirement that the local authority admits pupils up to the PAN, although the local authority will generally do so. However, in the case of infant classes (Reception, Year 1 and Year 2), infant class size legislation is relevant (see section 1.15).

As the PAN reflects the school's ability to accommodate pupils, the local authority will only exceed the PAN in exceptional circumstances.

1.15 Infant class size limit

In order to improve educational standards in schools, The School Admission (Infant Class Size) (Wales) Regulations 2013 limit the number of children in Reception, Year 1 and Year 2 classes to 30 when a single qualified teacher is present.

The local authority will refuse admission to classes in these year groups if the admission would result in the infant class size limit being breached, giving rise to infant class size prejudice, unless the child's circumstances are such that an exception to the infant class size limit is permitted by the legislation.

Infant class size prejudice arises when the efficient education or efficient use of resources at the school are adversely affected because the school has to take

measures (such as employing another qualified teacher) in order to ensure compliance with the infant class size limit.

The infant class size limit of 30 applies to the organisation of the classes and not to the number of children to be admitted, that is, the PAN.

In relation to the Reception year, infant class size prejudice can only arise if the PAN has already been reached. However, this is not the case for Years 1 and 2. The local authority can refuse an admission to Year 1 or Year 2 even if the admission number has not been reached, if offering a place would result in class size prejudice.

1.16 Late applications (admissions rounds)

All applications should be submitted in time for receipt by the local authority by the relevant published closing times and dates.

An application that is received by the local authority **after the published closing time and date for the admission round** is a late application.

Every admission round has a published 'offer date' for places. The offer date is the date on which parents/carers should receive notification of the outcome of applications. Therefore, the local authority has to undertake its operational allocation of places before the offer date. The date on which the local authority will undertake its operational allocation of places for any admission round cannot be determined in advance, but will be at least one month before the offer date.

The local authority will **only** accept a late application **if** the application is received before the local authority has **commenced** the operational allocation of places, **and** the local authority is satisfied as to the parents/carers' reason for the application being submitted late. The local authority may seek additional information, or evidence, from a parent/carer, to inform the decision whether to accept the application for inclusion in the allocation of places for the offer date.

All other late applications will **not** be accepted for inclusion in the allocation of places that will be notified to applicants on the relevant published offer dates. Such applications will be processed by the local authority **after applications that were received by the closing date and in order of time and date received**.

Oversubscription criteria will not apply; if a place is available in the preferred school at the time the application is processed, it will be offered. Therefore, **late applicants may find that their preferred school is already full, even if the school is their nearest suitable school/catchment school**.

No applications for admissions rounds will be accepted after 31 August 2024. After this date, an in-year admission/transfer application is required and all considerations applicable to in-year admission/transfer applications will be relevant.

The local authority does not accept in-year admission/transfer applications made more than one half-term in advance of the start date. Consequently, the local authority will begin processing those applications for a Part-time Nursery class in April 2025 that are received after 31 August 2024, at the start of the spring term 2025.

Applications in respect of looked after children and previously looked after children or children with a statement of SEN or an IDP that names a specific school will not be treated as late applications regardless of when the application is received.

1.17 Notification of the decision

Regulations set out how admission authorities in Wales must identify the common offer dates for primary school (Reception), junior school (Year 3) and secondary school (Year 7) admissions rounds.

The local authority has also set an offer date for the Full-time Nursery admission round (see Part 2, section 2.2) and an indicative offer date for the Part-time Nursery admission rounds (see Part 2, section 2.3).

Parents/carers who submit an application by the published closing time and date of an admission round, or parents/carers whose late application has been accepted by the local authority for inclusion in the allocation of places for the offer date, will be notified of the outcome of their school admission or in-year school admission/transfer application on the offer date.

Parents/carers will be notified in writing of the outcome of any school admission application. A parent/carer should have no expectation of a verbal notification.

If the application is refused, the notification will set out the reasons for the decision and will advise parents/carers on the appeal process. As nursery education is non-statutory, **parents/carers have no right of appeal in respect of unsuccessful nursery class applications.**

1.18 Waiting lists

The local authority maintains waiting lists for oversubscribed schools. A child will be automatically included in the waiting list unless a parent/carer has expressly advised the local authority that this action is not required.

For the admissions rounds, children will remain on the waiting list, for any school at which they have been refused a place, until 30 September 2024. Children will automatically be removed from the waiting list/s after this date.

For all in-year admission/transfer applications, a child will remain on the waiting list for the school at which they have been refused for a period of three months from the date of the refusal letter, or until 31 August 2024, whichever is the sooner. A child will automatically be removed from the waiting list after this period has elapsed. Submission of a new application will not renew a child's place on a waiting list. If a new application is submitted and is refused, the child will be recorded as a new entry to the waiting list from the date of the refusal.

Registration of an admission appeal does not extend a child's time on the waiting list.

If a place becomes available at a school and there is more than one child on the waiting list for the year group, the place will be allocated on the basis of the relevant published oversubscription criteria and **not** the length of time a child has been on the waiting list.

1.19 Equalities

The local authority's admission arrangements seek to achieve full compliance with all relevant legislation and guidance, with regard to equal opportunities and human rights (Equality Act 2010, the Human Rights Act 1998 and the Welsh Language Act 1993).

1.20 Data protection

The local authority regards privacy as important and complies with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The full data protection guidance and principles of the local authority may be viewed on the website www.bridgend.gov.uk

Any information provided by parents/carers/learners on a school admission application, an in-year school admission/transfer application or a school admission appeal registration will be held electronically and used by local authority for the purpose of processing the admission application or admission appeal request.

The local authority will share the information provided on a school admission application or an in-year school admission/transfer application with the relevant schools in accordance with the Fair Processing Statement – Education and Family Support, which is available at <https://www.bridgend.gov.uk/my-council/freedom-of-information/data-protection/>

The local authority will investigate any school admission applications where there is doubt about the information that has been provided. For example, address details may be checked against council tax records. This will be to assist in the prevention and detection of address fraud for the purpose of gaining an unfair advantage in the school application system and under Schedule 2, part 1, 2(1) of the Data Protection Act 2018.

PART 2 – Nursery admission rounds

2.1 General

The local authority is the admissions authority for nursery classes in local authority-maintained schools in Bridgend County Borough. Parents/carers who wish to apply for a nursery place at a voluntary aided school should approach that school directly for an admission application form.

Places at local authority-maintained schools are part-time for three-year-olds and full-time for four-year-olds.

Although nursery education is non-statutory, the local authority expects all children who are offered a Part-time Nursery place to attend for five half days per school week and all children who are offered a Full-time Nursery place to attend for five full days per school week.

While schools may offer some flexibility to parents/carers as regards the start date for individual Part-time Nursery and Full-time Nursery children, the local authority expects all children to have taken up the offered places by no later than the end of the first half-term. There are pressures on nursery places in some schools and geographical areas and it is not fair or equitable to allow an offered place to be unfilled for an undue period of time in these circumstances.

A school admission (nursery) application **must** be completed by the parents/carers of eligible children for admissions to nursery classes in local authority-maintained schools.

A child will only be permitted to attend a nursery class at a local authority-maintained school if the relevant application has been submitted **and** the local authority has formally offered a place at that school.

Parents/carers should note that:

- Pupils who are admitted to a Part-time Nursery class of an infant or primary school **will not have an automatic right to continued education at the same school when applying for a Full-time Nursery place.** All parents/carers of children attending a Part-time Nursery class, whether residing within or outside the defined catchment area, will be required to complete a school admission application for a Full-time Nursery place at a primary or infant school, at the appropriate time, indicating their preference for a school.

- Pupils who are admitted to a Full-time Nursery class of an infant or primary school **will not have an automatic right to continued education at the same school when applying for a Reception place.** All parents/carers of children attending a Full-time Nursery class, whether residing within or outside the defined catchment area, will be required to complete a school admission application for a Reception place at a primary or infant school, at the appropriate time, indicating their preference for a school.
- As nursery education is non-statutory, there is **no right of appeal** in the case of a refusal of an application for a Part-time Nursery place or a Full-time Nursery place.

2.2 Full-time Nursery admission round

Eligibility and admission round dates

For the school year 2024-2025, the table below shows the dates in relation to eligibility and the admission round:

Cohort	Eligible applications	Admission round dates
Full-time Nursery starting September 2024	Children born between 1 September 2020 and 31 August 2021. These children will attain the age of four between 1 September 2024 and 31 August 2025.	Applications open – 10am, Monday 8 January 2024 Applications close – 4pm, Friday 5 April 2024 Offer date – Thursday 30 May 2024

How the number of available Full-time Nursery places is calculated

The local authority will take into account the size of the nursery accommodation at the school but will normally only admit up to the equivalent of the school's published admission number (PAN). For example, if the nursery accommodation at a school is of a size suitable for 50 Full-time Nursery children, but the PAN for the school is 40, the local authority will admit a maximum of 40 Full-time Nursery children. The residual capacity will then be used to accommodate Part-time Nursery children.

How Full-time Nursery class places are allocated for English-medium schools

If the number of applications to be included in the allocation for offer day does not exceed the number of available places, then all the applications will be accepted and places offered.

If the number of applications exceeds the number of places available, the local authority will apply the following **oversubscription criteria**, in order of priority, to allocate the places available.

When allocating places, if the last place is offered to a multiple birth child (eg a twin or triplet), the local authority will also admit the other sibling/s.

1. Children who are looked after or previously looked after and children for whom the school is the named placement in the statement of SEN or local authority-maintained IDP.
2. Children for whom the local authority has received and accepted written evidence from a relevant professional/s that the placement is essential for medical, psychological, or compelling social reasons
3. Children whose place of ordinary residence is within the school's defined catchment area.

Where a school is oversubscribed under this criterion, the local authority will allocate the places in the following order of priority:

- a) Children who will have a sibling at the school in any age group from the Reception year to Year 6 in the school year 2024-2025.
 - b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.
4. Children not currently ordinarily resident within the school's defined catchment area whose parents/carers have satisfied the local authority, **by the published closing date** for submission of the relevant school admission applications, that the child will be ordinarily resident within the defined catchment area by the commencement of the school term to which the application relates.

Where a school is oversubscribed under this criterion, the local authority will allocate the places in the following order of priority:

- a) Children who will have a sibling at the school in any age group from the Reception year to Year 6 in the school year 2024-2025.

- b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.
5. Children living outside the school's defined catchment area will be considered for any remaining places in the order of priority set out below:
- a) Children who will have a sibling at the school in any age group from Reception year to Year 6 in the school year 2024-2025.
 - b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

How Full-time Nursery class places are allocated for Welsh-medium schools

If the number of applications to be included in the allocation for offer day does not exceed the number of available places, then all the applications will be accepted and places offered.

If the number of applications exceeds the number of places available, the local authority will apply the following **oversubscription criteria**, in order of priority, to allocate the places available.

When allocating places, if the last place is offered to a multiple birth child, the local authority will also admit the other sibling/s.

1. Children who are looked after or previously looked after and children for whom the school is the named placement in the statement of SEN or local authority-maintained IDP.
2. Children for whom the local authority has received and accepted written evidence from a relevant professional/s that the placement is essential for medical, psychological, or compelling social reasons
3. Children who will have a sibling at the school in any age group from the Reception year to Year 6 in the school year 2024-2025.
4. Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

2.3 Part-time Nursery admission round

Eligibility and admission round dates

A child is eligible for a Part-time Nursery class place from the term following the third birthday, in January or April.

For the school year 2024-2025, the table below shows the dates in relation to eligibility and the admission round:

Cohort	Eligible applications	Admission round dates
Part-time Nursery starting January 2025	Children born between 1 September 2021 and 31 December 2021. These children will attain the age of three between 1 September 2024 and 31 December 2024.	Applications open – 10am, Monday 8 January 2024 Applications close – 4pm, Friday 30 August 2024
Part-time Nursery starting April 2025	Children born between 1 January 2022 and 31 March 2022. These children will attain the age of three between 1 January 2025 and 31 March 2025.	Offer date - By 31 October 2024

Parents/carers must ensure that they return the relevant form expressing their school preferences by the closing date and not assume that a place will automatically be available for their child at a particular school, even though it may be their catchment school.

How the local authority handles late applications is detailed in Part 1.

How the number of available Part-time Nursery class places is calculated

In determining the number of Part-time Nursery places available for allocation in any school, the local authority will take into account the available capacity for nursery pupils, the capacity in respect of Full-time Nursery pupils and the number of Full-time Nursery pupils already on roll at the school.

How places are allocated in English-medium schools

If the number of applications to be included in the allocation for offer day does not exceed the number of available places, then all the applications will be accepted and places offered.

If the number of applications exceeds the number of places available, the local authority will apply the following **oversubscription criteria**, in order of priority, to allocate the places available.

When allocating places, if the last place is offered to a multiple birth child, the local authority will also admit the other sibling/s.

1. Children born between 1 September 2021 and 31 March 2022 who will attain the age of three in the school year 2024-2025 (these children will be eligible for a Part-time Nursery place from January 2025 or April 2025) who are looked after or previously looked after and children for whom the school is the named placement in the statement of SEN or local authority-maintained IDP.
2. Children born between 1 September 2021 and 31 March 2022 who will attain the age of three in the school year 2024-2025 (these children will be eligible for a Part-time Nursery place from January 2025 or April 2025) for whom the local authority has received and accepted written evidence from a relevant professional/s that the placement is essential for medical, psychological, or compelling social reasons.
3. Children born between 1 September 2021 and 31 December 2021 who will attain the age of three in the school year 2024-2025 (these children will be eligible for a Part-time Nursery place from January 2025) and whose place of ordinary residence is within the school's defined catchment area.

Where a school is over-subscribed the local authority will allocate the places in the following order of priority:

- a) Children who will have a sibling at the school in any age group from the Reception year to Year 6 in the school year 2024-2025.
 - b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.
4. Children born between 1 September 2021 and 31 December 2021 who will attain the age of three in the school year 2024-2025 (these children will be eligible for a Part-time Nursery place from January 2025) who are not

currently ordinarily resident within the school's defined catchment area but whose parents/carers have satisfied the local authority, **by the published closing date** for submission of the relevant school admission applications, that the child will be ordinarily resident within the defined catchment area by the commencement of the school term to which the application relates.

Where a school is oversubscribed under this criterion, the local authority will allocate the places in the following order of priority:

- a) Children who will have a sibling at the school in any age group from the Reception year to Year 6 in the school year 2024-2025.
 - b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.
5. Children born between 1 September 2021 and December 2021 who will attain the age of three in the school year 2024-2025 (these children will be eligible for a Part-time Nursery place from January 2025) whose place of ordinary residence is outside the school's defined catchment area.

Where a school is oversubscribed under this criterion, the local authority will allocate the places in the following order of priority:

- a) Children who will have a sibling at the school in any age group from the Reception year to Year 6 in the school year 2024-2025.
 - b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.
6. Children born between 1 January 2022 and 31 March 2022 who will attain the age of three in the school year 2024-2025 (these children will be eligible for a Part-time Nursery place from April 2025) whose place of ordinary residence is within the school's defined catchment area.

Where a school is over-subscribed the local authority will allocate the places in the following order of priority:

- c) Children who will have a sibling at the school in any age group from the Reception year to Year 6 in the school year 2024-2025.
- d) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

7. Children born between 1 January 2022 and 31 March 2022 who will attain the age of three in the school year 2024-2025 (these children will be eligible for a Part-time Nursery place from April 2025) who are not currently ordinarily resident within the school's defined catchment area but whose parents/carers have satisfied the local authority, **by the published closing date** for submission of the relevant school admission applications, that the child will be ordinarily resident within the defined catchment area by the commencement of the school term to which the application relates.

Where a school is oversubscribed under this criterion, the local authority will allocate the places in the following order of priority:

- a) Children who will have a sibling at the school in any age group from the Reception year to Year 6 in the school year 2024-2025.
 - b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.
8. Children born between 1 January 2022 and 31 March 2022 who will attain the age of three in the school year 2024-2025 (these children will be eligible for a Part-time Nursery place from April 2025) whose place of ordinary residence is outside the school's defined catchment area.

Where a school is over-subscribed the local authority will allocate the places in the following order of priority:

- a) Children who will have a sibling at the school in any age group from the Reception year to Year 6 in the school year 2024-2025.
- b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

Allocation of Part-time Nursery class places in Welsh-medium schools

If the number of applications to be included in the allocation for offer day does not exceed the number of available places, then all the applications will be accepted and places offered.

If the number of applications exceeds the number of places available, the local authority will apply the following **oversubscription criteria**, in order of priority, to allocate the places available.

When allocating places, if the last place is offered to a multiple birth child, the local authority will also admit the other sibling/s.

1. Children born between 1 September 2021 and 31 March 2022 who will attain the age of three in the school year 2024-2025 (these children will be eligible for a Part-time Nursery place from January 2025 or April 2025) who are looked after or previously looked after and children for whom the school is the named placement in the statement of SEN or local authority-maintained IDP.
2. Children born between 1 September 2021 and 31 March 2022 who will attain the age of three in the school year 2024-2025 (these children will be eligible for a Part-time Nursery place from January 2025 or April 2025) for whom the local authority has received and accepted written evidence from a relevant professional/s that the placement is essential for medical, psychological, or compelling social reasons.
3. Children born between 1 September 2021 and 31 December 2021 who will attain the age of three in the school year 2024-2025 (these children will be eligible for a Part-time Nursery place from January 2025) who will have a sibling at the school in any age group from the Reception year to Year 6 in the school year 2024-2025.
4. Children born between 1 September 2021 and 31 December 2021 who will attain the age of three in the school year 2024-2025 (these children will be eligible for a Part-time Nursery place from January 2025) on the basis of proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.
5. Children born between 1 January 2022 and 31 March 2022 who will attain the age of three in the school year 2024-2025 (these children will be eligible for a Part-time Nursery place from April 2025) who will have a sibling at the school in any age group from the Reception year to Year 6 in the school year 2024-2025.
6. Children born between 1 January 2022 and 31 March 2022 who will attain the age of three in the school year 2024-2025 (these children will be eligible for a Part-time Nursery pace from April 2025) on the basis of proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

PART 3 – Normal (statutory) admissions rounds

3.1 Primary/infant school admission round (Reception year)

The relevant age group for the Reception year is 4-5 years.

Every child is required by law to receive full-time education from the beginning of the school term after his/her fifth birthday. In the Bridgend County Borough, children are normally admitted to the Reception year in the September following their fourth birthday. However, parents/carers have the option of deferring their child's entry to the Reception year until later in the same school year. The deferment cannot continue beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original admission application was accepted by the local authority. Where the parent/carer wishes to defer the child's entry to the Reception year as detailed, the local authority will hold a place for the child.

An application for a Reception year place must be submitted. **There is no automatic admission to the Reception year at any primary or infant school, regardless of the school at which the child may be attending a nursery class.**

Parents/carers who wish to apply for a Reception year place at a voluntary aided school should approach that school directly for an admission application form.

Eligibility and admission round dates

Children born between 1 September 2019 and 31 August 2020, entering a Reception class in September 2024:

Action	Date
Applications open on	10am Monday, 13 November 2023
Closing date for receipt of applications by the local authority	4pm Friday, 16 February 2024
Notification to parents/carers of offer or refusal of places (the 'offer date')	Tuesday, 16 April 2024
Closing date for parents/carers to submit an appeal	4pm Tuesday, 14 May 2024

Allocation of Reception places for September 2024 in English-medium schools

The local authority will admit children up to the school's published admission number (PAN) and will only exceed the PAN in exceptional circumstances.

If the number of applications to be included in the allocation for offer day does not exceed the number of available places, then all the applications will be accepted and places offered.

If the number of applications exceeds the number of places available, the local authority will apply the following **oversubscription criteria**, in order of priority, to allocate the places available.

When allocating places, if the last place is offered to a multiple birth child, the local authority will also admit the other sibling/s.

1. Children who are looked after or previously looked after and children for whom the school is the named placement in the statement of SEN or local authority-maintained IDP.
2. Children for whom the local authority has received and accepted written evidence from a relevant professional/s that the placement is essential for medical, psychological, or compelling social reasons.
3. Children whose place of ordinary residence is within the school's defined catchment area.

Where a school is oversubscribed under this criterion, the local authority will allocate the places in the following order of priority:

- a) Children who will have a sibling at the school in any age group from Year 1 to Year 6 in respect of primary schools, or Year 1 and Year 2 in respect of infant schools, attending the school in the school year 2024-2025.
 - b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.
4. Children not currently ordinarily resident within the school's defined catchment area whose parents/carers have satisfied the local authority, **by the published closing date** for submission of the relevant school admission applications, that the child will be ordinarily resident within the defined catchment area by the start of the autumn term 2024.

Where a school is oversubscribed under this criterion, the local authority will allocate the places in the following order of priority:

- a) Children who will have a sibling at the school in any age group from Year 1 to Year 6 in respect of primary schools, or Year 1 and Year 2 in respect of infant schools, attending the school in the school year 2024-2025.
 - b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.
5. Children living outside the school's defined catchment area will be considered for any remaining places in the order of priority set out below:
- a) Children who will have a sibling at the school in any age group from Year 1 to Year 6 in respect of primary schools, or Year 1 and Year 2 in respect of infant schools, attending the school in the school year 2024-2025.
 - b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

Allocation of Reception year places for September 2024 in Welsh-medium schools

The local authority will admit children up to the school's published admission number and will only exceed the published admission number in exceptional circumstances.

Where the number of applications exceeds the number of places available, the local authority will apply the following **oversubscription criteria**, in order of priority, to allocate the places available.

When allocating places, if the last place is offered to a multiple birth child, the local authority will also admit the other sibling/s.

1. Children who are looked after or previously looked after and children for whom the school is the named placement in the statement of SEN or local authority-maintained IDP.
2. Children for whom the local authority has received and accepted written evidence from a relevant professional/s that the placement is essential for medical, psychological, or compelling social reasons.

3. Children who will have a sibling at the school in any age group from Year 1 to Year 6 attending the school in the school year 2024-2025.
4. Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

3.2 Junior school admission round (Year 3)

In primary schools, the infant and junior sections are simply departments of the same school and children progress through the school from the infants to juniors without having to transfer elsewhere. Parents/carers are, therefore, **not** required to complete a school admission application, since the children are already regarded as registered pupils in the school.

Children attending Year 2 in an infant school do not automatically transfer to Year 3 at junior school. An application for a Year 3 place at junior school must be submitted. **There is no automatic admission to a junior school or any primary school regardless of the infant school or primary school that a child currently attends.**

Children normally enter Year 3 in junior school at the beginning of the school year following their seventh birthday.

In Bridgend, there is one junior school, that is, Llangewydd Junior School, which is an English-medium school.

If parents/carers do not wish their child to attend Year 3 at Llangewydd Junior School and instead wish for their child to attend Year 3 at a standard primary school, an in-year admission/transfer application must be submitted. Parents/carers should note that places in Year 3 in a standard primary school may be very limited or unavailable. Also, that the local authority will not make admission decisions in respect of in-year admission/transfer applications for a September 2024 start date until after Easter 2024.

Parents/carers who wish to apply for a Year 3 place at a voluntary aided school should approach that school directly for an admission application form.

Eligibility and admission round dates

Children born between 1 September 2016 and 31 August 2017, transferring from infant school (Year 2) to junior school (Year 3) in September 2024:

Action	Date
Applications open on	10am Monday, 13 November 2023
Closing date for receipt of applications by the local authority	4pm Friday, 16 February 2024
Notification to parents/carers of offer of or refusal of places (the 'offer date')	Tuesday, 16 April 2024
Closing date for parents/carers to submit an appeal	4pm Tuesday, 14 May 2024

Allocation of Year 3 junior school places for September 2024

The local authority will admit children up to the school's published admission number and will only exceed the published admission number in exceptional circumstances.

If the number of applications to be included in the allocation for offer day does not exceed the number of available places, then all the applications will be accepted and places offered.

Where the number of applications exceeds the number of places available, the local authority will apply the following **oversubscription criteria**, in order of priority, to allocate the places available.

When allocating places, if the last place is offered to a multiple birth child, the local authority will also admit the other sibling/s.

1. Children who are looked after or previously looked after and children for whom the school is the named placement in the statement of SEN or local authority-maintained IDP.
2. Children for whom the local authority has received and accepted written evidence from a relevant professional/s that the placement is essential for medical, psychological, or compelling social reasons.
3. Children whose place of ordinary residence is within the school's defined catchment area.

Where a school is oversubscribed under this criterion, the local authority will allocate the places in the following order of priority:

- a) Children who will have a sibling attending the school in the school year 2024-2025 in any age group from Year 4 to Year 6.
 - b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.
4. Children not currently ordinarily resident within the school's defined catchment area whose parents/carers have satisfied the local authority, **by the published closing date** for submission of the relevant school admission applications, that the child will be ordinarily resident within the defined catchment area by the commencement of the autumn term 2024.

Where a school is oversubscribed under this criterion, the local authority will allocate the places in the following order of priority:

- a) Children who will have a sibling attending the school in the school year 2024-2025 in any age group from Year 4 to Year 6.
 - b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.
5. Children living outside the school's defined catchment area will be considered for any remaining places in the order of priority set out below:
- a) Children who will have a sibling attending the school in the school year 2024-2025 in any age group from Year 4 to Year 6.
 - b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

3.3 Secondary school admission round (Year 7)

Children normally enter Year 7 in secondary school at the beginning of the academic year following their eleventh birthday.

An application for a Year 7 place must be submitted. **There is no automatic admission to any secondary school, regardless of the primary or junior school that a child currently attends.**

In Bridgend, there is one Welsh-medium secondary school, that is, Ysgol Gyfun Gymraeg Llangynwyd. There is one faith secondary school, that is, Archbishop McGrath Catholic High School, for which the local authority is not the admission authority. All other secondary schools are English-medium.

Parents/carers who wish to apply for a Year 7 place at Archbishop McGrath Catholic High School should approach that school directly for an admission application form.

Eligibility and admission round dates

Children born between 1 September 2012 and 31 August 2013 who are transferring from junior/primary school (Year 6) to secondary school (Year 7) in September 2024:

Action	Date
Applications open on	10am Monday, 16 October 2023
Closing date for receipt of applications by the local authority	4pm Friday, 19 January 2024
Notification to parents/carers of offer of or refusal of places (the 'offer date')	Friday, 1 March 2024
Closing date for parents/carers to submit an appeal	4pm Friday, 29 March 2024

Allocation of Year 7 secondary school places for September 2024 for English-medium schools

The local authority will admit children up to the school's published admission number and will only exceed the published admission number in exceptional circumstances.

If the number of applications to be included in the allocation for offer day does not exceed the number of available places, then all the applications will be accepted and places offered.

Where the number of applications exceeds the number of places available, the local authority will apply the following **oversubscription criteria**, in order of priority, to allocate the places available.

When allocating places, if the last place is offered to a multiple birth child, the local authority will also admit the other sibling/s.

1. Children who are looked after or previously looked after and children for whom the school is the named placement in the statement of SEN or local authority-maintained IDP.
2. Children for whom the local authority has received and accepted written evidence from a relevant professional/s that the placement is essential for medical, psychological, or compelling social reasons.
3. Children whose place of ordinary residence is within the school's defined catchment area.

Where a school is oversubscribed under this criterion, the local authority will allocate the places in the following order of priority:

- a) Children who will have a sibling attending the school in the school year 2024-2025 in any age group from Year 8 to Year 11.
 - b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.
4. Children not currently ordinarily resident within the school's defined catchment area whose parents/carers have satisfied the local authority, **by the published closing date** for submission of the relevant school admission applications, that the child will be ordinarily resident within the defined catchment area by the commencement of the autumn term 2024.

Where a school is oversubscribed under this criterion, the local authority will allocate the places in the following order of priority:

- a) Children who will have a sibling attending the school in the school year 2024-2025 in any age group from Year 8 to Year 11
 - b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.
5. Children living outside the school's defined catchment area will be considered for any remaining places in the order of priority set out below:
 - a) Children who will have a sibling attending the school in the school year 2024-2025 in any age group from Year 8 to Year 11

- b) Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

[Allocation of Year 7 secondary school places for September 2024 for the Welsh-medium school, Ysgol Gyfun Gymraeg Llangynwyd.](#)

The local authority will admit children up to the school's published admission number and will only exceed the published admission number in exceptional circumstances.

If the number of applications to be included in the allocation for offer day does not exceed the number of available places, then all the applications will be accepted and places offered.

Where the number of applications exceeds the number of places available, the local authority will apply the following **oversubscription criteria**, in order of priority, to allocate the places available.

When allocating places, if the last place is offered to a multiple birth child, the local authority will also admit the other sibling/s.

1. Children who are looked after or previously looked after and children for whom the school is the named placement in the statement of SEN or local authority-maintained IDP.
2. Children for whom the local authority has received and accepted written evidence from a relevant professional/s that the placement is essential for medical, psychological, or compelling social reasons.
3. Children who will have a sibling attending the school in the school year 2024-2025 in any age group from Year 8 to Year 11.
4. Proximity to school, as measured by the shortest available walking route from the place of ordinary residence to the nearest openly accessible school gate.

PART 4 – Post-16 admissions

4.1 Sixth-forms in community schools

The local authority is the admitting authority for post-16 admissions to sixth-forms in the community schools within the county borough. However, the individual schools administer the admission arrangements on behalf of the local authority. Therefore, applications in this category should be made directly to the school.

While the local authority has a policy of open access to schools' sixth-forms, the individual schools are responsible for determining and issuing entry criteria on sixth-form admissions.

4.2 Other further education institutions

Admission arrangements are determined by these institutions and applications should be made directly to the institution concerned.

PART 5 – In-year admissions / transfers

5.1 Circumstances in which an in-year admission/transfer application is required

An in-year admission/transfer application **must** be completed in any of the following circumstances:

1. If a child moves into Bridgend County Borough during the course of an academic year and the parents/carers wish the child to attend a school for which the local authority is the admission authority.
2. If the parents/carers wish their child/ren to move to a different school within the Bridgend County Borough during the course of a school year and the parents/carers wish the child to move to a school for which the local authority is the admission authority.
3. If an application for an admission round has not been completed and submitted to the local authority by 31 August 2024 (that is, an application is being submitted on or after the official start date of the 2024-2025 school year).

5.2 School transfers

Parents/carers who may wish to apply for a place at a different school for reasons other than a change of ordinary residence are advised to carefully consider whether this is the most appropriate and best course of action for their child.

There is a significant amount of research evidencing that changing schools is disruptive and can have a negative impact on a pupil's attainment. There are many reasons for this. It is particularly important that careful consideration is given to the impacts of moving pupils in Year 10 and Year 11, who would have already begun to study for their chosen GCSE subjects, as those GCSE subjects may not be available at a different school.

Parents/carers should talk to the headteacher of the pupil's current school about the reasons for a change of school being considered. They can help to resolve many issues that may be resulting in consideration of a transfer request.

5.3 'Advance' requests

It is not fair and equitable for the local authority to hold places open for children for undue periods of time. Accordingly, the local authority will only accept 'advance' in-year school admission/transfer applications, that is, for a future admission date,

where that requested admission date is **within two calendar months of the date the application is received** by the local authority **and** the local authority is satisfied as to the reasons for the advance request.

5.4 Availability of places

The local authority will admit children up to the school's published admission number and will only exceed the published admission number in exceptional circumstances.

As the number of pupils on roll in any school can change on a frequent basis, the local authority will **not** provide information on the availability of places in any year group at any school in advance of an in-year school admission/transfer application being submitted.

5.5 Consideration of applications

In-year school admission/transfer applications are considered by the local authority in strict order of date received.

For in-year admissions/transfers, where the child lives in relation to the requested school is of no relevance to the local authority's decision on whether a place at the requested school can be offered. If a place is available in the relevant year group at the requested school, it will be offered.

However, where the child lives in relation to the requested school is of relevance to the determination of whether there is eligibility or not for the provision of free home-to-school transport. If the requested school is not the nearest suitable school/catchment school, there will be no eligibility for free home-to-school transport.

If there is no place available in the relevant year group at the requested school, the local authority child will refuse admission to that school unless the circumstances are such that the local authority considers an exception should be made.

5.6 Communication of the outcome

Applicants will be notified in writing of the outcome of their in-year school admission/transfer application within 15 school days or 28 calendar days of the date of the application being received, whichever is the sooner.

Parents/carers may not expect that the outcome of their application will be communicated verbally.

If the application is refused, the notification will set out the reasons for the decision and will advise parents/carers on the appeal process. As nursery education is non-

statutory, **parents/carers have no right of appeal in respect of unsuccessful nursery class applications.**

5.7 Offer of a place at an alternative school

If a place at the requested school is refused, the local authority will either offer a place at the nearest alternative school that has an available place in the relevant year, or explain why such an offer cannot be made (for example, where the nearest alternative school is the child's current school). The offer of a place at the nearest alternative school will be open for 21 calendar days from the date of the local authority's letter and will automatically expire if not accepted within that period.

If the offer of a place at the nearest alternative school is not accepted, or is expressly refused, the parent/carer must submit a new application if seeking a place at any other preferred school.

5.8 Waiting lists

The local authority maintains waiting lists for oversubscribed schools. If a place at the preferred school is not offered, the child will be automatically included in the waiting list for the school unless the parent/carer expressly advises the local authority that this action is not required.

For all in-year admission/transfer applications, children will remain on the waiting list for any school at which they have been refused for a period of three months from the date of the refusal or on 31 August 2024, whichever is the sooner. Children will automatically be removed from the waiting list/s after this period or date.

Submission of a new in-year admission/transfer application does not renew a child's place on a waiting list. If a new in-year admission/transfer application is submitted and is refused, the child will be recorded as a new entry to the waiting list from the date of the refusal.

Registration of an admission appeal does not extend a child's time on the waiting list, irrespective of the date for the admission appeal hearing.

If additional places become available at a school, they will be allocated to children on the waiting list on the basis of the published oversubscription criteria (see sections 15 and 16) and **not** the length of time a child has been on the waiting list.

A place cannot be allocated to a child who is not on the waiting list.

PART 6 – Admission policies for 2024-2025 for voluntary aided schools

6.1 Archdeacon John Lewis Church in Wales Primary School

1. The admissions authority

The governing body of Archdeacon John Lewis Church in Wales Voluntary Aided Primary School is the admissions authority for the school (also referred to in this document as the governing body)

In accordance with the Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999, the relevant area for the admission authority is the geographical area of the County Borough of Bridgend.

This statement and rules are made under the provisions of the education acts, specifically the Welsh Government Code of Practice on School Admissions and Admissions Appeals and in accordance with the Trust Deed and Instrument of Government of the school.

2. Parental preference

Parents/Carers who wish their child/children to attend this school must contact the school directly to obtain the relevant application forms. Parental preference does not apply where:

1. To admit the child would prejudice the provision of efficient education or use of resources;
2. To admit would be incompatible with the statutory duty to meet infant class size limits of 30.
3. The child has been permanently excluded from two or more schools. Where this is the case, the governing body is not required to comply with parental preference for a school place for a period of two years from the first school day of the second exclusion.

This disapplication from the requirement to comply with parental preference does not apply to:

- pupils who were below compulsory school age when they were excluded;
- pupils who were reinstated after permanent exclusion or pupils who would have been reinstated following a permanent exclusion had it been practicable to do so;
- pupils with statements of special educational need or a local authority-maintained IDP;

- pupils who are looked after (the application for admission must be made by the corporate parent), or previously looked after children (the application for admission must be accompanied by evidence of the previously looked after status).

3. School catchment area

Archdeacon John Lewis Church in Wales Primary School is a Voluntary Aided school and, as such, does not have a catchment area.

4. Religious education and collective worship

Religious Education and Collective Worship form a central focus of the experiences pupils receive in our school. Religious Education and Collective Worship is in accordance with the denominational teaching and practice of the Church in Wales. More information regarding this can be found in the school's prospectus.

5. School capacity and published admission number

The capacity of a school is the number of pupil places it contains. Welsh Government has published a capacity calculation methodology for all schools. This aims to provide a robust and consistent method of assessing the pupil capacity of all community, voluntary aided, voluntary controlled and foundation schools in Wales.

A school's calculated capacity is based on existing accommodation at a school and its usage. For statutory-age year groups (Reception to Year 6) the calculated capacity informs the published admissions number for a school. For a normal year of entry (that is, Reception), the governing body must admit pupils up to the published admission number (with the exception of twice-excluded pupils – see section 2).

The published admission number for Archdeacon John Lewis Church in Wales Primary School is 30.

For all other years, it is not a statutory requirement that the governing body admits pupils up to the published admission number, although the governing body will generally do so.

However, in the case of infant classes (Reception, Year 1 and Year 2), infant class size legislation is relevant (see section 6). The governing body is entitled to refuse admission for places in any year other than the normal year of entry (that is, Reception), if offering a place would result in class size prejudice (for example, necessitating that the school employs an additional teacher or creates another classroom).

This means that the governing body may refuse admission to Year 1 and Year 2 if offering a place would result in class size prejudice, even if the admission number has not been reached in relation to these year groups.

As the published admission number reflects the school's ability to accommodate pupils, the local authority will only exceed the published admission number in exceptional circumstances.

6. Infant class size limit

In order to improve educational standards in schools, The School Admission (Infant Class Size) (Wales) Regulations 2013 limit the number of children in reception, Year 1 and Year 2 classes to 30 when a single qualified teacher is present.

The governing body will refuse admission to classes in these year groups if an admission would result in the infant class size limit being breached (that is, it would result in infant class size prejudice), unless the situation is such that an exception to the infant class size limit is permitted by the legislation, for example, the admission of children who are looked after or previously looked after.

In relation to the reception year, infant class size prejudice does not arise if the number of pupils in the reception year has not reached the school's published admission number.

Decisions on the structure of classes at a school is reserved to the headteacher. If a headteacher decides to operate a mixed-age class where some of the pupils in the class are reception, Year 1 or Year 2 pupils, the infant class size limit will only apply if the majority of the pupils in the class are reception, Year 1 or Year 2 pupils.

7. Ensuring fair access

Particular considerations apply in respect of specific groups of children, as detailed below.

7.1 Children from overseas and UK children living abroad

The governing body will treat applications for such children on an individual basis and in accordance with all applicable Welsh Government legislation/requirements, UK legislation and Home Office rules. Also, any European Union law that may be applicable to the UK.

It should be expected that the governing body will seek information on and documentation for a range of relevant factors, including but not necessarily limited to:

- when the child is expected to be resident in the UK;
- whether the parents/carers' application for leave to enter the UK has been or will be successful, or if it has been, on what terms entry has been granted.

7.2 Children in receipt of a statement of special educational needs (SEN) or a local authority-maintained individual development plan (IDP)

Where a mainstream place in a Voluntary Aided school is the named placement in a final statement of SEN or a local authority maintained IDP, the governing body will admit the child to that school.

7.3 Children with additional learning needs (but without a statement of SEN or a local authority-maintained IDP)

Applications in respect of such children will be considered in the same way as all applications on the basis of the procedures and admission criteria set out in this policy. If a child is currently being assessed under the statutory process for a statement of SEN or a local authority-maintained IDP, and at a later date, the local authority concludes that the child should have a statement of SEN or a local authority-maintained IDP, the appropriate school placement will be addressed as part of that statutory process.

7.4 Children with disabilities

The governing body will comply with the reasonable adjustments duty owed to disabled pupils, as defined in the Equality Act 2010.

7.5 Children with challenging behaviours

The governing body will not refuse to admit a child on the basis of his/her behaviour. Such children will include those who are considered to be potentially disruptive, exhibiting challenging behaviours or those who may be considered as requiring assessment for special educational needs.

After admission, a school may consider such disciplinary action as appropriate, in response to challenging behaviour. However, children exhibiting challenging behaviours may be disabled as defined by the Equality Act 2010 and require reasonable adjustments to be made for them in school.

7.6 Looked after and previously looked after children

In respect of looked after children, the following provisions apply even if the corporate parent is Bridgend County Borough Council.

Admissions rounds

Applications in respect of looked after and previously looked after children of Anglican families are prioritised under the applicable oversubscription criteria, **subject to:**

1. The application for a looked after child is completed and submitted by the corporate parent (that is, the local authority with responsibility for looking after the child) and supporting evidence is provided (a Care Order or Interim Care Order).

2. The application for a previously looked after children is accompanied by supporting evidence from the former corporate parent.

In-year admissions/transfers

In accordance with the statutory School Admissions Code 2013, where in-year admission/transfer of a looked after child is being sought, the corporate parent must consult with the governing body before making the application. This is to ensure the appropriateness of the preferred school in light of the child's background and circumstances. This consultation and completion of an application is also required in respect of looked after children who have been permanently excluded from two or more schools. The consultation need not be onerous.

For applications for in-year admission/transfers in respect of looked after children, a place will be offered at the school and an exception to the infant class size limit (if relevant) will be applied, **subject to** the application having been completed and submitted by the corporate parent (ie the local authority with responsibility for the child) and supporting evidence having been provided (a Care Order or Interim Care Order).

For applications for in-year admission/transfers in respect of previously looked after children, a place will be offered at the school and an exception to the infant class size limit (if relevant) will be applied, **subject to** the application being accompanied by supporting evidence from the former corporate parent. The relevant supporting evidence referred to above must be submitted with the application.

7.7 Gypsy, Roma and Traveller children

When considering admission applications relating to Gypsy and Traveller children, the local authority will take account of Welsh Government Circular No: 003/2008 (Moving Forward – Gypsy Traveller Education) and sections 3.25 and 3.26 of the statutory School Admissions Code for Wales, 2013.

7.8 Children of serving UK service personnel and other serving Crown Servants (including diplomats)

'UK service personnel' refers to persons serving in the military forces. 'Crown Servants' are officers of the UK government, including diplomats.

There is no automatic right to a place at a preferred school for children of serving UK service personnel and other serving Crown Servants.

The governing body will accept a 'unit' postal address for applications from serving service personnel in the absence of a new home postal address.

For normal admissions rounds, the governing body will treat children of serving UK service personnel and serving Crown Servants as if they are already resident at a future address **provided that** the application is accompanied by an official Ministry of Defence (MOD) or Foreign and Commonwealth Office (FCO) letter declaring a return date and confirmation of the new home. The governing body will allocate a

school place in accordance with the applicable criteria for the relevant admission round.

In respect of in-year admission/transfer applications for children of serving UK service personnel and serving Crown Servants:

- such children will be given 'excepted status' for infant class size limit purposes (if relevant);
- if the application is unsuccessful and a place at the school is refused, the parents/carers may appeal against the decision and any appeal hearing would be heard as a normal prejudice appeal.

Applications for children of former UK service personnel or former Crown Servants will be treated as all other applications.

7.9 School 'managed moves'

The governing body conforms to the BCBC Managed Move Policy. Managed moves of pupils are treated differently to regular admissions. The pupil will remain on roll at the current school during the managed move period. At the end of the managed move period, if the managed move is deemed successful, the pupil will be placed on roll at the receiving school. If the managed move is deemed to have been unsuccessful, the pupil will return to the school at which they are on roll. The Managed Move Policy does not apply in any instances where the parent/carer completes a school admission application; the School Admissions Policy applies in all such cases.

8. Requests for admission outside of the normal age group to the Governing body

Occasionally, a parent/carer or school may seek a place outside of the chronological age group for a child who they consider to be gifted/talented or experiencing problems, or who has missed part of a school year, for example, due to ill health.

The Governing body will consider each request carefully and make decisions on the basis of the circumstances of each case. The governing body will consider what is most beneficial for the child and, in every case, will consider information from the parents/carers, the school, an educational psychologist and any other appropriate parties, to inform its decision.

If the Governing body decides that an out-of-year group application is appropriate, but that application is refused due to no places being available in the requested year group at the school, the parents/carers have a statutory right of appeal. However, there is no right of appeal if the local authority has offered a place but not in the requested year group (that is, where the place offered is in the correct year group for the child's chronological age).

If the local authority decides that an out-of-year group application is appropriate and the application is for a part-time nursery place in the following January or April, or a

full-time nursery or reception place from the following September, the application will be subject to, and considered in accordance with, the conditions and criteria applicable to those admissions rounds.

9. Equalities

The governing body's admissions policy and arrangements seek to achieve full compliance with all relevant legislation and guidance, with regard to equal opportunities and human rights (Equality Act 2010, the Human Rights Act 1998, the Welsh Language Act 1993 and the Welsh Language (Wales) Measure 2011).

10. Data protection and information sharing

The governing body complies with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The full Data Protection guidance and principles of the governing body may be viewed on the school website.

Any information recorded by an applicant in a school admission application will be held in paper form and used by the governing body for the purpose of processing the application.

11. Admissions rounds

11.1 Submission of applications

The requirement to apply for a school place

For both admissions rounds and in-year admissions/transfers, a school admission application **must** be completed by a parent/carer.

A separate application is required for each child.

A child will not be permitted to start at the school until an application has been received and processed by the governing body, and a school place has been offered by the governing body.

The applicant

The application must be made by a 'parent' of the child, as defined by Section 576 of the Education Act 1996. This states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child.

Therefore, for the purposes of education law, a 'parent' is deemed to include:

- all biological parents, whether they are married or not;
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative;

- any person who has care of a child or young person but is not a biological parent and does not have parental responsibility.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part-time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The governing body uses the term 'parent/carer' throughout this policy to reflect the legal definition of 'parent', as detailed above. The governing body will only accept an application from a person who is not a parent/carer if it is accompanied by an appropriate written authorisation from a parent/carer.

An applicant will be required to make a declaration of the relationship to the child and provide such information as the governing body requires, including documentation, evidencing that relationship, at the time the admission application is submitted.

How to apply

Applicants should contact the school directly to request an application form. They should then submit the completed form along with any necessary supporting documentation to the main office by the deadlines detailed in the timetables below.

The school may be contacted either by telephone, email or in person.

Telephone: 01656 815520

Email: admin@archdeaconjohnlewisps.bridgend.cymru

Postal address: Archdeacon John Lewis CiW VA Primary School
Brackla Way
Brackla
Bridgend CF31 2JS

If the governing body's arrangements for submission of admission applications should change before or during the effective dates of this policy, details will be published on the school website.

Late applications

All applications should be submitted in time for **receipt** by the governing body by the relevant published closing dates.

The governing body will accept late applications that are received after the relevant published closing date **provided that** the application is received before the governing body has undertaken its allocation of places in preparation for the admissions offer (this date will be determined by the governing body at the time but will be at least one month before the published offer date for places) **and** the governing body is satisfied as to the parents/carers' reasons for the late application.

All other late applications will not be accepted for inclusion in the allocation of places that will be notified to applicants on the relevant published offer dates. Should a place become available after the closing date but before 31 August 2024, then the governing body will consider all applicants on the waiting list and using the same admission criteria applied to all applications to determine which applicant should be offered the place.

All other late applications will not be accepted for inclusion in the allocation of places that will be notified to applicants on the relevant published offer dates. Such applications will be processed by the Governing body after the relevant published offer date and in order of date received. Oversubscription criteria will not apply; if a place is available in the school at the time the application is processed, it will be offered.

No applications for 2024-25 admissions rounds that are received by the governing body after 31 August 2024 will be processed. After this date, an in-year admission/transfer application is required and all considerations applicable to in-year admission/transfer applications will be relevant. The governing body does not accept in-year admission/transfer applications made more than one half term in advance of the start date. Consequently, all applications for a part-time nursery class in April 2025 that are received after 31 August 2024 will not be processed until the spring term 2025.

Applications in respect of looked after children and previously looked after children, or children with a statement of SEN or an IDP that names Archdeacon John Lewis CiW VA Primary School, will not be treated as late applications regardless of when the application is received.

11.2 Nursery class admissions rounds

Nursery education is non-statutory; however, in Wales, children are entitled to a free, part-time, early-years education place from the start of the term following their third birthday. The governing body is the admissions authority for nursery classes in Archdeacon John Lewis CiW VA Primary School. Parents/carers who wish to apply for a nursery place must approach that school directly.

Places at Archdeacon John Lewis CiW VA Primary School are part-time for three-year-olds (Nursery Year 1) and full-time for four-year-olds (Nursery Year 2). Although nursery education is non-statutory, the governing body expects all children who are offered a part-time place to attend for five half days per school week and all children who are offered a full-time place to attend for five full days per school week.

A school admission (nursery) application must be completed by the parents/carers of eligible children for admissions to the nursery class. A child will only be permitted to attend a nursery class at Archdeacon John Lewis CiW VA Primary School if the relevant application has been submitted and the governing body has formally offered a place at that school.

Children who are admitted to a Full-time Nursery class **do not have an automatic right to a Reception year place** at the school. All parents/carers of children attending a Full-time Nursery class must complete a school admission application for a Reception place, at the appropriate time.

As nursery education is non-statutory, parents/carers have **no right of appeal** in respect of decisions on nursery class admissions.

Timetable for nursery admissions for 2024-25

The timetable for nursery admissions is not governed by the School Admissions Code 2013. The governor's expected timetable for processing applications for nursery admissions for 2024-2025 is as follows:

Full-time Nursery class admissions - pupils born between 1 September 2020 and 31 August 2021, starting in a Full-time Nursery in September 2024:

Action	Date
Opening date for submission of applications	Monday, 8 January 2024 at 10:00am
Closing date for receipt of applications by the school	Friday 5 March, 2024 at 4:00pm
Notification to applicants of offer or refusal of places (the 'offer date')	By Thursday, 30 May 2024

Part-time Nursery class admissions - pupils born between 1 September 2021 and 31 December 2021, starting in a Part-time Nursery in January 2025:

Action	Date
Opening date for submission of applications	Monday, 8 January 2024 at 10:00am
Closing date for receipt of applications by the school	Friday, 30 August 2024 at 10:00am
Notification to applicants of offer or refusal of places	By Thursday 31 October 2024

Part-time nursery class admissions - pupils born between 1 January 2022 and 31 March 2022, starting in a part-time nursery in April 2025:

Action	Date
Opening date for submission of applications	Monday, 8 January 2024 at 10:00am
Closing date for receipt of applications by the school	Friday, 30 August 2024 at 10:00am
Notification to applicants of offer or refusal of places	By Thursday 31 October 2024

Criteria for determining admissions – oversubscription criteria

Where the number of applications exceeds the number of places available, the governing body will apply the oversubscription criteria, in order of priority, to allocate the places available (see section 11.3).

11.3 Primary admission round (Reception year)

The relevant age group for the Reception year is 4-5 years.

Every child is required by law to receive full-time education from the beginning of the school term after his/her fifth birthday. In the Bridgend County Borough, children are normally admitted to the Reception year in the September following their fourth birthday. However, parents/carers have the option of deferring their child's entry to the reception year until later in the same school year. The deferment cannot continue beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original admission application was accepted by the governing body. Where the parent/carer wishes to defer the child's entry to the reception year as detailed, the local authority will hold a place for the child.

An application for a Reception year place must be submitted. **There is no automatic admission to the Reception year at Archdeacon John Lewis Church in Wales Primary School even if the child had been attending the nursery class.**

Timetable for Reception year admissions for September 2024

Reception admissions - for children born between 1 September 2017 and 31 August 2018, entering a reception class in September 2022:

Action	Date
Opening date for submission of applications	Monday, 13 November 2023 at 10:00am
Closing date for receipt of applications by the school	Friday, 16 February 2024 at 4:00pm
Notification to applicants of offer or refusal of places (the 'offer date')	Tuesday, 16 April 2024
Closing date for parents/carers to submit an appeal	Tuesday, 14 May 2024 at 4:00pm

Criteria for determining admissions – oversubscription criteria

The school is open to any child of statutory school age whose parents wish them to be educated in a school with distinctive Christian character and in accordance with the teachings of the Church in Wales.

Where the number of applications exceeds the number of places available, the governing body will apply the following oversubscription criteria, in order of priority, to allocate the places available:

1. Looked After and previously looked after children of practising Anglican families;
2. Children of practising Anglican families;
3. All other Looked After and previously Looked After Children;
4. Children of all other faiths who worship regularly;
5. Children who will have a sibling at the school in any age group from Year 1 to Year 6, attending the school in the academic year 2024-2025. When allocating places, if the last place is offered to a multiple birth child, the governing body will also admit the other sibling/s;
6. Children whose parents choose to have their child/children educated in a Church in Wales Primary School. Priority will be given to those living in the closest proximity to school, as measured by the shortest available safe walking route from the place of ordinary residence to the nearest openly accessible school gate.

The school makes every effort to comply with section 106 of the Education Act 2005 to give priority to Looked after Children (LAC).

Definitions

- *Practising Anglican – worships regularly at an Anglican church.*
- *Regularly – at least twice a month. A clergy reference will also be required.*
- *Siblings – A sibling is classed as half or full brother/sister; adopted brother /sister; a child living in the same household.*
- *Living nearest the school – the current address at which the child is ordinarily resident with their parent or legal guardian. Proof of address will be required.*

12. Explanations of oversubscription criteria

12.1 Looked after and previously looked after children

The governing body will give looked after and previously looked after children of practising Anglican families the highest priority in the oversubscription criteria. As they will give first priority to looked after children and previously looked after children of the faith, then they will give a higher priority to looked after children and previously looked after children not of the faith than other children not of that faith.

In the case of a looked after child, the school admission application must be completed and submitted by the corporate parent (that is, the local authority with responsibility for the child) and supporting evidence must be provided (a Care Order or Interim Care Order).

In the case of previously looked after children, the school admission application must be accompanied by supporting evidence from the former corporate parent. The relevant supporting evidence must be submitted with the application.

12.2 Children in receipt of a statement of special educational needs (SEN) or a local authority-maintained individual development plan (IDP) naming Archdeacon John Lewis CiW VA Primary School as a necessary placement.

To satisfy this criterion, the child must have a statement of SEN or a local authority maintained IDP and the application is in respect of a mainstream place at Archdeacon John Lewis CiW VA Primary School.

12.3 Child's address/place of ordinary residence

Applicants must record the current address at which the child is ordinarily resident on a school admission application. Where the child's parents/carers are not living together but have shared responsibility for the child, and the child lives with each parent/carer for part of the periods during which the child receives education, the

child will be considered as being ordinarily resident at the places where each of the parents/carers is ordinarily resident.

Accordingly, the governing body will accept the address of either parent/carer as being the child's place of ordinary residence.

Changes to the child's address / place of ordinary residence

If the child's place of ordinary residence changes after the school admission application has been submitted:

1. The governing body must be notified immediately in writing (email or letter).
2. If the change is notified to the governing body before the closing date for the admission round, the change will be taken into consideration in the application of oversubscription criteria and the allocation of places.
3. If the change is notified to the governing body after the closing date for the admission round, the place of ordinary residence recorded on the application will be used in the application of oversubscription criteria and the allocation of places. The applicant will have the option to complete and submit a late application (see section 11.1).
4. If the applicant does not inform the governing body of a change of ordinary residence prior to the child date on which the child would start school, the governing body will take the action detailed below under 'provision of false or misleading information'.

Applications made on the basis of a future change in the place of ordinary residence

Where the applicant is in the process of a house move at the time that the application is submitted the applicant must record this on the application form and must provide the following evidence to the local authority:

- written evidence from a solicitor that the house sale has been completed, contracts have been exchanged and that a moving date has been agreed such that the child will be resident at the new address by the commencement of the school term to which the application relates; or
- a written tenancy agreement evidencing that the child will be resident at the new address by the commencement of the school term to which the application relates.

All required evidence must be received by the governing body prior to the closing date for the admission round and it is the responsibility of the applicant to provide the required evidence to the governing body by that closing date. If the required evidence is not received prior to the closing date, the proximity to the school will be calculated using the current address.

Provision of false or misleading information regarding the place of ordinary residence

Where a parent/carer provides fraudulent or intentionally misleading information relating to the child's place of ordinary residence (this includes the failure to notify the governing body of changes to the place of ordinary residence) in order to obtain an advantage to which the child would otherwise not be entitled, the governing body reserves the right to withdraw the offer of a place.

Where a place is withdrawn, the application will be considered afresh based on the accurate place of ordinary residence, and a right of appeal will be offered if a place is refused.

Where there is doubt about the child's place of ordinary residence, the governing body reserves the right to seek further verification from the applicant in the form of documentary evidence, which may include, but not necessarily be limited to, a utility bill or council tax statement. If the governing body is not satisfied by the evidence provided and a place has already been offered, the governing body reserves the right to withdraw the offer.

12.4 Siblings

A sibling is classified as a half or full brother/sister, a step-brother/sister, an adopted brother/sister, or a child living in the same household. An application will be considered under the sibling criterion if the following conditions are met:

1. the full sibling details are recorded on the application; and
2. the sibling and the child who is the subject of the application **will be attending the school at the same time** and the sibling is of **statutory school-age**.

This means:

- for reception year applications, the sibling must be Year 1 to Year 6 in the academic year for which the application is being made;
- for full-time nursery and part-time nursery applications, the sibling must be reception year to Year 6 in the academic year for which the application is being made. As there is significant similarity in the timetables for the reception, full-time nursery and part-time nursery admissions rounds, a parent/carer may not have been notified of the outcome of a reception application for a child when completing a full-time or part-time nursery application for another child. The parent/carer will be able to record the details of the child for whom a reception application has been submitted but the sibling criterion will not be met if the governing body does not subsequently offer a reception place at the relevant school to the sibling.

Provision of false or misleading sibling information

The governing body reserves the right to undertake checks on any sibling information provided. This will be to assist in the prevention and detection of fraud for the purpose of gaining an unfair advantage in the school application system and under Schedule 2, part 1, 2(1) of the Data Protection Act 2018.

If the governing body concludes that a parent/carer has provided fraudulent or intentionally misleading information relating to the sibling criterion in order to obtain the advantage of a placement to which the child would otherwise not be entitled, the governing body will act in accordance with paragraphs 3.40 and 3.41 of the School Admissions Code 2013.

If the Governing body withdraws a school place, a new application will be required based on the accurate information, and a right of appeal will be offered if a place at the school is refused.

12.5 Multiple birth children

A multiple birth is defined as the birth of more than one baby from a single pregnancy (for example, the birth of twins, triplets etc).

When allocating places, if the last place is offered to a multiple birth child, the Governing body will also admit the other sibling/s.

12.6 Proximity to school

The measurement will be from the child's place of ordinary residence to the nearest openly accessible school gate through which pupils may enter the school grounds. It will be for the Governing body to determine whether any entrance at the school does or does not constitute an openly accessible school gate.

In respect of residences that are within blocks of flats, the distance will be calculated from the front entrance of each flat.

The distances will be calculated to four decimal places.

The governing body applies to the local authority to measure distances on their behalf within the Bridgend County Borough area. The local authority uses software to measure all distances within the Bridgend County Borough that takes into account the assessed, available walking routes to the school/s. The local authority will not take into account any other walking routes to a school that a parent/carer may choose to use.

For applications where the child's place of ordinary residence is outside the Bridgend County Borough, the distance will be measured using publicly-available web-based services.

13. The offer process for admissions rounds

13.1 Offer dates

The School Admissions Code 2013 sets out how admission authorities in Wales must identify the offer date for primary school (reception) admissions rounds, reflecting The School Admissions (Common Offer v1.0 Page 39 of 48 Date) (Wales) Regulations 2013. The relevant offer dates for all admissions rounds for 2024-2025 are detailed in section 11.

13.2 Communication of the outcome

Parents/carers who submit an application by the published closing time and date of an admission round, or parents/carers whose late application has been accepted by the local authority for inclusion in the allocation of places for the offer date, will be notified in writing of the outcome of their school admission or in-year school admission/transfer application.

Parents/carers may not expect that the outcome of their application will be communicated verbally.

If the application is refused, the notification will set out the reasons for the decision and will advise parents/carers on the appeal process. As nursery education is non-statutory, **parents/carers have no right of appeal in respect of unsuccessful nursery class applications.**

13.3 Waiting list

The school maintains a waiting list and if a place at the school is not offered, the child will be automatically included in this waiting list unless the parent/carer expressly advises the governing body that this action is not required.

For the admissions rounds, children will remain on the until 30 September 2024. Children will automatically be removed from the waiting list/s after this date.

If additional places become available at a school, they will be allocated to children on the waiting list on the basis of the published oversubscription criteria (see sections 11 and 12) and not the length of time a child has been on the waiting list.

14. In-year admissions / transfers

14.1 Circumstances in which an in-year admission/transfer application is required

Parents/carers may apply to the governing body for a place at Archdeacon John Lewis CiW VA Primary School in year because:

- of a change of ordinary residence or for other reasons, or

- an application for an admission round has not been completed and submitted to the Governing body by 31 August 2024 (that is, an application is being submitted on or after the official start date of the 2024-2025 academic year).

Parents who move wish to apply for a place during the academic year will be required to complete the school's 'Admission Form' requesting admission to school.

Parents/Carers who wish to apply for a place in this school for reasons other than moving house.

Parents/carers should talk to the headteacher of the pupil's current school about the reasons for a change of school being considered. There is a significant amount of research evidencing that changing schools is disruptive and can have a negative impact on a pupil's attainment. There are many reasons for this.

14.2 'Advance' requests

It is not fair and equitable for the governing body to hold places open for children for undue periods of time. Accordingly, the governing body will only accept 'advance' in-year school admission/transfer applications, that is, for a future admission date, where that requested admission date is in the period up to the end of the following half term and the Governing body is satisfied as to the reasons for the advance request.

14.3 Consideration of applications

In-year school admission/transfer applications are considered by the Governing body in strict order of date received.

14.4 Communication of the outcome

Applicants will be notified in writing of the outcome of their in-year school admission/transfer application within 15 school days or 28 calendar days of the date of the application being received, whichever is the sooner.

Parents/carers may not expect that the outcome of their application will be communicated verbally.

If the application is refused, the notification will set out the reasons for the decision and will advise parents/carers on the appeal process. As nursery education is non-statutory, parents/carers have **no right of appeal in respect of unsuccessful nursery class applications.**

14.5 Waiting list

The governing body maintains a waiting list. If a place at the school is not offered, the child will be automatically included in the waiting list for the school unless the parent/carer expressly advises the governing body that this action is not required.

For all in-year admission/transfer applications, children will remain on the waiting list for a period of three months from the date of the refusal letter, or until 31 August 2025, whichever is the sooner.

Children will automatically be removed from the waiting list/s after this period or date.

Submission of a new in-year admission/transfer application for the school does not renew a child's place on the waiting list. If a new in-year admission/transfer application is submitted and is refused, the child will be recorded as a new entry to the waiting list from the date of the refusal letter.

Registration of an admission appeal does not extend a child's time on the waiting list, irrespective of the date for the admission appeal hearing.

If additional places become available at the school, they will be allocated to children on the waiting list on the basis of the published oversubscription criteria (see sections 11 and 12) and **not the length of time** a child has been on the waiting list.

A place cannot be allocated to a child who is not on the waiting list.

15. Admission appeals

15.1 General

All unsuccessful applicants have the right of appeal to an independent Admission Appeal Panel. Letters of appeal should be sent to the Clerk to the Governors at the school within 10 school days of receiving notification that a child has not been offered a place at the school.

As nursery education is non-statutory, **parents/carers have no right of appeal in respect of decisions on nursery class admissions.**

School Admission Appeals operate in accordance with the Welsh Government's School Admissions Appeals Code which can be found in full on their website www.wales.gov.uk and typing School Admissions Appeal Code in the search box at the top right-hand side of the screen.

15.2 Registering an appeal

Persons who may register an appeal

In respect of appeal registrations for children of statutory school-age, the appeal must be registered by the parent/carer, as defined in section 11.

The governing body will only accept an appeal registration from a person who is not a parent/carer if it is accompanied by an appropriate written authorisation from a parent/carer.

The person registering the appeal will be required to make a declaration of the relationship to the child and provide such information as the local authority requires, including documentation, evidencing that relationship, at the time the appeal

registration is submitted. The person registering the appeal will not be required to submit such if it has already been submitted in support of the admission application.

Timescale for registering an appeal

In the case of appeals relating to the refusal of places in an admissions round, the appeal must be registered with the Governing body by the closing date as detailed in section 11.

Appeals made during the timetabled admissions process are heard within 30 school days of the specified closing date for the receipt of appeals.

In the case of appeals relating to the refusal of a place following submission of an in-year admission/transfer application, the appeal must be registered with the Governing body within 21 calendar days of the date of the written notification of the refusal.

Appeal hearings for appeals made outside the timetabled admissions process will be held within 30 school days of the appeal being received in writing.

How to register an appeal

An appeal must be registered in writing.

The notification letter from the governing body regarding the outcome of an admission application will provide information on the appeal registration process.

15.3 Arrangements for the appeal hearing

The governing body will refer the appeal to an independent appeal panel. The clerk to the panel will arrange a time and place for the hearing.

Appellants will have the opportunity of attending the panel hearing and making their representations (oral and/or written).

Appellants are advised that:

1. They may elect not to attend the appeal meeting and, instead, allow the appeal to be considered on a written statement.
2. The appeal will be decided on the information available if parents/carers have indicated an intention to attend the appeal but do not do so, and fail to provide a reasonable explanation.
3. If appellants cannot attend on the scheduled date and it is not reasonably practicable to offer an adjourned hearing, the appeal will be decided on the information available.
4. Appellants will be given at least 14 calendar days written notice of the meeting of the appeal panel, unless they agree to a shorter period. The appellant should confirm this in writing to the clerk to the panel.

Appellants may be accompanied at a panel hearing by a friend or adviser or an interpreter. In accordance with the School Admission Appeals Code 2013, members of the Council, Members of the Senedd, local politicians and local authority officers are not permitted to attend. Appellants are requested to inform the clerk to the independent appeal panel of any representation at least seven days before the hearing.

15.4 Repeat appeals

Parents/carers do not have a right to a second appeal in respect of the same school and the same school year except where:

- there were faults in the first appeal process and there is a significant possibility that the outcome might have been affected by the faults (this may be on the recommendation of the Public Services Ombudsman for Wales); or
- a fresh application is accepted because there has been a significant and material change in the circumstances of the parent/carer or child and that application has also been refused.

Parents/carers who appeal unsuccessfully may re-apply for a place at the school in respect of a later school year (but subject to the timescales set out in section 11). Parents/carers will have a right to appeal if that application is refused.

Any information provided by an appellant associated with the school admission appeal registration will be held electronically and used by the governing body for the purpose of the admission request.

6.2 St Mary's Catholic Primary School

St Mary's is a Catholic School under the trusteeship of the Archdiocese of Cardiff. It is maintained by Bridgend Local Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

The Governing Body is guided in the responsibility for admissions by the requirements of the law, by the advice of the Archdiocesan trustees and its duty to the School and the Catholic community. In accordance with current legislation, the Governing Body has delegated responsibility for determining admissions to its 'Admissions Panel', a Committee of the Governing Body. The Admissions Panel will consider all applications made in accordance with the criteria as set out, without reference to the race, gender, ability, disability, social background or aptitude of the child. Late applications will be considered in accordance with the requirements of the *Schools Admissions Code*.

Having consulted with the LA and others in accordance with the requirements of the law, the Governing Body has set its planned admission number at 30 pupils for the school year commencing September 2024. Parents/guardians wishing to apply for a

place for their child for the start of the academic year 2024-2025 must complete the application form in full, and return it to the school no later than the published Closing Date for applications. Please note that ALL applications must be submitted on this form. Please note that all applications under criteria 1, 2 and 3 (baptised Catholic children) must be accompanied by proof of baptism. Children with an SEN statement or an Individual Development Plan (IDP) naming the school will be admitted.

Letters will be dispatched on the published Common Offer Date, informing you of the decision of the Admissions Panel in respect of your application. Where the application is unsuccessful, the reason(s) will be stated clearly in the letter, and you will be provided with information as to how to appeal the decision. Applicants who are not accepted will be placed on the school's Waiting List. Applicants will remain on the Waiting List until 30 September 2024. In the event that places become available, the applicants on the Waiting List will be reviewed against the Oversubscription Criteria and offers made to fill available places.

Parents have a right of appeal against a refusal by the Governing Body to admit their child (with the exception of applications for Nursery places). If they wish to do so, they should put their appeal in writing to the Clerk to the Governors at the School within 14 days (10 working days) from the notification date. Appeals will be arranged, with an independent panel and conducted in accordance with the School Admission Appeals Code.

For all successful applications, the data contained in the application form will be stored on the school management information system and used for purposes outlined in the 'fair processes order'. Every effort is made to secure the accuracy and security of personal data held by the School. Under the Data Protection Act, individuals have the right of access to personal information held about them, and also the right for any errors to be corrected.

The Governing Body will assess applications for admission to the school, using the information provided on the School Admission Application Form. Where the number of applications is equal to or less than the admissions number, all applications will be accepted. Where the number of applications exceeds the number of places available, the Admissions Panel of the Governing Body will apply the following oversubscription criteria and allocate places accordingly.

Over-subscription Criteria

1. Looked After baptised Catholic Children or Previously Looked After baptised Catholic Children (proof of baptism must be submitted with the application form).
2. Baptised Catholic children (proof of baptism must be submitted with the application form).

3. Siblings of baptised Catholic children who will be attending St. Mary's School at the time of admission (see note 3 below).
4. Looked after children or Previously Looked After Children who are baptised in another Christian denomination (proof of baptism must be submitted with the application form).
5. Other Looked After Children or Previously Looked After Children.
6. Children who are baptised in another Christian denomination (proof of baptism must be submitted with the application form).
7. Siblings of children baptised in another Christian denomination who will be attending St. Mary's School at the time of admission (see note 3 below).
8. Other children for whom parents/guardians seek a specifically Christian education.

If the number of pupils in any one of the above categories exceeds the Admissions Number, the Governing Body will employ, as a deciding factor, the safest shortest distance for the pupil from home to school utilising the GIS Software System used by the Local Authority.

Notes

1. 'Catholic' also includes Eastern Catholic Churches in union with the See of Rome.
2. All applications for criteria 1, 2 and 3 must be accompanied by proof of baptism.
3. 'Siblings' are defined as those who share a common mother or father, adopted mother or father, or form part of an established family unit. Priority will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority. When allocating places, if the last place is offered to a multiple birth child (e.g. a twin or triplet), the school will also admit the other sibling(s).

For further information please contact the school. All application forms should be sent to:

St Mary's Catholic Primary School
Llangewydd Road
Bridgend
CF31 4JW

6.3 St Mary's and St Patrick's Catholic Primary School

St Mary's & St Patrick's is a Catholic School under the trusteeship of the Archdiocese of Cardiff. It is maintained by Bridgend Local Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

The Governing Body is guided in the responsibility for admissions by the requirements of the law, by the advice of the Archdiocesan trustees and its duty to the School and the Catholic community. In accordance with current legislation, the Governing Body has delegated responsibility for determining admissions to its 'Admissions Panel', a Committee of the Governing Body. The Admissions Panel will consider all applications made in accordance with the criteria as set out, without reference to the race, gender, ability, disability, social background or aptitude of the child. Late applications will be considered in accordance with the requirements of the *Schools Admissions Code*.

Having consulted with the LA and others in accordance with the requirements of the law, the Governing Body has set its planned admission number at 25 pupils for the school year commencing September 2024. Parents/guardians wishing to apply for a place for their child for the start of the academic year 2024-2025 must complete the application form in full, and return it to the school no later than the published Closing Date for applications. Please note that ALL applications must be submitted on this form. Please note that all applications under criteria 1, 2 and 3 (baptised Catholic children) must be accompanied by proof of baptism. Children with an ALN statement naming the school will be admitted.

Letters will be dispatched on the published Common Offer Date, informing you of the decision of the Admissions Panel in respect of your application. Where the application is unsuccessful, the reason(s) will be stated clearly in the letter, and you will be provided with information as to how to appeal the decision. Applicants who are not accepted will be placed on the school's Waiting List. Applicants will remain on the Waiting List until 30 September, 2024. In the event that places become available, the applicants on the Waiting List will be reviewed against the Oversubscription Criteria and offers made to fill available places.

Parents have a right of appeal against a refusal by the Governing Body to admit their child. If they wish to do so, they should put their appeal in writing to the Chair of Governors at the School within 14 days (10 working days) from the notification date. Appeals will be arranged, with an independent panel and conducted in accordance with the School Admission Appeals Code.

For all successful applications, the data contained in the application form will be stored on the school management information system and used for purposes outlined in the 'fair processes order'. Every effort is made to secure the accuracy and security of personal data held by the School. Under the Data Protection Act,

individuals have the right of access to personal information held about them, and also the right for any errors to be corrected.

The Governing Body will assess applications for admission to the school, using the information provided on the School Admission Application Form. Where the number of applications is equal to or less than the admissions number, all applications will be accepted. Where the number of applications exceeds the number of places available, the Admissions Panel of the Governing Body will apply the following oversubscription criteria and allocate places accordingly.

Over-subscription Criteria

1. Looked After baptised Catholic Children or Previously Looked After baptised Catholic Children (proof of baptism must be submitted with the application form).
2. Baptised Catholic children (proof of baptism must be submitted with the application form).
3. Siblings of baptised Catholic children who will be attending St. Mary's & St Patrick's RC Primary School at the time of admission (see note 3 below).
4. Looked after children or Previously Looked After Children who are baptised in another Christian denomination (proof of baptism must be submitted with the application form).
5. Other Looked After Children or Previously Looked After Children
6. Children who are baptised in another Christian denomination (proof of baptism must be submitted with the application form).
7. Siblings of children baptised in another Christian denomination who will be attending St. Mary's & St Patrick's RC Primary School at the time of admission (see note 3 below).
8. Other children for whom parents/guardians seek a specifically Christian education.

If the number of pupils in any one of the above categories exceeds the Admissions Number, the Governing Body will employ, as a deciding factor, the safest shortest distance for the pupil from home to school utilising the GIS Software System used by the Local Authority.

Notes

4. 'Catholic' also includes Eastern Catholic Churches in union with the See of Rome.
5. All applications for criteria 1, 2 and 3 must be accompanied by proof of baptism.
6. 'Siblings' are defined as those who share a common mother or father, adopted mother or father, or form part of an established family unit. Priority will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority. When allocating places, if the last place is offered to a multiple birth child (e.g. a twin or triplet), the school will also admit the other sibling(s).

For further information please contact the school. All application forms should be sent to:

*St Mary's & St Patrick's RC Primary School
Monica Street
Maesteg
CF34 9AY*

6.4 St Robert's Roman Catholic Primary School

We hope to admit to the school any pupils who wish to have an education based firmly on the principles given to us by Jesus Christ. We hope that all pupils are educated in an atmosphere of love, and learn primarily to contribute to this loving Christian atmosphere both at school and at home.

This policy refers to admissions for the academic year 2024-25 at St. Robert's Catholic Primary School which is a Catholic School founded by the Church to provide education for Catholic children. As a Voluntary Aided School, the Governing Body has sole responsibility for admissions to the school.

The Education Act, 1980 Section 6, gives parents the right to express a preference with regard to which school their children attend. Admission to the school will be made in accordance with parental choice subject to the order of priority listed below.

Please note: For each criteria, priority at St Robert's will be given to Looked After Children (LAC) in accordance with Section 106 of the Education Act 2005 and Education (Admission of Looked After Children) (Wales) Regulations 2009:

The criteria for admissions are, in order of priority:

1. Looked after, baptised Catholic children.
2. Baptised Catholic children.
3. Looked after children who are baptised in another Christian denomination.
4. Children who are baptised in another Christian denomination.
5. Other looked after children.
6. Children who have siblings at the school at the time of admission.
7. Children whose parents/guardians wish them to be educated in a Christian School and who support the Catholic ethos of the School.

In considering applications relating to these categories, a priority order may have to be established by reference to:

- *the age of any sibling in the receiving school; the youngest sibling commanding the highest degree of priority.*

- *the proximity of the pupil's home to the receiving school as measured by the shortest practicable walking distance. The governors will use the Routefinder GIS software system to measure all distances.*

Applications from children with special needs or additional learning needs will be considered within the context of each of the criteria and in accordance with the School's Additional Needs Policy.

For admission purposes a sibling is a child living at the same address who is the brother/sister, half brother/ sister (children who share one common parent), step brother/sister where two children are related in marriage. This definition also includes adopted or fostered children at the same address.

Successful Applicants

Successful applicants will be expected to confirm acceptance of an offer made by the Governing Body by the deadline indicated in the offer letter. Failure to do so may result in the offer being withdrawn and the place being allocated to another applicant.

Unsuccessful Applicants

Unsuccessful applicants will be placed on a waiting list for that academic year and when a place becomes available it will be allocated by the application of oversubscription criteria not length of time on the waiting list.

In Year Applications

Applications received outside the normal admission round 'in year admissions' when there is not a place available in that year group will remain on the waiting list until the end of the term in which the application is made. After this time parents will be expected to make a further application for admission to the school.

Right of Appeal

Where a child is refused entry to school, the Governing Body will write to the parents giving full details why the application was refused, in light of the published criteria. Parents have the right of appeal against the decision to refuse an application which will be heard by an independent appeal panel. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The appeal must be forwarded in writing to the Clerk to the Governors c/o St Robert's Catholic Primary School.

For further information please contact the school.
All completed application forms should be sent to:-

St Robert's Catholic Primary School
Dan Y Lan, Aberkenfig, Bridgend, CF32 9AB

6.5 Archbishop McGrath Catholic High School

The Governing Body of the School is responsible for determining and administering the Policy relating to the admission of pupils to the school. It is guided in that responsibility by the requirements of the law, by the advice of the Diocesan trustees and its duty to the School and the Catholic community.

In accordance with the provisions of the Government of Maintained Schools (Wales) Regulations 2005, the Governing Body has delegated responsibility for determining admissions to its 'Admissions Panel', a sub-committee of the Board of Governors. The Admissions Panel will consider all applications made in accord with the criteria set out on page 2 of this document, without reference to the race, gender, ability, disability, social background or aptitude of the child.

Having consulted with the LEA and others in accordance with the requirements of the law, the Governing Body has set its planned admission number at **131** pupils for the school year. Places in other year groups are also limited to **131**.

Parents/guardians wishing to apply for a place for their child for the **start of the academic year** must complete an online application form in full, and return it to the school no later than the published Closing Date for applications. Please note that ALL applications **must** be submitted online and all applications will be considered at the same time

Letters will be dispatched on the published Common Offer Date, informing you of the decision of the Admissions Panel in respect of your application. Where the application is unsuccessful, the reason(s) will be stated clearly in the letter, and you will be provided with information as to how to appeal the decision. Applicants who are not accepted will be placed on the school's Waiting List. Applicants will remain on the Waiting List until the end of the academic year. In the event that places become available, the applicants on the Waiting List will be reviewed against the Oversubscription Criteria and offers made to fill available places. Successful applicants will need to confirm acceptance of their child's place, by returning the electronic form to Archbishop McGrath Catholic High School, no later than 7 days after receipt of offer letter/e-mail. If the school does not receive confirmation of acceptance, the place may be given to the next applicant on the waiting list.

Parents have a **right of appeal** against a refusal by the Governing Body to admit their child. If they wish to do so, they should put their appeal in writing to the Clerk to the Governors at the School within 14 days (10 working days) from the notification date. Appeals will be arranged, with an independent panel and conducted in accordance with the School Admission Appeals Code.

For all successful applications, the data contained in the application form will be stored on the school management information system and used for purposes outlined in the 'fair processes order'. Every effort is made to secure the accuracy and security of personal data held by the School. Under the Data Protection Act, individuals have the **right of access to personal information** held about them, and also the right for any errors to be corrected.

General:

Archbishop McGrath Catholic High School is an English medium, mixed, voluntary aided secondary school. It serves the parishes of Our Lady's and St Patrick's (Maesteg), St Robert's (Aberkenfig), St Mary's (Bridgend), Our Lady Star of the Sea (Porthcawl) and St Joseph of Arimathea (Pyle).

The Schools Standards and Framework Act 1998, section 86, gives parents the right to express a preference as to which school their children attend.

Admissions - Oversubscription Criteria and Order of Priority

Where the number of applicants for admission exceeds the Admission Number of **131** places available, places will be allocated to applicants in the under-mentioned categories in the following order of priority (please refer to the notes section below where indicated):

1. Looked After, and Previously Looked After Baptised Catholic Children.^A
2. Baptised Catholic children.^A
3. Other Looked After Children, and Previously Looked After Children.
4. Siblings of Baptised Catholic Children who will be attending Archbishop McGrath Catholic High School at the time of admission.^B
5. Children who are attending a Catholic primary school at the time of application and for whom the parents/guardians continue to seek a specifically Christian education.
6. Children who are attending a Church in Wales primary school at the time of application and for whom the parents/guardians continue to seek a specifically Christian education.^D
7. Siblings of other children who will be attending Archbishop McGrath Catholic High School at the time of admission.^B
8. Other children for whom parents/guardians seek a specifically Christian education.^D

Notes

- A. Evidence of baptism must be submitted with the application, if applying under criteria 1 or 2.
- B. Definition of a sibling – any sibling connection must be stated on the application form. For admission purposes, a sibling is a child who is the brother/sister/half-brother/half-sister (children who share one common parent), step-brother/sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address. Only pupils from Years 7 – 10, at the time of application, are classed as siblings for admission purposes, with the youngest commanding the highest degree of priority.
- C. Multiple birth children (twins/triplets etc) – If when 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).
- D. In circumstances where, for reasons of capacity, it is not possible to admit all the children within a particular category, preference will be given those whose homes are closest to the school as determined by the safest practicable walking route; this is determined using the current BCBC approved GPS system.

Transfers

A transfer form can be obtained from Archbishop McGrath Catholic High School. A Transfer form, which is available upon request, should be used where a parent / guardian seeks a transfer to Archbishop McGrath Catholic High School from another school. You should not make an application using this form unless you have already discussed your intentions to transfer your child to Archbishop McGrath Catholic High School with the Head Teacher of the school your child currently attends / most recently attended. Once completed, the form should be sent, together with a letter outlining your reasons for seeking the transfer, and a certificate of Baptism in the case of Catholic applicants, to “The Admissions Panel, Archbishop McGrath Catholic High School” at the address below.

The Headteacher/Governing Body’s Admissions Panel will consider each application with reference to the published Oversubscription Criteria (below) and any specific recommendation from the Head Teacher. The applicant will be notified of the decision of the Admissions Panel within 14 days of application.

In arriving at its decision, the Panel will be mindful of the current number of pupils in the school year concerned. Currently, this is restricted to 131 (the “Admission Number”) in agreement with BCBC and the Wales Government. If there is no place

available at the time of application, the name of the applicant will be added to our waiting list unless you request otherwise. In the event that a place becomes available at a later date, the applications on the waiting list will be reviewed and the available place allocated with regard to the school's oversubscription criteria below. A prospective pupil's name will remain on the Waiting List until the end of the academic year, when the list will be cleared. If you wish the name to be added to the Waiting List for the following year, you will need to reapply.

Transfers - Oversubscription Criteria and Order of Priority

Where the number of applicants for admission would exceed the Admission Number, places will be allocated in the following order of priority:

1. Looked After, and Previously Looked After Baptised Catholic Children.^A
2. Other Baptised Catholic children.^A
3. Other Looked After, and Previously Looked After Children.
4. Siblings of Baptised Catholic children who are currently attending Archbishop McGrath Catholic High School.^B
5. Siblings of other children who are currently attending Archbishop McGrath Catholic High School.
6. Other children for whom parents/guardians seek a specifically Christian education.

Notes

- A. Evidence of baptism must be submitted with the application, if applying under criteria 1 or 2.
- B. Definition of a sibling – any sibling connection must be stated on the application form. For admission purposes, a sibling is a child who is the brother/sister/half-brother/half-sister (children who share one common parent), step-brother/sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address. Only pupils from Years 7 – 10, at the time of application, are classed as siblings for admission purposes, with the youngest commanding the highest degree of priority.
- C. Multiple birth children (twins/triplets etc) – If when 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).

- D. In circumstances where, for reasons of capacity, it is not possible to admit all the children within a particular category, preference will be given those whose homes are closest to the school as determined by the safest practicable walking route; this is determined using the current BCBC approved GPS system.

Parents have a **right of appeal** against a refusal by the Governing Body to admit their child. If they wish to do so, they should put their appeal in writing to the Clerk to the Governors at the School within 14 days (10 working days) from the notification date. Appeals will be arranged, with an independent panel and conducted in accordance with the Schools Admissions Appeals Code.

Data Protection:

For all successful applications, the data contained in the application form will be stored on the school management information system and used for purposes outlined in the 'fair processes order'. Every effort is made to secure the accuracy and security of personal data held by the School. Under the Data Protection Act, individuals have the **right of access to personal information** held about them, and also the right for any errors to be corrected.

Appeals

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing by using the school appeals form available from the school office on request. It should be and returned to school for the attention of the Clerk of Governors.

Appeals will be heard by an independent panel. All appeals on pupil admissions to maintained schools must be carried out in accordance with current government legislation. In Wales, it is the Welsh Government's 2013 School Admissions Appeals Code.

Once the parent's appeal form has been received, an acknowledgement letter will be sent from the school. The governors must make arrangements for the appeal to be heard within 30 school days of the closing date for receipt of appeals. Parents will be given 14 days (10 working days') notice of the date and place of the appeal hearing.

This letter will also include:

- Guidance on the appeals process;
- The parent's right to attend the hearing and be accompanied if they wish;

- At least three days before the hearing, the names of the panel members and the clerk will be sent to the parents along with a written statement from the governors detailing the reasons the application for a place was refused.

There are usually three people on the Appeal Panel as well as the Clerk to the Panel.

Order of the hearing:

1. Introductions.
2. The governors' representative will explain why the place has been refused.
3. The parent may ask questions of the governor.
4. The Appeal Panel may also ask governors' representative questions.
5. The parent will be asked to explain the reasons for wanting a place.
6. The governors' representative will be able to ask questions of the parent.
7. The Appeal Panel may also ask the parent questions.
8. The governors' representative will sum up their case.
9. Parents will have the opportunity to make any final points and sum up the case.
10. The parents and governor leave the hearing allowing the panel to reach a decision in private.

When there are a number of appeals, the Appeals Panel may hear the case in one of two ways:

- Grouped appeals: the school's case is heard once for the first stage of the appeal. In this scenario the presenting officer presents a general case (the factual stage) in the presence of all appellants (and any representatives) who may question the case. If the panel concludes that 'prejudice' exists, it will be necessary to move to the second stage. At this stage the appeals of the individual appellants must be heard individually without the presence of the others and decisions must not be taken until all the appeals have been heard.
- Individual appeals: the school presents the case, followed by the individual appellants' case. In these circumstances, it will be necessary for the panel to hear the school's case repeatedly.

As with other appeals, multiple appeals are heard in two stages:

First: the panel must assess:

- whether admitting all the appellants would cause prejudice to efficient

- education or the efficient use of resources, and
- whether each child or young person would have been offered a place if the admission arrangements had been properly implemented.

If the panel finds that admission of the children would not cause prejudice or that they would have been offered a place if admission arrangements had been properly applied, their appeals must be upheld. Further information and guidance on this stage can be found in the School Admission Appeals Code (2013).

Following the hearing, the Clerk to the Appeal Panel must write to parents as soon as possible (usually within 7 days) to inform them of the result of the appeal. Schools will also be notified of the result.

Repeat Applications

Unless there are significant and material changes in the circumstances of a parent's application for their child or the school, the governors will not consider a repeat application in the same academic year.

Change of Preference

Once parent/carer have submitted their preferences they will not be allowed to change them without an exceptional change in circumstances, for example, if the family has recently moved address or an older sibling has changed schools.

All requests to change preferences should be made in writing to the Local Authority and school.

Any parent/carer who submits an application for a change of preference for an oversubscribed school, without an exceptional change in their circumstances, will have that application refused.

School's website: <http://www.archbishopmg.co.uk>

Local Authority website: <https://www.bridgend.gov.uk/residents/schools-and-education/school-admissions/apply-for-admission-to-school/>

PART 7 – Admission Appeals

7.1 Nursery education

No right of appeal arises in respect of the refusal to admit a child to nursery education, on either a full-time or part-time basis.

7.2 Statutory education

In the vast majority of cases, children are offered places in line with the parents/carers' preference of school. If, however, a child is unable to gain admission to the preferred school, parents/carers may choose to appeal to an independent panel.

Parents/carers may accept a place offered at an alternative school whilst pursuing a place at the preferred school.

The registration of an appeal does not extend a child's time on the waiting list for the preferred school. (Please see PART 1 for information relating to waiting lists.)

A parent/carer may request admission to a year group that is different to the chronological-age year group. If the local authority considers that application is appropriate but the application is refused due to no places being available at the school, the parent/carer will be offered a right of appeal. However, there is no right of appeal if a place has been offered, but not in the desired year group (ie where the place offered is in the correct chronological year group for the child's age).

7.3 Post-16 (sixth-form) education

As detailed in PART 4, the local authority is the admitting authority for post-16 admissions to sixth-forms in the community schools within the county borough. While the individual schools administer the admission arrangements on behalf of the local authority, and are responsible for determining and issuing entry criteria on sixth-form admissions, the local authority is responsible for handling all appeals in respect of refusals to a preferred sixth-form.

The parents/carers and the learner are able to appeal separately or jointly. However, if there are separate appeal registrations, the appeals will be heard together.

7.4 Considering whether to register an appeal

Any person considering whether to register an appeal against the refusal of a place at the preferred school in during the 2024-2025 school year is strongly recommended to read:

- the Welsh Government [School Admissions Code 2013](#); and
- the Welsh Government [School Admission Appeals Code 2013](#).

Any person registering an appeal will be expected to submit their grounds for appealing.

7.5 Registering an appeal

Who may register an appeal?

In the case of appeals relating to statutory-age children, the appeal can only be registered by a parent or carer (legal guardian). Unless already provided to the local authority, a legal guardian **must** submit official documentation, proving guardianship, at the time the appeal registration is submitted.

In the case of appeals relating to sixth-form learners, the parents/carers and the learner are able to appeal separately or jointly.

The local authority will only accept an appeal registration from a person who is not a parent/carers if it is accompanied by an appropriate written permission from the parents/carers.

Timescales for registering an appeal

For appeals relating to the refusal of places in an admissions round, parents/carers (or learners for sixth-form admissions) **must** register their appeal with the local authority by the relevant closing date, as detailed below:

Refusal decision	Date that the local authority must receive your appeal registration
Secondary admission round (Year 7 place starting in September 2024)	4pm Friday, 29 March 2024
Reception admission round (Reception place starting in September 2024)	4pm Tuesday, 14 May 2024
Junior admission round (Year 3 place in a junior school starting in September 2024)	4pm Tuesday, 14 May 2024
Sixth-form admission round (Year 12 place starting in September 2024)	No later than 21 calendar days of the written notification of the refusal.

In-year admission/transfer for the 2024-2025 school year	No later than 21 calendar days of the written notification of the refusal.
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There is no obligation on the local authority to accept an appeal registration made outside of these timescales. If an appeal is registered after these timescales, the local authority will expect detailed reason/s for the late registration to be provided. The local authority will consider the reason/s for a late appeal registration and will advise the appellant if the late appeal has, or has not, been accepted.

Submitting an appeal registration

An appeal must be registered in writing.

The notification letter from the local authority regarding the outcome of an admission application will provide information on the appeal registration process.

Any information provided by an appellant relating to an admission appeal registration will be held electronically and used by local authority for the purpose of processing the admission request.

7.6 Registering an appeal against an admission refusal by voluntary aided schools

As detailed in PART 1, the local authority does not handle admissions to the voluntary aided schools, which are:

Archdeacon John Lewis Church in Wales Primary School

St Mary's and St Patrick's Catholic Primary School

St Mary's Catholic Primary School

St Robert's Roman Catholic Primary School

Archbishop McGrath Catholic High School

Parents/carers who have been refused a place for their child/ren at one of these schools, and wish to appeal against that decision, will need to contact the school directly. Relevant details will be in the notification letter received from the school and the school's admissions policy.

7.7 The independent admission appeals process

School admission appeals are conducted in accordance with Welsh Government's School Admission Appeals Code 2013, which is a statutory code.

The local authority will refer the appeal to an independent admission appeal panel for a hearing.

Members of admission appeals panels are entirely independent of the local authority. They are volunteers who are fully trained under the requirements of the School Admission Appeals Code 2013.

The appeals process is administered by the local authority's Legal Services Department and a member of that department acts as the clerk to the panel.

Arrangements for the admission appeal hearing

The clerk to the admission appeal panel will arrange a time and place for the hearing.

Parents/carers/learners will have the opportunity of attending the admission panel hearing and making their representations (oral and/or written) as to why the child should attend the preferred school. However, they may elect not to attend the admission appeal hearing and allow the appeal to be considered on a written statement only.

The appeal will be decided on the information available if parents/carers/learners have indicated an intention to attend the admission appeal hearing but do not do so, and fail to provide a reasonable explanation for not attending.

If parents/carers/learners cannot attend on the scheduled date and it is not reasonably practicable to offer an adjourned hearing, the appeal will be decided on the information available.

Parents/carers/learners will be given at least 14 days (10 working days) written notice of the appeal panel hearing, unless they agree to a shorter period. The parent/carer/learner should confirm this in writing to the clerk to the admission appeal panel.

Parents/carers/learners may be accompanied at an admission panel hearing by a friend or adviser or an interpreter. Members of the Council, local authority officers, Members of the Senedd or local politicians **are not permitted to attend**, as set out in the School Admission Appeals Code 2013. Parents/carers/learners should inform the clerk to the admission appeal panel of any representation at least seven days before the hearing date.

The admission appeal panel hearing and decision

When making its decision, the admission appeal panel will be obliged to follow the

School Admission Appeals Code 2013.

The admission appeal panel will firstly consider the case presented by the local authority in relation to prejudice to the efficient education provided at the school and the efficient use of resources, if another child were to be admitted to the relevant year group.

If the admission appeal panel accepts the case made by the local authority, the panel will then consider the case presented by the parent(s)/carer(s)/learner and determine whether the merits of the case outweigh the case presented by the local authority.

Parents/carers should note that an admission appeal panel has limited powers to overturn a decision by the local authority to refuse the admission of a child where infant class size legislation applies.

The decision of the admission appeal panel is legally binding. This means that if an appeal is successful, the child/learner must be admitted to the school.

7.8 Repeat appeals

Parents/carers generally do not have a right to a second appeal in respect of the same school and the same academic year except where:

- there were faults in the first appeal process and there is a significant possibility that the outcome might have been affected by the faults (this may be on the recommendation of the Public Services Ombudsman for Wales); or
- a fresh application is accepted because there has been a significant and material change in the circumstances of the parent/carers or child and that application has also been refused. Common examples of where a fresh application is considered are where a family has moved address or there are new medical reasons pertaining to the choice of school.

Parents/carers/learners who appeal unsuccessfully may re-apply for a place at the same school in respect of a later academic year (but subject to the timescales set out in the timetables within PART 2. Parents/carers/learners will have a right to appeal if that application is also refused.

7.9 Appeals received during the academic year 2022-2023

During the academic year 2022-2023, the local authority received a total of 44 appeals from parents/carers whose applications for children to attend community schools (where the local authority is the admitting authority), had been unsuccessful.

The table provides information on the number of appeals registered by sector and type of admission request, and the outcomes.

Sector	In-year admission request for a place in 2022-2023	In-year admission request for a place in September 2023	Admission round application for September 2023
Primary	<p style="text-align: center;">12</p> <p>6 withdrawn 1 successful 5 unsuccessful</p>	0	<p style="text-align: center;">8</p> <p>3 withdrawn 1 successful 4 unsuccessful</p>
Secondary	<p style="text-align: center;">4</p> <p>3 withdrawn 1 unsuccessful</p>	0	<p style="text-align: center;">20</p> <p>1 withdrawn 1 successful 18 unsuccessful</p>

17. Schools, contacts and admission-related information

The number of pupils on roll in January 2023 is mainstream pupils and pupils in any specialist provisions at the school. All other data relates to mainstream pupils and applications only.

17.1 Primary schools - community – English-medium

			Statutory-age groups only				
School name	Name of headteacher and contact details	Age range of pupils	PAN 2023-2024	Pupils on roll January 2023	School Capacity January 2023	Applications for Reception September 2023	PAN 2024-2025
Abercerdin Primary School	Mrs H Gentle Kenry Street, Evanstown Gilfach Goch, Porth CF39 8RS 01656 815535 admin@abercerdinps.bridgend.cymru	3 - 11	30	151	232	22	30
Afon y Felin Primary School	Ms N Williams Heol-y-Parc North Cornelly Bridgend CF33 4PA 01656 815750 admin@afonyfelinps.bridgend.cymru	3 - 11	19	120	141	18	19
Betws Primary School	Mrs P Schofield Betws Road Bettws Bridgend CF32 8YD 01656 815650 admin@betwsps.bridgend.cymru	3 - 11	30	161	210	16	30

			Statutory-age groups only				
School name	Name of headteacher and contact details	Age range of pupils	PAN 2023-2024	Pupils on roll January 2023	School Capacity January 2023	Applications for Reception September 2023	PAN 2024-2025
Blaengarw Primary School	Mrs P Schofield Station Street Blaengarw Bridgend CF32 8BA 01656 815550 admin@blaengarwps.bridgend.cymru	3-11	24	152	196	17	24
Brackla Primary School	Mrs K John Brackla Way Brackla Bridgend CF31 3EZ 01656 815570 admin@bracklaps.bridgend.cymru	3-11	45	289	330	45	45
Bryncethin Primary School	Mr R Bailey Heol Canola Bryncethin Bridgend CF32 9TH 01656 815840 admin@bryncethinps.bridgend.cymru	3-11	34	230	269	29	34
Brynmenyn Primary School	Miss K Jones Heol Sarah Jayne Howell Tondu Bridgend CF32 9FB 01656 815850 admin@brynmenynps.bridgend.cymru	3-11	60	360	420	44	60

			Statutory-age groups only				
School name	Name of headteacher and contact details	Age range of pupils	PAN 2023-2024	Pupils on roll January 2023	School Capacity January 2023	Applications for Reception September 2023	PAN 2024-2025
Bryntirion Infant School	Ms K Pryse Bryngolau Bryntirion Bridgend CF31 4DD 01656 815860 admin@bryntirionis.bridgend.cymru	3 - 7	40	102	126	22	40
Caerau Primary School	Ms J Roche Library Road Caerau Maesteg CF34 OPA 01656 815830 admin@caeraups.bridgend.cymru	3 - 11	45	371	428	44	60
Cefn Cribwr Primary School	Mr S Howells Cefn Road Cefn Cribwr Bridgend CF32 OAW 01656 815645 admin@cefncribbwrps.bridgend.cymru	3 - 11	20	151	156	21	20
Cefn Glas Infant School	Mrs S Johns St Winifred's Road Cefn Glas Bridgend CF31 4PL 01656 815690 admin@cefnglasis.bridgend.cymru	3 - 7	66	156	180	57	66

			Statutory-age groups only				
School name	Name of headteacher and contact details	Age range of pupils	PAN 2023-2024	Pupils on roll January 2023	School Capacity January 2023	Applications for Reception September 2023	PAN 2024-2025
Coety Primary School	Mr J Lewis Ffordd yr Hebog Parc Dderwen Bridgend CF35 6DH 01656 754990 admin@coetyps.bridgend.cymru	3 - 11	60	414	416	63	60
Corneli Primary School	Ms N Williams (interim executive headteacher) Greenfield Terrace North Cornelly Bridgend CF33 4LW 01656 754870 admin@cornelips.bridgend.cymru	3 - 11	46	224	258	23	46
Coychurch (Llangrallo) Primary School	Mrs S Hurry Main Road Coychurch Bridgend CF35 5HN 01656 815880 admin@coychurchps.bridgend.cymru	3 - 11	19	133	133	20	19
Croesty Primary School	Ms C Nicholas Coychurch Road Pencoed Bridgend CF35 5LY 01656 815890 admin@croestyps.bridgend.cymru	3 - 11	30	180	208	19	30

			Statutory-age groups only				
School name	Name of headteacher and contact details	Age range of pupils	PAN 2023-2024	Pupils on roll January 2023	School Capacity January 2023	Applications for Reception September 2023	PAN 2024-2025
Cwmfelin Primary School	Mrs J Edwards Maesteg Road Cwmfelin Maesteg CF34 9LD 01656 815525 admin@cwmfelinps.bridgend.cymru	3 - 11	30	190	192	25	30
Ffaldau Primary School	Mrs P Schofield Ivor Street Pontycymmer Bridgend CF32 8HW 01656 815870 admin@ffaldaups.bridgend.cymru	3 - 11	30	122	214	13	30
Garth Primary School	Mrs A Hatch-Walker Mission Road Garth Maesteg Bridgend CF34 OND 01656 815590 admin@garthps.bridgend.cymru	3 - 11	30	180	243	17	30
Litchard Primary School	Mr J Phillips Mr D Richards (Acting Head) Garfield Avenue Litchard Bridgend CF31 1QB 01656 815685 admin@litchardps.bridgend.cymru	3 - 11	60	416	425	63	60

			Statutory-age groups only				
School name	Name of headteacher and contact details	Age range of pupils	PAN 2023-2024	Pupils on roll January 2023	School Capacity January 2023	Applications for Reception September 2023	PAN 2024-2025
Llangewydd Junior School	Ms K Green Llangewydd Road Bridgend CF31 4JT 01656 815530 admin@llangewyddjs.bridgend.cymru	7 - 11	90	349	382	95	90
Llangynwyd Primary School	Mr C Jones Heol Cadrawd Llangynwyd Maesteg CF34 9TE 01656 815565 admin@llangynwydps.bridgend.cymru	3 - 11	11	91	117	9	11
Maes yr Haul Primary School	Mr K Stroud Ffordd Tirion Broadlands Bridgend CF31 5EG 01656 815600 admin@maesyhaulps.bridgend.cymru	3 - 11	75	424	524	63	75
Mynydd Cynffig Primary School	Mr N Davies Pwllgath Street Kenfig Hill Bridgend CF33 6ET 01656 815760 admin@mcp.bridgend.cymru	3 - 11	60	380	397	46	60

			Statutory-age groups only				
School name	Name of headteacher and contact details	Age range of pupils	PAN 2023-2024	Pupils on roll January 2023	School Capacity January 2023	Applications for Reception September 2023	PAN 2024-2025
Nantffyllon Primary School	Mrs N Goggin Garnwen Terrace Nantffyllon Maesteg Bridgend CF34 OET 01656 815740 admin@nantffyllonps.bridgend.cymru	3 - 11	40	202	215	31	40
Nantymoel Primary School	Mrs C Harris Gwendoline Street Nantymoel Bridgend CF32 7PL 01656 815670 admin@nantymoelps.bridgend.cymru	3 - 11	30	173	232	28	30
Newton Primary School	Mrs R John New Road Porthcawl CF36 5BL 01656 815780 admin@newtonps.bridgend.cymru	3 - 11	34	171	235	28	34
Nottage Primary School	Mrs A Thomas Suffolk Place Porthcawl CF36 3ED 01656 815540 admin@nottageps.bridgend.cymru	3 - 11	60	326	416	30	60

			Statutory-age groups only				
School name	Name of headteacher and contact details	Age range of pupils	PAN 2023-2024	Pupils on roll January 2023	School Capacity January 2023	Applications for Reception September 2023	PAN 2024-2025
Ogmore Vale Primary School	Mrs J Colsey Aber Road Ogmore Vale Bridgend CF32 7AJ 01656 815640 admin@ogmorevaleps.bridgend.cymru	3 - 11	53	281	390	31	53
Oldcastle Primary School	Mrs C Littlewood South Street Bridgend CF31 3ED 01656 815790 admin@oldcastleps.bridgend.cymru	3 - 11	60	388	362	49	60
Pencoed Primary School	Mr A Raymond Penprysg Road Pencoed Bridgend CF35 6RH 01656 815730 admin@pencoedps.bridgend.cymru	3 - 11	72	490	510	71	72
Penybont Primary School	Mr R Owen Minerva Street Bridgend CF31 1TD 01656 754860 admin@penybontps.bridgend.cymru	3 - 11	45	324	323	38	45

			Statutory-age groups only				
School name	Name of headteacher and contact details	Age range of pupils	PAN 2023-2024	Pupils on roll January 2023	School Capacity January 2023	Applications for Reception September 2023	PAN 2024-2025
Pil Primary School	Mr N Pryce Pyle Inn Way Pyle Bridgend CF33 6AB 01656 815630 admin@pilps.bridgend.cymru	3 - 11	30	181	219	23	30
Plasnewydd Primary School	Ms D Jones Castle Street Maesteg Bridgend CF34 9UN 01656 815770 admin@plasnewyddps.bridgend.cymru	3 - 11	45	174	307	10	45
Porthcawl Primary School	Ms J Rowley Meadow Lane Porthcawl CF36 5EY 01656 815660 admin@porthcawlps.bridgend.cymru	3 - 11	24	158	203	21	25
Tondu Primary School	Mrs J Prelogauskas Meadow Street Aberkenfig Bridgend CF32 9BE 01656 815720 admin@tondups.bridgend.cymru	3 - 11	42	169	244	25	42

			Statutory-age groups only				
School name	Name of headteacher and contact details	Age range of pupils	PAN 2023-2024	Pupils on roll January 2023	School Capacity January 2023	Applications for Reception September 2023	PAN 2024-2025
Trelales Primary School	Mr A Morrison Well Street Laleston Bridgend CF32 0LF 01656 815610 admin@trelalesps.bridgend.cymru	3 - 11	30	178	199	19	30
Tremains Primary School	Mrs D Todd Channel View Brackla Bridgend CF31 2NL 01656 815900 admin@tremainsps.bridgend.cymru	3 - 11	65	408	428	61	65
Tynyrheol Primary School	Mr C Jones (interim executive headteacher) 5 Heol Llangeinor Llangeinor Bridgend CF32 8PW 01656 815820 admin@tynyrheolps.bridgend.cymru	3 - 11	10	46	97	9	10
West Park Primary School	Mrs S Morgan West Road Nottage Porthcawl CF36 3SN 01656 815510 admin@westparkps.bridgend.cymru	3 - 11	55	358	380	46	55

17.2 Primary schools – voluntary controlled – English-medium

			Statutory-age groups only				
School name	Name of headteacher and contact details	Age range of pupils	PAN 2023-2024	No. of pupils on roll January 2023	School Capacity January 2023	Applications for Reception September 2023	PAN 2024-2025
Pen y Fai Church in Wales Primary School	Mr M Street Heol Eglwys Pen y Fai Bridgend CF31 4LX 01656 815930 admin@penyfaips.bridgend.cymru	3 - 11	30	212	210	33	30

17.3 Primary schools – voluntary aided – English-medium

			Statutory-age groups only				
School name	Name of headteacher and contact details	Age range of pupils	PAN 2023-2024	No. of pupils on roll January 2023	School Capacity January 2023	Applications for Reception September 2023	PAN 2024-2025
Archdeacon John Lewis Church in Wales Primary School	Mr J Tarran Brackla Way Brackla Bridgend CF31 2JS 01656 815520 admin@archdeaconjohnlewisps.bridgend.cymru	3 - 11	30	147	208	10	30

			Statutory-age groups only				
School name	Name of headteacher and contact details	Age range of pupils	PAN 2023-2024	No. of pupils on roll January 2023	School Capacity January 2023	Applications for Reception September 2023	PAN 2024-2025
St Mary's Catholic Primary School	Mr L Watkins Llangewydd Road Bridgend CF31 4JW 01656 815560 admin@stmaryscps.bridgend.cymru	3 - 11	30	235	220	24	30
St Mary's and St Patrick's Catholic Primary School	Mrs N Kelly-Fisher Monica Street Maesteg Bridgend CF34 9AY 01656 815585 admin@stm&stpcps.bridgend.cymru	3 - 11	25	184	207	6	25
St Robert's Roman Catholic Primary School	Mrs C Beveridge Dan-y-Lan Aberkenfig Bridgend CF32 9AB 01656 815515 admin@strobertscps.bridgend.cymru	3 - 11	22	167	139	17	22

17.4 Primary schools – community – Welsh-medium

			Statutory-age groups only				
School name	Name of headteacher and contact details	Age range of pupils	PAN 2023-2024	No. of pupils on roll January 2023	School Capacity January 2023	Applications for Reception September 2023	PAN 2024-2025
Ysgol Cynwyd Sant	Mrs S G Richards Pen-yr-Ysgol Maesteg Bridgend CF34 9YE 01656 815615 admin@cynwydsant.pen-y-bont.cymru	3 - 11	45	244	306	35	45
Ysgol Gymraeg Bro Ogwr	Mrs S Jayne Princess Way Brackla Bridgend CF31 2LN 01656 815580 admin@ygbroogwr.pen-y-bont.cymru	3 - 11	54	330	361	48	54
Ysgol Gynradd Gymraeg Calon y Cymoedd	Mrs C Coulthard Betws Road Bettws CF32 8YD 01656 815810 admin@calonycymoed.pen-y-bont.cymru	3 - 11	30	178	210	26	30
Ysgol y Ferch o'r Sgêr	Ms D Nicholls (acting headteacher) Greenfield Terrace North Cornelly Bridgend CF33 4LW 01656 754865 admin@yfos.pen-y-bont.cymru	3 - 11	33	121	197	17	33

17.5 Secondary schools – community – English-medium

			Statutory-age groups only				
School name	Name of headteacher and contact details	Age range of pupils	PAN 2023-2024	Pupils on roll January 2023	School Capacity January 2023	Applications for Year 7 Sept 2023	PAN 2024-2025
Brynteg School	Mr R Davies Ewenny Road Bridgend CF31 3ER 01656 815559 admin@bryntegschool.bridgend.cymru	11-19	333	1350	2008	335	333
Bryntirion Comprehensive School	Mr R Pawar Merlin Crescent Cefn Glas Bridgend CF31 4QR 01656 641100 admin@bryntirioncs.bridgend.cymru	11-19	210	1052	1222	268	210
Coleg Cymunedol Y Dderwen	Mrs T Wellington Heol-yr-Ysgol Tondu Bridgend CF32 9EG 01656 815920 admin@ccyd.bridgend.cymru	11-19	276	1180	1546	244	276

			Statutory-age groups only				
School name	Name of headteacher and contact details	Age range of pupils	PAN 2023-2024	Pupils on roll January 2023	School Capacity January 2022	Applications for Year 7 Sept 2023	PAN 2024-2025
Cynffig Comprehensive School	Mrs H Castle East Avenue Kenfig Hill Bridgend CF33 6NP 01656 740294 admin@cynffigcs.bridgend.cymru	11-19	180	703	1054	148	180
Maesteg School	Mrs H Jones Ffordd Dysgu Maesteg Bridgend CF34 OLQ 01656 815950 admin@maestegschool.bridgend.cymru	11-19	228	947	1333	170	228
Pencoed Comprehensive School	Mr E Jones Coychurch Road Pencoed Bridgend CF35 5LY 01656 867100 admin@pencoedcs.bridgend.cymru	11-19	214	776	1123	162	214
Porthcawl Comprehensive School	Mr M Stephens 52 Park Avenue Porthcawl CF36 3ES 01656 774100 admin@porthcawlcs.bridgend.cymru	11-19	246	1002	1644	188	246

17.6 Secondary schools – voluntary aided – English-medium

			Statutory-age groups only				
School name	Name of headteacher and contact details	Age range of pupils	PAN 2023-2024	Pupils on roll January 2023	School Capacity January 2023	Applications for Year 7 Sept 2023	PAN 2024-2025
Archbishop McGrath Catholic High School	Mr A Howells Oak Tree Way Brackla Bridgend CF31 2DN 01656 815500 admin@archmcgrathcs.bridgend.cymru	11-19	131	716	887	191	131

17.7 Secondary schools – community – Welsh-medium

			Statutory-age groups only				
School name	Name of headteacher and contact details	Age range of pupils	PAN 2023-2024	Pupils on roll January 2023	School Capacity January 2023	Applications for Year 7 Sept 2023	PAN 2024-2025
Ysgol Gyfun Gymraeg Llangynwyd	Mr M Jones Llangynwyd Maesteg CF34 9RW 01656 815700 admin@yggllangynwyd.pen-y-bont.cymru	11-19	165	606	776	128	165