



Admissions Policy

The United Nations Convention on the Rights of the Child (CRC) is at the heart of our school's planning, policies, practice and ethos. As a rights-respecting school we not only teach about children's rights but also model rights and respect in all relationships.

Admissions Policy

The Local Authority, the LA, is the admitting authority for all community schools in Swansea.

Admission to Ysgol Gymraeg Pontybrenin

Each child about to commence full time education will be invited to apply for a place at their catchment school maintained by the LA.

Parents can either apply on line or in writing for a place at the catchment school or express a preference for a placement at an alternative school. Requests for a preferred placement will be granted unless to do so would:

- prejudice the provision of efficient education or the efficient use of resources, and
- for voluntary aided schools, be incompatible with the admission arrangement agreed between the Governing Body and the LA.

Those parents who express a preference on line or in writing for a place at any school will be given priority over those who have not.

Admission Limit

All schools must admit up to their Admission Number in the year of entry (ie. Reception in Primary schools). In the year of entry a child will be refused a place once the Admission Number has been reached. The Admissions Number at Ysgol Gymraeg Pontybrenin is 67. Parents who are refused a place at the school must be given right of appeal.

Admissions Criteria

If more applications have been received than there are places available, the following order of priority will apply:

1. Children who are in the care of the Local Authority i.e. Looked After Children (LAC), or are previously looked after*.
2. Children who live within the school's defined catchment area (this currently comprises a wide area which extends from the Gower to the outlying areas of West Swansea).
If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
3. Children who have a brother or sister of statutory school age attending the school at the date of their admission.*** If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
4. Other children for whom a place has been requested for whom criteria 1 to 4 above do not apply. If there are more applications than places, the places will

be allocated in distance order with those living nearest (shortest available walking route) receiving priority**

*Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

**The measurements will be taken from outside the entrance to the property (house or flat) to the nearest official school entrance. A computer programme is used when undertaking the measurement.

***A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children are twins/triplets then the LA will admit both/all children.

The Local Authority will not provide transport or make any contribution towards transport costs for children admitted from outside the school's defined catchment area. However, if the catchment area school is full in the year group, transport will be provided to the next nearest school with room if that school is more than 2 miles from home.

Children who have a statement of Special Educational Needs

The admissions criteria do not apply to pupils for whom the LA holds a statement of special educational needs although the rights of parents to be involved in the placement of their child are protected in law. The LA in consultation with parents and schools will determine the school at which education is to be provided. The LA reserves the right to name a school which is not the catchment area school.

Schools have a duty to admit children with a Statement of Special Educational Needs who have been placed in a school by the LA and these pupils are counted towards the number admitted up to the Admission Number unless they are placed in a Special Teaching Facility with planned places.

Right of Appeal

Parents will be informed, in writing, as to whether their application has been successful. Where their application has been refused, parents will be informed in writing that they have right of appeal to an Independent Appeal Panel. If they exercise that right, the appeal must be forwarded to the School and Governor Unit at the Civic Centre by Tuesday, 16th May 2017. The appeal will be considered by an Independent Appeal Panel of 3 or 5 people comprising lay members, and persons with experience in education.

Please note: Because of the statutory class size maximum of 30, there are very restricted circumstances in which an appeal for a place in an Infant class (Reception, Year 1 and Year 2) can be successful.

Waiting Lists

For all admissions, where parents/carer's are refused a place for their child/children they are automatically placed on the waiting list and an opportunity to meet with an Independent Appeal Panel is offered. Pupils names will remain on the waiting list for the whole academic year and will only be removed if they are successful at appeal or if a parent confirms in writing that they no longer wish their child/ren's name to remain on the waiting list. If a place becomes available it will be allocated in by the LA in accordance with the oversubscription criteria.

Parents considering sending their children to Ysgol Gymraeg Pontybrenin are invited to visit the school by appointment with the Headteacher.

Schedule of Events for Admission Arrangements 2017/2018

23 September 2016	Information for Parents made available to schools and parents/carer's on City and County of Swansea website or by hard copy (available on request)
9 January 2017	Parents/carer's are invited to apply for a school place
9 January – 17 February 2017	A period of 6 weeks for parents to make their admission applications
17 February 2017	Deadline for parents/carer's to submit admission application to the School Support Unit, Civic Centre
18 April 2017	Local authority notifies parents/carer's of primary school place offered
EASTER HOLIDAY 10th – 21st April 2017	
16th May 2017	Date by which parents/carer's lodge appeal

Policy Adoption

Date of Review by Governors: 23/11/16

Date Endorsed and ratified by Full Governing Body: 23/11/16

Chair of Governors Signature: