



# Archdeacon John Lewis Church in Wales VA Primary School

## Admissions Policy 2024-2025

(1 September 2024 – 31 August 2025)

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## **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 (ie 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 AJL 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 (ie reception), if offering a place would result in class size prejudice (eg 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 (ie 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, eg 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 (ie 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 (ie 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](mailto: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 CiW VA 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 (ie 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 (eg 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 (ie 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, ie 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](http://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.