

# Gilwern

Primary School



## ADMISSIONS POLICY

## *NURTURE – EMPOWER - ACHIEVE*

### **Nurture, Empower, Achieve**

#### **School Vision**

- ◆ Gilwern School creates a happy, secure and stimulating environment, where learners are encouraged to reach their full potential.
- ◆ The school works collaboratively with others to develop the four purposes of education, providing exciting authentic learning experiences.
- ◆ All staff are committed to develop learners' English and Welsh literacy, numeracy and digital competence skills through a meaningful broad and balanced curriculum to enhance their life chances.

#### **We are a Rights Respecting School**

In 1991 our Government signed up to the United Nations Convention on the Rights of the Child (UNCRC). In signing the Convention, the 54 articles laid down have become enshrined in UK law. The Convention applies to everyone.

At Gilwern Primary School we aim to work within the spirit as well as the letter of the Convention and our school policies and home-school agreement is based around these rights and responsibilities. At Gilwern Primary School we work together so that the rights of the child are ensured and their responsibilities are clear.

## **ADMISSIONS POLICY**

### **INTRODUCTION**

The governing body of Gilwern School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Admissions Statutory Code (July 2013) imposes requirements and offers guidance in respect of the discharge by local authorities (LA), the governing bodies of maintained schools, admission forums and admission appeal panels. These bodies have school admissions functions under the School Standards and Framework Act 1998 and must “act in accordance with” with Code. The Code replaces the Welsh Assembly Government School Admissions Code which was published in July 2009.

### **AIMS AND OBJECTIVES**

- We are an inclusive school that welcomes children from all backgrounds and abilities.
- All applications will be treated on merit and in a sensitive manner.
- The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.
- In exceptional circumstances the school will consult the LEA to consider if the school is able to meet a child's specific need.

### **How parents can apply for their child to be admitted to our school**

- As our school is a community school, the school determines the admission arrangements in agreement with the LA. The LA is the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.
- The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not guarantee a place at this school. Application forms can be obtained from the Education Department of the LA and should be completed by the date stipulated on the forms. For further details, please refer to the Monmouthshire County Council website [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk) and search Primary School Admissions.
- In this area, children enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child admitted to this school during the year their child is five should ensure that they complete the necessary application form by the end of January.
- Attendance at a feeder nursery does not exclude the need to apply for a Reception place at the School.
- On receipt of an offer of a school place, parents are required to confirm their acceptance of this school place in writing within 14 days of notification of the

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school place offer. Failure to do so could result in the offer of a school place being withdrawn.

### **ADMISSION APPEALS**

- If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.
- If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the School Admissions Appeals Code.)

### **THE STANDARD NUMBER**

- Each year, the LA consults upon its admission arrangements and attempts where possible to mirror the admission round timeframes of neighbouring authorities.
- Prior to the consultation, the admission numbers for all schools should be determined and form part of this consultation. The admission numbers for the schools are derived from the physical capacity of the school to accommodate pupil's learning needs. Usually this equates to 30 pupils being accepted.

### **OVERSUBSCRIPTION CRITERIA**

- When the number of applications received is less than or equal to the number of available places, all children will be admitted assuming that the school can meet the needs of all applicants. However, when there are more applications than places, the admission number is exceeded and the over subscription criteria will be applied to select which children are to be offered places. When considering the remaining available places, criteria as set out in the Monmouthshire County Council Guidance Notes (<https://www.monmouthshire.gov.uk/starting-primary-school/>) will be adhered to.

### **CHANGES TO THE LAW ON ADMISSIONS AS A RESULT OF THE ALN SYSTEM**

From 1 September 2021, section 48 of the 2018 Act requires the governing body of a maintained school in Wales to admit a child to the school if the school is named in the child's individual development plan for the purpose of that section, which is to secure the child's admission to the school. This duty applies despite the limits on infant class sizes and even if admitting the child would result in the school exceeding its admission number. The duty to admit applies at all times, including where a school is named in a plan outside the normal admission round.

Schools may only be named for the purpose of securing admission in certain circumstances, so not all individual development plans will name a school in this way. Where a school is named for that purpose, it is named in section 2D.1 of the individual development plan.

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Where a school is named in an individual development plan for the purpose of securing admission, the admissions provisions in the School Standards and Framework Act 1998 do not generally apply.<sup>[1]</sup> If a child or the child's parent wishes to appeal against the school named in the child's individual development plan for the purpose securing admission, or the fact that no school is so named, the appeal is to the Education Tribunal for Wales.

Paragraphs 12.100 and 23.54 to 23.59 of the ALN Code deal with the power to name a school for the purpose of securing admission and the duty on the governing body of a school so named to admit. Chapter 23 deals generally with the content of individual development plans and Annexes A and B set out the standard forms for individual development plans. Chapter 33 deals with appeals under the 2018 Act.

<sup>[1]</sup> Section 98(7) of the School Standards and Framework Act 1998, as amended by paragraph 7(3) of Schedule to the 2018 Act.

### **Excepted pupils for the purposes of the limits on infant class sizes**

Paragraphs 3.45 to 3.50 of the School Admissions Code deal with the rules on infant class size limits. Paragraph 3.48 sets out the list of excepted pupils who, in certain circumstances, are not to be counted for the purpose of the limit on infant class sizes.

From 1 September 2021, the following are also excepted pupils:<sup>[2]</sup>

- children who were admitted to the school outside the normal admission round as a result of their individual development plan naming the school for the purpose of securing admission
- children with ALN who are normally educated in a special unit in a mainstream school, but receive part of their lessons in a non-special class

<sup>[2]</sup> The School Admissions (Infant Class Sizes) (Wales) Regulations 2013 as amended by the Additional Learning Needs and Education Tribunal (Wales) Act 2018 (Consequential Amendments) (No. 2) Regulations 2021, regulation 4.

### **REVIEW**

- This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.