

Admissions Policy Ysgol Bryn y Môr

2025 -26

YSGOL GYMRAEG



BRYN Y MÔR

Mabwysiadu'r Polisi / Adopted Policy
Dyddiad Adolygu gan y Corff Llywodraethu: Reviwed by Governing body:
Dyddiad cadarnhau a chymeradwyo gan y Corff Llywodraethu Llawn: Date of confirmation and approval by the Full Governing Body:
Llofnod Cadeirydd y Llywodraethwyr: Signature of the Chair of Governors:

Nursery classes based at local authority schools

The local authority, the LA, is the admitting authority for all community schools (schools funded and maintained entirely by LAs) in the area.

The LA has agreed that schools will undertake the administration of nursery applications on behalf of the LA.

Admission to nursery classes

Parents/carers who require a place in a nursery class will be required to submit an admission application. Parents/carers can either apply on-line for a place at the catchment school or express a preference for a placement at an alternative school. Here is the school link for the application:

<https://www.yggbrynymor.co.uk/ceisio-am-le-yn-y-meithrin-apply-for-a-place-in-nu/>

Support can be provided for parents who need assistance if necessary. Requests for places will be granted unless to do so would prejudice the provision of efficient education or the efficient use of resources.

There is no right of appeal following the refusal of an application for a place in a nursery class.

The number of nursery places available may differ to the admission number for the rest of the year groups within a school. The number of spaces in Reception for the school is 37pupils.

(a) Oversubscription Criteria – nursery classes in Community Schools

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

1. Children who are in the care of a local authority i.e. looked after children (LAC), or previously looked after*.
2. Children who live within the school's defined catchment area. There is no guarantee of a catchment place. 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 3 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**.

*Child looked after (Looked After Child (LAC) / Previously Looked After Children – a looked after child refers to a child who is looked after by a local authority in England or Wales, (as defined by Section 22 of the Children Act 1989 and Section 74 of the Social Services and Wellbeing [Wales] Act 2014) at the time the application to a school is made and who the Local Authority has confirmed will still be looked after at the time of admission to the school. 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 (as defined by the Welsh

Government School Admissions Code document no. 005/2013). Evidence will need to be provided for all LAC criteria applications.

****** The measurements will be taken from outside the entrance to the property (house or flat) to the nearest official school entrance. The local authority GIS 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. Statutory school age is defined as pupils who are between age 5 and 16 (i.e. pupils in any year group between and including Reception to Year 11).

Children who have a Statement of Special Educational Needs/ IDP

The oversubscription criteria does not apply to pupils for whom the LA holds a Statement of Special Educational Needs/ IDP although the rights of parents to be involved in the placement of their child are protected in law. The LA in consultation with Parents/carers 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 / IDP. 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. Please note that the information contained in this publication is correct at the time of going to print, but subject to change based on new guidance / legislation being issued which was not available when published.

Children attending the nursery class of a school will not have an automatic right of admission to full time education at the same school. Parents/carers will need to:

- apply for a place along with other applicants at the appropriate time. There is no guarantee of a catchment place.
- Attending the nursery at any school does not guarantee a place in the reception class.
- Admissions will not be determined on the basis of selection criteria involving the sitting of tests, viewing of school reports, or interviewing pupils with or without
- parents/carers for the purpose of assessing ability or aptitude.

Parents/Carers who reside outside of the City and County of Swansea Local Authority should also make an application with their own Local Authority (the Local Authority to whom they pay Council Tax) as, in the event the school(s) applied for in Swansea are oversubscribed the LA will be under no duty to offer a place at an alternative Swansea school.

Withdrawal of a place

A place can be withdrawn by the LA if information is received that suggests the application no longer meets the oversubscription criteria it was originally assessed on. Any place approved on the basis of residence will be withdrawn if the pupil is no longer permanently resident at the address at the beginning of the school term to which the application relates.

Waiting Lists

For all admissions, where parents/carers are refused a place for their child/children they are automatically placed on the waiting list. Pupils names will remain on the waiting list for the whole

academic year and will only be removed if a parent/carer confirms in writing that they no longer wish their child/rens' name to remain on the waiting list. If a place becomes available it will be allocated by the LA in accordance with the oversubscription criteria. The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements.

ADMISSION ARRANGEMENTS (Reception)

The local authority, the LA, is the admitting authority for all community schools (schools funded and maintained entirely by LAs) in the area. Each child about to commence full time education will be invited to apply for a place at a school maintained by the LA. Parents/carers can either apply on-line for a place at the catchment school or express a preference for a placement at an alternative school. Support can be provided for parents who need assistance if necessary. Requests for a place 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 apply on time for a place at any school will be given priority over those who have not.

Parents/Carers who reside outside of the City and County of Swansea Local

Authority should also make an application with their own Local Authority (the Local Authority to whom they pay Council Tax) as, in the event the school(s) applied for in Swansea are oversubscribed the LA will be under no duty to offer a place at an alternative Swansea school.

Late Applications

Requests submitted after the published closing date will not be considered until after all on time applications received have been allocated and offered their places on the statutory offer day. Late applications will be processed in date order of receipt. Appeals for late applications will be held after the appeals for on time applications have been held.

Right of Appeal

Parents/carers will be informed, in writing, as to whether their application has been successful. Where their application has been refused parents/carers 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 Team at the Civic Centre (for applications that were received on time). 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. The restricted circumstances are outlined in Annex C – point C.4 of the Welsh Governments School Admission Appeals Code – document no: 007/2013.

Withdrawal of a place

A place can be withdrawn by the LA if information is received that suggests the application no longer meets the oversubscription criteria it was originally assessed on. Any place approved on the basis of residence will be withdrawn if the pupil is no longer permanently resident at the address at the beginning of the school term to which the application relates.

Waiting Lists

For all admissions, where parents/carers 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 by the LA in accordance with the oversubscription criteria. The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements.

ADMISSION ARRANGEMENTS (In Year Transfer)

The local authority, the LA, is the admitting authority for all community schools (schools funded and maintained entirely by LAs) in the area.

Parents/carers who require a school place will be required to submit an admission application. Parents/carers can either apply on-line for a place at the catchment school or express a preference for a placement at an alternative school. Support can be provided for parents who need assistance if necessary. Requests 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.

Pupil Admission Procedure

Each school has an admission number. The admission number for Ysgol Gynradd Gymraeg Bryn y Môr is 37. There is no automatic transfer from the nursery class to the reception class. The Local Authority is the Receiving Authority, it is the Authority that considers the applications. If more people decide to send their children to the school than there is space for them i.e. more than 37, then each application will be considered pursuant to the following criteria, listed below in order of priority.

- The number of children that the school can accept i.e. the admission number for each school year group.
- The geographical catchment of the school (i.e. defined catchment area). We ask that parents contact the Authority's School Admissions Department to confirm their catchment area.
- If the prospective student has a brother or sister at the school;
- Where the above criteria is met and the applications remain in excess of the places available, distance from the home to the school will be the final deciding criterion.

To apply for a place in **Nursery**, please apply **directly** to the school through this link.

<https://www.yggbrynymor.co.uk/ceisio-am-le-yn-y-meithrin-apply-for-a-place-in-nu/>

(Can be found on the school website)

To make an application for a school place in **Reception**, applications must be made to The City and County of Swansea. Waiting lists are not allowed. You can make an application by collecting an application form from the school office or through the link on the school website.

More information can be found on the City and County of Swansea website - <http://www.swansea.gov.uk/applyforaschoolplace>