

Ask for/Gofynnwch am
Our Rel/Ein Cyf
Your Rel/Eich Cyf
Tel/Ffôn
Direct Dial/Rhif Union
DX
E-Mail/E-Bost

School Admissions

01633 656656

school.admissions@newport.gov.uk

EducationService
Gwasanaeth Addysg



Civic Centre/Canolfan Ddinesig
Newport/Casnewydd
South Wales/De Cymru
NP20 4UR

November 2017

Dear Parent/Guardian,

Application for Reception 2018

You can apply online for a September 2018 reception place in a Newport City Council community or voluntary controlled school from 1 November 2017 until the closing date 12 January 2018. To apply visit www.newport.gov.uk/schooladmissions, alternatively complete this form.

Please note that the Council is currently undertaking formal consultation on a proposal to establish a new English-medium primary school on the Glan Llyn development from September 2018. This consultation is due to close on 12 November 2017.

Whilst the Council is therefore unable at this stage to guarantee that the school will open as planned in September 2018, parents may express this as a preference during this application window. You are advised however to also select alternative preferences for existing schools, details of which can be found in the School Admissions Policy 2018/19. Should the planned opening of the new primary school at Glan Llyn be deferred, your second preference will be promoted for consideration.

Further information and updates on this proposal will be published on the Newport City Council website at

<http://www.newport.gov.uk/en/Schools-Education/School-reorganisation/Glan-Llyn-school.aspx>

For any queries or questions please contact the school admissions team on **01633 656656** or email school.admissions@newport.gov.uk

Yours sincerely
School Admissions

This page is intentionally blank



TO BE COMPLETED BY SCHOOL ADMISSIONS TEAM ONLY:

ONE no. Catch: LA: Address verified: Yes / No

DOB verified: Yes / No / NR Relevant sibling: Yes / No Verified by:

Rec'd by SAT before 12 Jan 2018? Yes / No SEN / LAC / PLAC / CP/ MULTIPLE / LATE

APPLICATION FOR RECEPTION SEPTEMBER 2018

Have you considered making your application online at www.newport.gov.uk/schooladmissions

- Please answer all questions and ensure that you sign the form in the space provided.
- Please read the School Admissions Policy 2018/19 and the guidance notes attached before filling in this form.
- For assistance with this application, email school.admissions@newport.gov.uk or call 01633 656656
- Details of your catchment school can be found at www.newport.gov.uk/schooladmissions

Section A: Child's details

Full legal name: _____ male / female

Full chosen name (if different from above): _____

Date of birth: _____ (please supply a copy of the child's birth certificate if applicable)

Home address: _____

Postcode: _____

If your child is currently attending a nursery, please state the name of the setting: _____

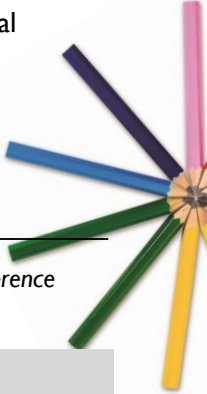
Is your child a Looked After Child (by social services) a Previously Looked After Child (by social services) Not applicable

For a previously Looked After Child please provide supporting evidence, such as an Adoption Certificate

For a Looked After Child, please state the corporate parent/previous corporate parent:

Social Worker's full name _____ Signature*: _____

** As the Social Worker for this **Looked After Child**, I confirm that this application has been fully considered and the first preference school named in Section C is the most appropriate to meet their needs.*



Section B: Applicant details

Full name: _____ Relationship to child: _____

Home address (if different from above): _____

Postcode: _____

Home tel: _____ Mobile tel: _____

Email address: _____

Please indicate if you wish to receive correspondence in: English / Welsh / Bilingually

Section C: School preferences

Is your preference of school : Welsh-medium English-medium Faith-based

(You may need to apply to a different admission authority – see guidance notes)

Please indicate your preferred school(s) (in order of preference). You may express more than one preference.

1. _____

2. _____

3. _____



Section D: Additional needs

Does your child hold a Statement of Special Educational Needs which names a school? Yes No

If yes, which school is named? _____

Please indicate your child's special medical circumstances, if any: _____

Section E: Relevant sibling

Does your child have a brother or sister already attending any of the schools you have listed? Yes No

Or are you also making an application for another child? Yes No

Please provide details of the relevant sibling who is nearest in age to the child for whom the application is being made:

Name _____ Date of birth _____ School _____

If your child has a relevant sibling but you do not mention it here, the School Admissions Team will be unable to take this sibling into consideration when determining your application.

Section F: Other information

Is this a child currently on the child protection register? Yes No

If yes, please state which Local Authority this is under _____

Is this a child of UK Service Personnel or other Crown Servants (including diplomats)? Yes No

Is this a child of multiple birth (e.g. twin or triplet)? Yes No

Section G: Supporting evidence (please tick all relevant statements)

- For the purposes of this application, I give my consent for the school admissions team to refer to my council tax record.
My Newport City Council tax reference is _____ (if known, please provide)
This is only valid if the adult completing the school admission application is named on the council tax record (please note: if the record is in your maiden name this will need to be amended as the records will not match)
- I do not give my consent for the school admissions team to refer to my council tax record and therefore I attach the relevant physical evidence.
- I attach a copy of my child's birth certificate, NHS medical card or valid passport (do not send originals).
- Other relevant evidence is attached (please specify) _____

Section H: Important information to note

Please ensure that your completed application is submitted to:

School Admissions Team, Civic Centre, Newport NP20 4UR by 12 January 2018.

This is to ensure that a decision is issued to you by no later than 16 April 2018

We recommend that you keep a copy of the completed form for your own records.

Declaration

I declare that I am this child's parent/legal guardian, and have parental responsibility for the child. The information I have provided is accurate and complete, to the best of my knowledge. I understand that my application will be processed in accordance with the council's admissions policy and therefore there is no guarantee of admission to my chosen school.

Signed: _____

Full name (PRINT): _____ Date: _____





APPLICATION FORM GUIDANCE NOTES

Section A: Child's details

Name

Your child may be known by one name but have a different legal name. The legal name is the name stated on the birth certificate (unless you have legally changed the child's name since birth. In this case please provide a copy of the legal change of name papers). Please note that the council will refer to your child by their legal name for the purposes of this application.

Address

For this application, the council will consider the child's home address to be the genuine principal place of residence where the child permanently resides with their parent/legal guardian as at the stipulated closing date, and does not mean the address at which the child is cared for by relatives or others. If a child is resident with relatives or others for reasons other than legal guardianship, that address will not be considered for allocation purposes. Where parents have shared responsibility for the child and the child spends equal time with both parents during the school week, or the home address is in dispute, the place of residence of the parent who receives the Child Benefit will be considered the child's home for allocation purposes.

Please note the council will undertake thorough residency checks and reserves the right to request independent confirmation of the child's address. Applicants may be asked to supply additional documentation to support their application.

The council will use the home address to determine the catchment school for allocation purposes. However please note that there is no guarantee of a place, even at your catchment school. Those pupils living within a school's catchment area will be given priority over those children living outside the catchment area.

It is the applicant's responsibility to advise the School Admissions Team of any changes in circumstances, including a change of address following submission of the application. However please note that any new address will not be taken into consideration when determining the outcome of your application if you do not live there on the closing date. Depending upon the circumstances, and the timing of the information provided, such changes may impact on the application process.

Current nursery

Please note that attendance at a nursery school is not taken in to consideration when determining priority for places and does not guarantee a place at any primary school.

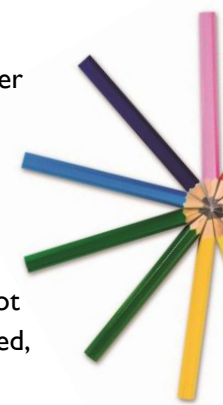
Looked after children / previously looked after children

Where the application is for a child who is currently under the care of a local authority, the relevant social worker must sign the application form to authenticate the validity of the application and confirm the appropriateness of choice of school. Evidence such as an adoption certificate will be required to confirm the status of previously looked after children.

Section B: Applicant details

Please note that this application must be made by an adult who has parental responsibility for the child. It is not the responsibility of the school admissions team to determine parental responsibility. However, in certain circumstances, it may be necessary for the council to request evidence of this.

Where parental responsibility is equally shared, the council will ask the child's parents to determine which parent should submit the application. If parents cannot agree and neither has obtained a court order stating who should be making the application, the council will accept an application from the parent in receipt of child benefit for the named child. If there is a residence order in place affecting the child for whom the application is being made, a copy of the order must be submitted with the application.





Where parental responsibility is held by someone other than the child’s mother or father, it will be necessary to submit evidence of this in support of the application. An acceptable form of evidence for this purpose would be a copy of any legal document awarding parental responsibility to the adult making the application.

Section C: School preferences

Before choosing which school to apply for you should read the School Admissions Policy which lists all of the schools in Newport and you can visit www.newport.gov.uk/schooladmissions to find out what your catchment school is. In making an application it is recommended that at least 3 different school preferences are named and it is also strongly recommended that one of the preferences expressed is for the catchment school, as although a place cannot be guaranteed, this is the school for which an in-catchment child will be given priority for a place over out of catchment children. This can only apply where the catchment school is listed as a preference on the application.

You will also need to consider how your child will travel to school as they will not necessarily be eligible for school transport. Free home to school transport is provided to primary aged pupils who live 2 miles or more from their catchment school or nearest available school. This includes Welsh-medium and faith schools. In addition the Learner Travel (Wales) Measure states that a child is eligible for free home to school transport to an alternative school if this is nearer than the catchment school and provided that the qualifying distance is met.

The full home to school transport policy can be found in the NCC Education: A Guide for Parents

Voluntary aided schools / faith schools

If you would like to apply for a school place at a voluntary aided or faith school (i.e. Charles Williams Church in Wales Primary School or any of Newport’s Roman Catholic primary schools), please contact them directly to make an application. The school admissions team will not be able to consider any request for these schools because the governing body is the Admission Authority. These schools have their own admissions policy. Parents are asked to contact the preferred faith school for full details of admission arrangements. Please note however that since all Admissions Authorities within a local authority area are required to work together towards a common set of closing dates and offer dates, the council’s agreed timetable will be adhered to in all instances.



In order to comply with the admissions code, parents must be allowed to express a preference for their second or even third choice of school. Therefore it may be necessary to complete both a Newport City Council application form and the form supplied by the faith school to which they are applying. In such instances, the completed council form should be returned directly to the school admissions team at the Civic Centre.

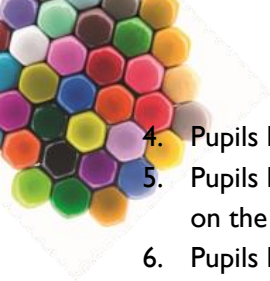
Parents must however indicate which school is their first preference and information sharing protocols exist between the council and its voluntary aided schools to identify children for whom more than one application has been made. Those who do not specify an order of preference will be contacted and asked to confirm this.

Community and voluntary controlled schools

This application form enables applicants to express a preference for any Newport community or voluntary controlled school, including Welsh-medium; however there is no guarantee of a school place. If the number of applications to a school is fewer than or equal to the number of places available, all applicants will be admitted.

If the number of applications to a school is greater than the number of places available, the information applicants give will be used to rank a child’s priority for a place in line with the following oversubscription criteria. Where a school is named in a statement of Special Educational Needs, the council has a duty to admit the child to the named school before the over-subscription criteria is applied against applications received.

1. **Looked-After Children** (children in public care) and **previously Looked-After Children**.
2. Pupils **living within the catchment area** and making an application on **medical grounds** or placed on the Child Protection Register and recommended by Social Services.
3. Pupils **living within the catchment area** but **with relevant siblings**.



4. Pupils **living within the catchment area**.
5. Pupils **living outside of the catchment area** and making an application on **medical grounds** or placed on the Child Protection Register and recommended by Social Services.
6. Pupils **living outside of the catchment area** but **with relevant siblings**.
7. Pupils **living outside of the catchment area**.

After considering the above categories, or if the number of applications in any one of the above categories exceeds the published admission number, priority will be based on those residing closest to the preferred school (see the School Admissions Policy for full details)

Malpas Church in Wales Primary School is a voluntary controlled school for which the council is the Admissions Authority. As a result the council's published over-subscription criteria as outlined above is applied to applications for the school. Within each category however, the following priority is afforded:

- Children and / or parent(s) who are practising members of the founding religious body of the school (Church in Wales);
- Children and / or parent(s) who are practising members of other Christian churches or religious denominations;
- Children and / or parent(s) who are practising members of other faiths.

In determining this priority, the word "practising" is defined as at least once a month for the last six months attendance at Church by at least one parent and/or child (where necessary this may be confirmed with a member of the clergy)

All preferences will be considered equally and you will be offered a place in your highest ranked school where a place is available. Any applications that are received after the closing date will only be processed after places have been allocated for applications that were received on time, and this may increase the possibility of not achieving a place at a preferred school.

Where all of the applicant's preferences are refused, and they are a Newport resident, the child will be allocated an alternative place at the catchment school if places are available. Should the catchment school also be unavailable the applicant will be informed of the schools that have places available and invited to express additional preferences for consideration under the council's **late application and additional preference** arrangements. Unsuccessful applicants who do not reside in Newport should contact their home local authority for an alternative school or submit additional preferences for other schools in Newport.

Applicants should note that in accordance with the council's Home to School Transport Policy, they will be responsible for all transport costs and arrangements where the preferred school is not the catchment school, or where the home to school distance is less than 2 miles if attending the catchment school.

Admission to a school outside of Newport: to apply for a school outside Newport, please apply directly to the relevant admission authority.

Admission to an Independent School: To apply for an Independent School you must go directly to that school. Applicants are also advised to apply for a place at a Newport School in case the application to the Independent School is unsuccessful, stating on the application form that a place is being sought at an Independent School.

Applications from people living outside of Newport: parents of children living in other authorities who want their children to go to a Newport school should refer to Newport City Council's admissions policy and apply in accordance with the NCC application process.





Section D: Additional needs

Special Educational Needs (SEN)

Children with a formal statement of special educational needs are afforded priority **ONLY** if the school to which the parent is applying is named in Newport City Council's statement.

Medical needs

For applications where the preference is based on medical grounds the application must be supported by a medical consultant's report, obtained by the parents, specifying the medical advantage of the child attending the preferred school.

Please note that reports from family doctors are not accepted for this purpose. Note that priority is only given if places are available.

Section E: Relevant sibling

Children who will have a brother or sister at the school to which the parent is applying, at the date of admission, will be given a higher priority than those who do not. Please note however that having a sibling at the school does not guarantee admission for any other children in the family. Brothers and sisters, whether half, full, step, or foster will be considered relevant where living in the same household. Please note that siblings in Year 6 are not considered relevant.

Section F: Other information

Applications for children placed on the Child Protection Register must be supported by a written recommendation from a Social Worker giving reasons for the child's admission to a particular school in order to receive priority. Note that priority is only given if places are available.

Crown Servants

Children of Crown Servants (including diplomats) moving to Newport will be determined as meeting the residency criteria for the relevant catchment school if the application is accompanied by an official proof of posting declaring:

- a definite return date;
- confirmation of the new address wherever possible;
- confirmation of the Crown Servant status.

Armed forces personnel

Where the application is for the child of armed forces personnel that are either serving or returning from service at the time the application is made, the council will admit the child to the school if the application is accompanied by an official proof of posting declaring:

- a definite return date;
- confirmation of the new address wherever possible;
- confirmation of the serving/returning family status.

Children of multiple birth

If when applying the over-subscription criteria, the last child to be admitted is one of a multiple birth, then the council will admit the other sibling(s).





Section G: Supporting evidence

Please provide **photocopies** in all cases as the council cannot guarantee the safe return of original documents and is unable to provide a photocopying service.

Proof of residency

This is required in support of **all** applications. If you live in Newport it is possible for the council to refer to your council tax record. This can only be done with parental consent.

Any applicants unwilling /unable to allow this, or those who do not live within Newport should provide additional physical photocopied evidence in order to verify their home address. In such cases, accepted forms of physical evidence are;

- a valid driving licence
- a current council tax bill (where the applicant lives outside of Newport);
- or a current child benefit / child tax credit notification naming the child for whom the application is being made.

Proof of date of birth

It is the council's policy that children are taught in their chronological year group, unless exceptional circumstances apply. For this reason, if your child is not currently in a Newport community nursery this application must be supported by a photocopy of the child's birth certificate, NHS medical card or valid passport.

Important information to note

Please make sure that you have read the declaration before signing and dating the form. If the application is submitted unsigned, this could delay the processing of your application, thus increasing the possibility of not achieving a place at your preferred school.

Allegations of fraudulent claims will be investigated and places may be withdrawn if applicants have knowingly provided false information in order to obtain the advantage of a particular school, to which they would not normally be entitled.


DATA PROTECTION ACT: Newport City Council is registered under the Data Protection Act 1998, allowing the council to hold and process personal data. Such information will only be used for the purpose for which it was provided and as allowed by the Act.

For the purpose of processing applications for school places in Newport the information you provide on this application form may be shared with other agencies that are directly involved in the education, health and welfare of school children, including other local admission authorities.





Checklist for applicants - *please use this checklist before submitting your application*

- Could you make this application online instead?**
If you are making your application before the closing date you could visit www.newport.gov.uk/schooladmissions and submit your application online. One of the benefits of this is that you will be able to view your decision online on the offer date.
 - Have you completed the correct application form?**
*This application form is for parents applying for a **September 2018 Reception place** in a Newport City Council community or voluntary controlled school only. If you require a different application form please contact school admissions on **01633 656656**.*
 - Have you read and understood these notes before completing your application?**
*Should you require any assistance in completing this form, any clarification of the admissions process, including details of your catchment school, or a copy of the School Admissions Policy, please contact school admissions on **01633 656656** or by emailing school.admissions@newport.gov.uk*
 - Do you have parental responsibility for the child for whom the application is being made?**
If no, please ask the person with parental responsibility to complete and sign the application form. If you have parental responsibility but are not the parent, have you provided the relevant evidence as detailed under Section B of the guidance notes?
 - If the child for whom the application is being made is under the care of a local authority, has the social worker signed the application?**
 - If the child for whom the application is being made was previously under the care of a local authority, have you provided a copy of the adoption certificate with the application?**
 - If the child for whom the application is being made is on the Child Protection Register, have you provided a letter from the social worker?**
 - Do you know what your catchment school is?**
Details of your catchment school can be found on the council's website (www.newport.gov.uk/schooladmissions)
 - Have you answered all questions fully and to the best of your knowledge, including details of any relevant medical factors and / or relevant siblings?**
 - Have you given permission for school admissions to refer to your council tax record?**
If not, have you provided acceptable physical evidence as detailed in Section G?
 - Have you attached a copy of your child's birth certificate as detailed in Section G?**
 - Have you signed the application form?**
 - Will your application be received by the school admissions team before the closing date of 12 January 2018?**
*It is the applicant's responsibility to ensure that the **school admissions team** - NOT your preferred school - receives your completed application safely and on time. If you are posting your application it is recommended that the form is sent by recorded delivery. The council cannot accept responsibility for any application or evidence that is lost in the postal system. Any applications that are received by the school admissions team after the closing date or applications that remain incomplete (i.e. without proof of address) at the closing date will be determined as being late; this may increase the possibility of not achieving a place at your preferred school.*
- 

This form is available in Welsh however, if you would like this information in any other format, for example braille or large print, or help with interpretation in a different language, please contact the School Admissions Team on 01633 656656 or by emailing school.admissions@newport.gov.uk

Mae'r ffurflen hon ar gael yn Gymraeg fodd bynnag, os hoffech gael y wybodaeth hon mewn unrhyw fformat arall, er enghraifft braille neu brint bras, neu help gyda chyfieithu i iaith arall, cysylltwch â'r Tîm Derbyn i Ysgolion drwy ffonio 01633 656656 neu e-bostio school.admissions@newport.gov.uk

تفسیر فی مساعده أو الاذ بيرة، الطباعة أو ل لقراءة ب رایل طریق الامثال یل سب علی آخر، شکل أي فی الامعلومات هذه ترغب ک نت إذا إلا ک ترونی ال برید طریق عن أو 01633 656656 علی المدرسه فریق الا قبول الاتصال یرجی مذ تلفه، بلغة school.admissions@newport.gov.uk

Arabic

আপনার যদি অন্য কোন বিন্যাসে এই তথ্য পেতে চান, যেমন একটি ভিন্ন ভাষা ব্যাখ্যার সাথে ব্রেইল অথবা বড় প্রিন্ট, বা সাহায্য, 01633 656656 বা school.admissions@newport.gov.uk ইমেল করে স্কুল প্রবেশিকা টিমের সাথে যোগাযোগ করুন

Bengali

如果您想任何其他格式的信息，例如盲文或大字，在不同的语言解释或帮助，请联系学校招生小组01633 656656 或通过电子邮件school.admissions的@newport.gov.uk

Chinese

Pokud byste chtěli tuto informaci v jiném formátu, například Braillovo písmo nebo velký tisk, nebo pomoc s výkladem v jiném jazyce, obraťte se na školu Přijímací tým na 01633 656656 nebo e-mailem school.admissions@newport.gov.uk

Czech

Si vous souhaitez cette information dans tout autre format, par exemple en braille ou en gros caractères, ou si vous souhaitez une traduction dans une autre langue, veuillez contacter l'équipe de l'école Admissions sur 01633 656656 ou par courriel à school.admissions@newport.gov.uk

French

आप किसी भी अन्य प्रारूप में इस जानकारी चाहते हैं, उदाहरण के लिए एक अलग भाषा में व्याख्या के साथ ब्रेल या बड़े प्रिंट, या मदद, 01633 656656 पर या school.admissions@newport.gov.uk ईमेल करके स्कूल प्रवेश टीम से संपर्क करें

Hindi

Jeśli chcesz te informacje w innym formacie, np. Braille'a czy duży druk, lub pomoc przy interpretacji w innym języku, prosimy o kontakt z Zespołem przyjęć do szkół na 01633 656656 lub wysyłając school.admissions@newport.gov.uk

Polish

Dacă doriți informații în orice alt format, de exemplu, de imprimare Braille sau mare, sau de ajutor cu interpretarea într-o altă limbă, vă rugăm să contactați Admitere echipa de școală pe 01633 656656 sau prin email school.admissions@newport.gov.uk

Romanian

Ak by ste chceli túto informáciu v inom formáte, napríklad Braillovo písmo alebo veľká tlač, alebo pomoc s výkladom v inom jazyku, obráťte sa na školu Prijímacie tím na 01633 656656 alebo e-mailom school.admissions@newport.gov.uk

Slovak

Se você gostaria de ter esta informação em qualquer outro formato, por exemplo braille ou letras grandes, ou ajuda com a interpretação em um idioma diferente, por favor entre em contato com a Equipe de 'Admissões Escola' pelo telefone 01633 656656 ou pelo e-mail school.admissions@newport.gov.uk

Portuguese

Başka bir formatta bu belgeyi almak isterseniz, örneğin farklı bir dilde yahut braille veya büyük harflerle, bu numarayı arayın 01633 656656 veya school.admissions@newport.gov.uk electronic mail gönderin lütfen.

Turkish

ساتھ کے تشریح میں زبان مختلف ایک پر طور کے مثال تو ہیں، چاپ تے معلومات یہ میں فارمیٹ دوسرے بھی کسی کو آپ اگر سے ڈیم داخلہ اسکول کے رکے میل ای school.admissions@newport.gov.uk یا پر 01633 656656 مدد، یا پر رنٹ، بڑے یا بریل کریں رابطہ

Urdu