Newport City Council
Consultation Document

School Admissions Policy 2017/18
Introduction

The statutory School Admissions Code provides guidance on the process that should be followed when varying the published admission arrangements for any admissions authority. In accordance with the code, consultation must be carried out between 1st September and 1st March in the determination year. The determination year is the one that starts two academic years before arrangements come into force, and therefore Newport City Council must now consult on proposed changes to the admission arrangements effective from September 2017.

The amendments proposed within this consultation are as follows:

- Removal of the provision of full-time nursery places in all circumstances on the basis that lunchtime provision for nursery pupils is unsustainable in terms of staffing, supervision and safeguarding;
- Changes to the way in which the Council will allocate alternative places if parental preference cannot be met;
- Clarification as to how the Council will process applications in respect of the children of armed forces personnel.

Consultees should also note the proposed timetable for admission arrangements within this document as all admission authorities within Newport must have common dates.

To comment on this consultation document please write:

By post to:
School Admissions Manager
Education Resources & Planning
Newport City Council
Civic Centre
Newport
NP20 4UR

Or via Email to:
school.admissions@newport.gov.uk

All comments must be received by no later than 12 noon on Friday 26th February 2016.

Issued: January 2016
School admissions policy

Nursery admission (non-statutory)
Children are entitled to a free part-time nursery place at the start of the term following their third birthday. This place can be in a school or in a non-maintained setting, which may be a playgroup or a private day nursery. The Council is responsible for admission to community nursery schools but for a place in a voluntary aided school or non-maintained setting, enquiries should be made directly to the school or provider. All applications received by the School Admissions Team by the relevant closing date are considered together. Priority is not given on a first come, first served basis and there is no benefit over others to putting your child’s name down with a school. Headteachers take no part in the decision-making process, have no influence over the outcome of an application and therefore are actively discouraged from maintaining an interest list. Note that attending a nursery class does not guarantee a place at any primary or infant school as a separate application is required, and priority is not given to those children attending any specific nursery setting.

Primary admission
Children can start school in the September following their fourth birthday. The legal requirements confirm that parents are able to delay the admission of their child until the term following their fifth birthday, and such a request will not prejudice an application in any way. It is the Council’s expectation however that on starting school the child will continue to follow their chronological year group unless exceptional circumstances apply. Where a parent exercises their right to defer their child’s entry into Reception until later in the same school year, the effect is that the place is held for the child and is not available to be offered to another child. The parents would not however be able to defer entry beyond the beginning of the term after the child’s fifth birthday, nor beyond the school year for which the application was made. Note that attending a nursery class does not guarantee a place at any primary or infant school as a separate application is required, and priority is not given to those children attending any specific nursery setting.

Where a child is attending an infant school, note that this does not guarantee transfer to the corresponding junior school in Year 3. Each school is classed as a separate educational establishment, and therefore a separate application is required for admission to Junior School at the appropriate time. This separate application process does not apply to pupils in primary schools.

Secondary admission
Children transfer from primary to secondary school at the start of the school year in which they will reach their twelfth birthday. Note that attendance at a primary or junior school does not guarantee that a place will be made available for your child at any particular secondary school, and priority for admissions is not given to those children attending any primary school within a cluster.

Sixth form admission (non-statutory)
Currently, pupils seeking post-16 education at any of Newport’s secondary schools should apply for a place at by contacting the school directly.
Admissions and appeals timetable for the normal admissions round (phase transfer)

<table>
<thead>
<tr>
<th>Admission to:</th>
<th>Admissions round commences</th>
<th>Closing date for applications</th>
<th>Offer date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary</td>
<td>3rd Oct 16</td>
<td>30th Nov 16</td>
<td>1st Mar 17*</td>
</tr>
<tr>
<td>Reception / Junior</td>
<td>7th Nov 16</td>
<td>13th Jan 17</td>
<td>31st Mar 17</td>
</tr>
<tr>
<td>Nursery – September</td>
<td>9th Jan 17</td>
<td>3rd Mar 17</td>
<td>5th May 17</td>
</tr>
<tr>
<td>Jan and Apr R3s 2018</td>
<td>3rd Jul 17</td>
<td>29th Sept 17</td>
<td>30th Nov 17</td>
</tr>
</tbody>
</table>

*This is a common offer date across all Welsh admission authorities

Note: School Admission Appeals relating to on-time applications will be scheduled between April and June 2017 where possible. This does not apply to nursery applications where there is no right of appeal.

How to make an application

The Council processes applications for all community and voluntary controlled schools in Newport. For Newport’s voluntary aided schools the Governing Body is the admission authority and applications should be made directly to the school.

Applications to the Council can be made on-line via the Newport City Council website www.newport.gov.uk/schooladmissions between the above commencing and closing dates. In making an online application you will receive immediate confirmation that your application has been submitted and you will be able to view your decision online on the offer date. Alternatively, parents can request an application pack from the City Contact Centre on 01633 656656. All applications must be submitted directly to the School Admissions Team at the Civic Centre by the relevant deadline.

Only persons holding parental responsibility for the named child are able to make an application and they will be required to make a declaration to this effect as part of the application process. Ordinarily it is expected that this person resides at the same address as the child and is referred to as the parent for admission purposes. 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 child.

Parents have the right to make an application for their preferred school. In many cases this will be the catchment school for the area in which they live. The catchment area is the term used to describe the geographical area served by a school. Each primary school catchment area is linked to a secondary school to enable transitional working between primary and secondary phases of education. In Newport your address will fall within the catchment area of both an English-medium and a Welsh-medium school. Find out what your catchment
schools are at [www.newport.gov.uk/schooladmissions](http://www.newport.gov.uk/schooladmissions) or call the School Admissions Team on 01633 656656. Note that your catchment school is not automatically the nearest school.

There will be an opportunity to name more than one school on the application and to give reasons relevant to the Council’s over-subscription criteria. Expressing a preference will give a child priority over children whose parents have not expressed a preference for that school. All preferences will be considered equally but as expressing a preference does not guarantee admission to the preferred school, even for catchment area residents, we suggest that children are not led to believe that a place will be available to them at any particular school. In making an application it is recommended that at least three different schools are named to increase the chances of securing a place that is acceptable.

Before deciding to apply for a place at a particular school, you will need to consider carefully how your child will travel to school, as they will not necessarily be eligible for assistance. If the Council determine that you live two miles or more (for primary children) or three miles or more (for secondary children) from your catchment or nearest available school (as determined by the Council) your child could be eligible for free home to school transport. This includes Welsh-medium and faith schools.

**Supporting evidence**

In making an application parents will be asked to provide:

- Proof of residency in support of all applications, and for this purpose School Admissions will refer to your Council Tax record if you are a Newport resident. This can only be done with parental consent which will be assumed by the submission of your online application. Any applicant unable to provide this, or non-Newport residents, should submit photocopied evidence in order to verify the home address. This must be a valid driving license, a current child benefit or tax credit notification or, if you live outside of Newport, a copy of your current council tax bill.

- A photocopy of your child’s birth certificate, NHS medical card or valid passport to authenticate the child’s date of birth in all cases except where a child is transferring from one Newport school to another.

It will also be necessary to submit evidence with your application if any of the following apply:

- Where your application is based on medical grounds you must submit evidence in the form of a medical consultant's report, specifying the medical advantage of the child attending the preferred school. Reports from family doctors or other health professionals are not accepted for this purpose.

- Where your child spends equal time living with both parents and/or the home address is in dispute you must submit a copy of the current child benefit statement, as the place of residence of the person receiving this benefit will be considered as the child’s home for application purposes.

- Where 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 your child was previously a Looked-After Child you must submit a copy of the adoption certificate to confirm this status.

- Where you are the child’s legal guardian but are not the birth parent you must submit a copy of the official document awarding you parental responsibility.
- Where you are a serving or returning armed forces family, or crown servant, you will need to provide official proof of your posting declaring a definite return date and confirmation of your new address where possible.
- Where you are making an application on religious grounds for either Malpas Church in Wales Infant or Junior School, you must provide a written statement from a member of the clergy confirming that you are a practising member.

An application without the correct evidence is not complete. The processing of incomplete applications may be delayed and this could affect the timing of your decision. Allegations of fraudulent claims will be investigated and places may be withdrawn if parents have knowingly provided false information in order to obtain the advantage of a particular school to which they would not normally be entitled.

It is the applicant’s responsibility to advise the School Admissions Team of any changes in circumstances following submission of the application. Depending upon the circumstances, such changes may have an effect on the outcome of the application.

Applications from people living outside Newport
Parents of children living in other authorities who want their children to go to a Newport school should apply via Newport City Council in accordance with the Council’s agreed timescales. Please note that since the Council is unable to access the Council Tax records of other residents in other Local Authorities, such applications must be supported by photocopied evidence of residency.

Application to voluntary aided, or faith schools
As Governing Bodies are responsible for admission to voluntary aided schools, each will have its own admissions policy. Full details of these policies can be obtained directly from the relevant school. However since all admissions authorities within Newport 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.

Parents who wish to express additional preferences for community schools should complete both a Newport City Council application and the form supplied by the voluntary aided school to which they are applying, making the order of their preferences clear in both applications. 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 parents who do not specify an order of preference will be contacted and asked to confirm this before the application is determined.

Application to schools outside Newport
If you would like to apply for a school that is outside Newport, please apply directly to the relevant Admission Authority.

Independent schools
If you are applying for an Independent school you must apply directly to that school. Parents of children living in Newport are also advised to apply for a place at a Newport School in case the application to the Independent school is unsuccessful, and should state on their application forms that a place is being sought at an Independent school.
Families with English as an additional language
Families with English as an additional language (EAL), and those who are newly arrived in Newport, have the opportunity of a home visit arranged by the Gwent Education Minority-ethnic Service (GEMS) to aid completion of admission documentation, supported by a bilingual Teaching Assistant if required, to aid communication through their first language. Parents can also request first language support to assist in the Admission Appeals process if required.

How places are allocated
Parents can express a preference for any school, but there is no guarantee of admission, even where you live within the catchment area. Each application is considered in accordance with the School Admissions Policy and preferences are complied with wherever possible. Some schools will however have more applications than there are places available. Where the number of applications is equal to or less than the number of places available, all applications will be successful. However, where the number of applications exceeds the number of places available, the Council will apply the relevant oversubscription criteria and allocate places accordingly, up to the published admission number.

The published admission number indicates the number of places available and refers to the number of pupils who will be admitted to any year group before applications can be refused. It is derived from the physical capacity of the school to accommodate pupils’ learning needs, using a formula set by the Welsh Government.

In addition to the admission number for the school, there is a legal limit on the number of pupils in an infant class. Welsh Government regulations require Councils to limit infant class sizes to no more than 30 pupils and also to ensure where possible that junior class sizes do not exceed 30 pupils. There are, however, exceptions to these regulations (called “excepted pupils”) which may allow the 30 pupils per class limit to be exceeded. These pupils are as specifically outlined in the Welsh Government statutory School Admissions Code. Excepted pupils will remain so, once admitted, for the remainder of their time in an infant class or until class numbers fall back and they can be organised to comply with the infant class size limit. Classes must be organised so as to comply with the limit wherever possible.

The Council will not normally exceed the school’s admission number or breach the limitations imposed by statutory maximum infant class size (30), except:

- Where a school is named in a statement of special educational needs, the Council has a duty to admit the child to the school.
- Where children are looked after by the Local Authority (as defined by Section 22 of the Children Act 1989) or previously looked after children (as defined by the Welsh Government School Admissions Code document no. 005/2-13) the Council has a duty to admit the child to the school.
- 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.
- Where, in applying the over-subscription criteria, the last child to be admitted is one of a multiple birth, the Council will admit the other sibling(s).

In determining which children should be admitted to a school, the Council will apply the relevant oversubscription criteria in order of priority.
Oversubscription criteria for admission to community nursery schools and classes

Please be aware that when processing applications for January and April Rising 3 places, priority will first be afforded to those children whose dates of birth make them eligible for a January start.

1. Looked-After Children (children in public care) and previously Looked-After Children.
2. Those pupils residing within the catchment area (see note 1 below) and making an application on medical grounds (see note 2 below).
3. Those pupils residing within the catchment area (see note 1 below).
4. Pupils living outside of the catchment area and making an application on medical grounds (see note 2 below).
5. 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 note 4 below).

The Council is unable to consider nursery applications for only part of a school week and therefore admission to nursery schools and classes is offered for a half-day session, either morning or afternoon, 5 days per week. Schools prefer pupils attending the nursery to take up all the sessions available to them. If parents do not wish their child to attend all five sessions each week, it might be preferable to seek a place at a non-maintained setting that can more easily accommodate these flexible arrangements.

The allocation of morning and afternoon sessions is the responsibility of the Headteacher of the relevant school. Note that your child’s start date at nursery may be delayed if they are not fully toilet trained. This can be discussed with the nursery once a place has been allocated to your child.

Oversubscription criteria for admission to community primary, infant and junior schools

1. Looked-After Children (children in public care) and previously Looked-After Children.
2. Those pupils residing within the catchment area (see note 1 below) and making an application on medical grounds (see note 2 below).
3. Those pupils residing within the catchment area (see note 1 below) but with relevant siblings (see note 3 below).
4. Those pupils residing within the catchment area (see note 1 below).
5. Pupils living outside of the catchment area and making an application on medical grounds (see note 2 below).
6. Pupils living outside of the catchment area but with relevant siblings (see note 3 below).
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 note 4 below).
Over-subscription criteria for admission to voluntary controlled infant and junior schools

Malpas Church in Wales Infant School and Malpas Church in Wales Junior School are voluntary controlled schools 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 both schools. 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).

Oversubscription criteria for admission to community secondary schools

1. Looked After Children (children in public care) and previously Looked After Children.
2. Those pupils residing within the catchment area (see note 1 below) and making an application on medical grounds (see note 2 below).
3. Those pupils residing within the catchment area (see note 1 below) but with relevant siblings of statutory school age (see note 3 below).
4. Those pupils residing within the catchment area (see note 1 below).
5. Pupils living outside of the catchment area and making an application on medical grounds (see note 2 below).
6. Pupils living outside of the catchment area but with relevant siblings of statutory school age (see note 3 below).
7. Pupils living outside 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 note 4 below).

Notes for oversubscription criteria:

1. Although children deemed to reside within the catchment area of a school are given priority for admission, there is no guarantee of a place for your child at any particular school. The Council will determine the catchment from the child’s home address, which will be considered as the place where the child permanently resides for the majority of the school week, as at the stipulated closing date. This would normally be at the same address as the person who has parental responsibility for the child and is the main carer and does not mean the address at which your child is cared for by relatives or others. Where the child spends equal time with both parents/carers, the place of residence of the person who receives the child benefit will be considered the child’s home. Evidence may be required to support this. It is your responsibility to advise the School Admissions Team of any changes to your home address following the submission of your application so that correspondence is addressed correctly. 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.
2. Applications on medical grounds must be supported by a medical consultant’s report, obtained by parents, specifying the medical advantage of the child attending
the school. Please note that reports from family doctors are not accepted for this purpose.

3. Brothers and sisters, whether half, full, step or foster, will be considered relevant where living in the same household and where they will still be registered at the school when the applicant is eligible to attend. **Note that this does not apply to nursery admission and that siblings in Years 12 and 13 will not be considered relevant under this criterion.**

4. This distance is measured as the shortest available walking route between the nearest entrance / front gate of the home and the nearest school gate. The Council deems that a route is ‘available’ if a child, accompanied as necessary, can walk to school in reasonable safety. The Council will determine the route as outlined above using its’ own specific routing software. In order to ensure fairness and consistency for all applicants, this is the only measurement tool that is used by the Council. Where two or more applicants are being considered for the last available place, and their home to school distance calculations are the same, the Council will undertake an additional assessment of the distance to the front door of the home.

**Children of armed forces personnel and crown servants**
Children of returning UK Service Personnel and other Crown Servants (including diplomats) moving to Newport will be determined as meeting the residency criteria for the relevant catchment school if their application form is accompanied by an official proof of posting declaring a definite return date with confirmation of the new address wherever possible.

**Children housed via domestic violence agencies**
Children temporarily housed under the protection of approved Domestic Violence agencies will be admitted as a priority to the catchment school if the application form is accompanied by an official letter from the relevant agency.

**Gypsy and traveller children**
The Council is obliged, by statute, to ensure that all children of compulsory school age receive education that is appropriate to their age, abilities and any special educational needs, and promotes high standards in the provision of education and the welfare of children. These obligations apply to all children whether or not they are permanent residents in the area. Therefore, applications made in respect of such families will be dealt with in conjunction with the Gwent Education Minority-ethnic Service (GEMS), with a view to placing these children as quickly as possible at the nearest available and appropriate school.

**Understanding the outcome of your application**
Decisions on admissions must be taken by the admission authority and Headteachers do not have the authority to give parents an indication of the outcome of their application, or tell them that their child has been given a place at the school, before an offer of a place has been made formally by the admission authority.

As the admission authority the Council has a duty to comply with parental preference, except:

- Where compliance with the preference would prejudice the provision of efficient education or the efficient use of resources;
- Where a child has been permanently excluded from two or more schools and the latest exclusion took place within the last two years.
The Council also has to have regard for:

- The infant class size initiative which is committed to ensuring that no child aged 5, 6 or 7 years will be in a class of more than 30 pupils for every one qualified teacher. The statutory infant class size limit of 30 pupils applies to reception, year 1 and year 2 classes.
- The physical limitations of the school and the site buildings which may result in a class size of fewer than 30 pupils.

Where the number of applications is equal to or less than the number of places available, all applications will be successful. Where the number of applications exceeds the number of places available some preferences will be refused.

Where a preference is refused the applicant will be advised of their right to appeal against that decision and the child’s name will be placed on the waiting list for that school. This does not apply to nursery admission, for which there is no right of appeal.

Where all of your preferences are refused, and you are a Newport resident, you will be considered for an alternative place at your catchment school if places are available. Should your catchment school also be unavailable you will be 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 can contact their home local authority or submit additional preferences for an alternative school in Newport.

The outcome of your admission application will be issued to you in writing on the relevant offer date. This is the day on which decision letters will be posted. Online applicants will be able to view the result of their application online on the offer date. The Council is unable to give individual decisions by telephone/email on and immediately following the offer date and parents should allow sufficient time for the decision letter to be received.

Note that the admission of your child to a school does not guarantee that a place will be available for other children in your family.

**Waiting lists**

During the normal admissions round your child’s name will remain on the waiting list until 30th September in the year in which the application is made. If places then become available, all pupils on the waiting list at that time will be considered together for the place and prioritised as detailed in the Council’s published oversubscription criteria. Waiting lists do not give priority to children based on the date the application was added to the list. After 30th September, parents will be given the opportunity to remain on the waiting list for the remainder of the academic year, after which time a new application may be made.

**Admission outside the normal age group**

It is the Council’s expectation that children are taught in their chronological year group, unless exceptional circumstances apply. Where there are exceptional circumstances consideration will be given to a parent’s request for admission outside the normal age group. However please note that there is no right of appeal if a place has been offered but not in the desired year group.
Late applications and additional preferences

It is the applicant’s responsibility to ensure that their application is submitted to the Council on-time, whether via the on-line system or on paper. Parents making an on-line application will receive automatic email confirmation as soon as the application is submitted. If you do not receive this confirmation you will need to contact the School Admissions Team immediately to check whether your application has been successfully submitted.

The Council cannot accept responsibility for any application or evidence that is not submitted correctly via the on-line system or is lost in the postal system. If posting an application it is recommended that the form is sent by recorded delivery and that you provide a valid email address or stamped address envelope so that receipt of your application can be acknowledged.

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 your preferred school. Late applications must be submitted using a paper application form. It is not possible to make an on-line application after the closing date.

All additional school preferences must be made in writing to the School Admissions Team and those requests made after the closing date will be treated as a late application.

Any late applications received will be processed monthly by the end of the calendar month following receipt, once the relevant offer date has passed. Whilst in the normal admission round all preferences are considered equally, this is not possible to administer for late applications and therefore preferences are considered individually and complied with wherever possible.

In-year admission or transfer

Parents can ask to change schools at any stage of their child’s education and there are a number of valid reasons for doing so, such as moving house etc. Changing schools is an issue that needs to be given serious consideration. It is not always the answer because it can have a detrimental effect on a child’s education.

If you are thinking of applying to transfer your child to another school, you are advised to discuss your options with your child’s current school in the first instance. There may be strong educational reasons why a transfer should not take place, which you will need to consider. Parents of pupils in either Year 10 or Year 11 in particular should note that the Council actively discourages requests for transfer at this stage of a child’s education, particularly where it is not possible to accommodate their GCSE options as this is likely to have a significant, detrimental effect on their learning outcomes.

Before deciding to apply for a place at another school, you will need to consider carefully how your child will travel to the school, as you will not necessarily be eligible for transport assistance, even if you have previously qualified.

You are strongly advised that where possible, you should not remove your child from their current school until a suitable alternative place can be found. Non-attendance will be recorded as unauthorised absence and could be reported to the Education Welfare Officer.
Note that a school transfer will not disrupt any action already being pursued by the Education Welfare Service.

All transfers must be approved by the Council, who will endeavour to make a decision within 15 school days (or 28 calendar days, if sooner) from the date the application is received, although this is not guaranteed and at busy times may be delayed. Note that Headteachers cannot give parents an expectation that their application will be successful, or tell them that their child has been given a place at the school, before an offer of a place has been made formally by the Council.

All applications, whether between Newport schools or from outside the City, must be made on an In-year School Admission or Transfer application form, which should be obtained from and returned to the School Admissions Team at the Civic Centre (call 01633 656656 to request an application form or download it from www.newport.gov.uk/schooladmissions). Applications for admission into all year groups will be processed in accordance with the oversubscription criteria within this policy.

Preference will be given to those parents who are seeking a place during the current term over those seeking a place in the following term. Where an application is to be made some time in advance of the required start date, the Council will hold open the place for no more than one school term.

The Council will try to comply with parental preference. However, if the admission number of the relevant year group at the chosen school has already been reached, the transfer request will be refused and parents advised of their right to appeal against the Council’s decision. There is no right of appeal against the refusal of a nursery place.

In-year waiting list
Where an application made for an in-year transfer is refused, the child’s name will remain on a waiting list for the preferred school until the end of the academic year (31st August) in which the application is made, at which time a new application may be made. If a place becomes available, all pupils on the waiting list at that time will be considered together for the place and prioritised as detailed in the Council’s published oversubscription criteria. Waiting lists do not give priority to children based on the date the application was added to the list.

Home address
When processing your in-year application the Council will use the address at which you and your child reside at the time the application is submitted. A moving address can only be taken into consideration if a solicitor’s letter confirming completion is received prior to a decision being taken and if the completion date is in advance of the child’s expected start date with the school. Where you are renting a property a tenancy agreement commencing in advance of the child’s expected start date is required.

The Council will use the home address you provide to determine your child’s eligibility for free home to school transport, in accordance with the Council’s current transport policy.
Admission appeals

By law parents must be given the opportunity to appeal against the refusal of a school place. However, there is no right of appeal against the decision to refuse a nursery place.

If the Council is unable to allocate a place at your preferred school, you will be advised of your right to an appeal in your decision notice and you may also be offered an alternative school place. You will then need to decide whether to:

a) accept the place at the alternative school, and
b) appeal against the Council’s decision.

The decision to appeal does not prevent you from accepting a place at an alternative school whilst the hearing is convened, as the panel cannot take this placement into consideration when determining your appeal.

In submitting an appeal you should complete the proforma included with your decision notice identifying the reasons why your child should attend a specific school. Your decision notice will also state if the application was refused on infant class size grounds, where there are limitations to the scope of the Panel in these circumstances.

The information you provide will be shared with the Admission Appeals Panel, who will hear your case, and the Chief Education Officer. Admission appeals panels are independent and play a vital role in ensuring a balance between the right of the parents to a full and fair hearing and protecting schools against admitting so many children that it is prejudicial to efficient education or the efficient use of resources.

As part of the appeal, the Panel must be advised whether the application was refused on the grounds of prejudice or infant class size. This ensures that the case is heard according to the relevant legislation. In all cases, the decision of the Panel is conveyed in writing to the appellant and is final and binding on all parties.

Where your appeal has been unsuccessful, a second application within that academic year can only be made if there is evidence of additional or material change of circumstances.
## Admission Numbers

<table>
<thead>
<tr>
<th>Community primary schools</th>
<th>Admission number</th>
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<tr>
<td><strong>English-medium</strong></td>
<td></td>
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<tr>
<td>Alway Primary</td>
<td>49</td>
</tr>
<tr>
<td>Caerleon (Lodge Hill) Primary</td>
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<tr>
<td>Clytha Primary</td>
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<td>Crindau Primary</td>
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<tr>
<td>Duffryn Infant</td>
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</tr>
<tr>
<td>Duffryn Junior</td>
<td>60</td>
</tr>
<tr>
<td>Eveswell Primary</td>
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<tr>
<td>Gaer Primary</td>
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<tbody>
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<td>St Joseph's RC High</td>
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</tbody>
</table>

*1 With effect from September 2016 onwards, the admission number for Reception is 45. The higher number will therefore apply to Reception and Year 1 for September 2017.

*2 With effect from September 2014 onwards, the admission number for all Foundation Phase year groups is 40. The higher number will therefore apply to Reception - Year 4 for September 2017.

*3 With effect from September 2014 onwards, the admission number for Year 7 is 270. The higher number will therefore apply to Years 7 - 10 for September 2017.

*4 This school is due to open as a seedling in September 2016 for Year 7 pupils only in the first year. The admission number in this first year will be 90, rising to 120 for admission to Year 7 only in September 2017.