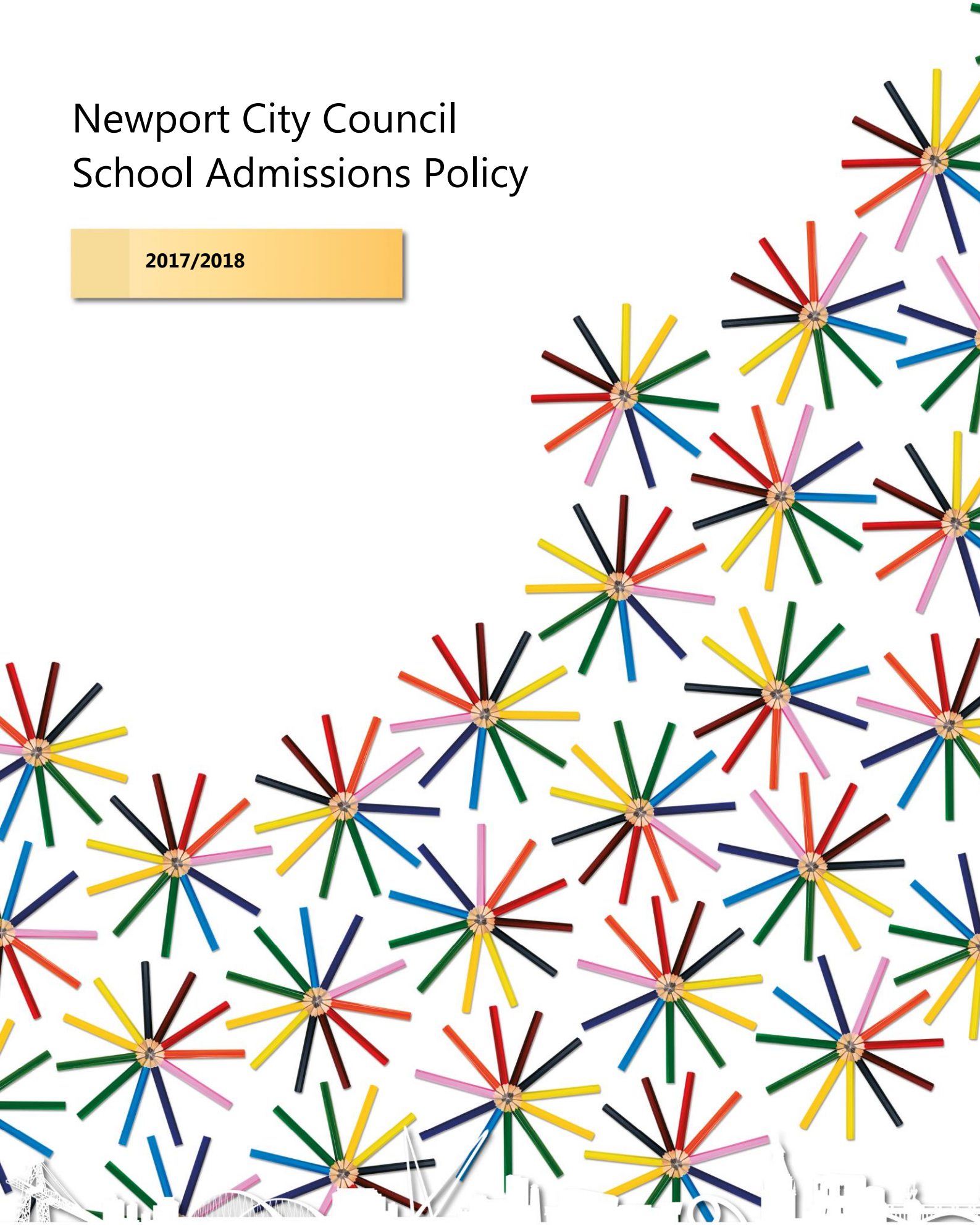
Newport City Council
School Admissions Policy

2017/2018



Croesawn alwadau yn gael yn Gymraeg / We welcome calls in Welsh.

NEWPORT CITY COUNCIL
CYNGOR DINAS CASNEWYDD

September 2017 admissions timetable

For admission to:	Apply from:	Closing date for applications:	Offer date:
Secondary	3 October 2016	30 November 2016	1 March 2017
Reception / Junior	7 November 2016	13 January 2017	31 March 2017
Nursery - September	9 January 2017	3 March 2017	5 May 2017
Jan and Apr R3s* 2018	3 July 2017	29 September 2017	30 Nov 2017

*R3s refer to Rising 3 nursery places

Applicants are advised to ensure that their application is submitted by the relevant closing date

This policy is for parents or guardians wishing to make an application for admission to a school in Newport.

This policy is available in Welsh.

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 **English**

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 **Welsh**

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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@newport.gov.uk **Chinese**

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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**

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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**

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میں زبان مختلف ایک پر طور کے مثال تو ہیں، چاہتے معلومات یہ میں فارمیٹ دوسرے بھی کسی کو آپ اگر ای school.admissions@newport.gov.uk یا پر 01633 656656 مدد، یا پرنٹ، بڑے یا بریل ساتھ کے تشریح کریں رابطہ سے ٹیم داخلہ اسکول کرکے میل **Urdu**

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Enquiries about this document should be directed to:

School Admissions & Appeals Team
Education Resources & Planning
Newport City Council
Civic Centre
Newport
NP20 4UR

Email: school.admissions@newport.gov.uk

Tel: 01633 656 656

Visit: www.newport.gov.uk/schooladmissions

Welsh Government Statutory School Admissions Code
Statutory Code document no: 005/2013 *Date of issue: July 2013*

2.12 Each local authority must publish an annual composite prospectus which sets out the determined admission arrangements (including a timetable for the admissions process which sets out the relevant dates for the receipt and determination of applications and for the receipt of appeals) for every maintained school within its area and ensure that up to date arrangements are included. This prospectus must be published no later than 1 October in the publication school year and not later than six weeks before the date by which parents may express a preference for a school in respect of the admission school year.

1. Introduction

1.1 The council's annual composite prospectus is referred to as the *Education Services Guide for Parents* and sets out all relevant information relating to education provision within Newport, including admission arrangements. The full document is available upon request by calling **01633 656656** or can be viewed via **www.newport.gov.uk/schooladmissions**

1.2 This document is the *School Admissions Policy* which specifically sets out the school admission arrangements in Newport for the academic year 2017/18, as determined in April 2016.

1.3 Newport City Council is the admission authority for community and voluntary controlled schools (Malpas Church in Wales) in Newport. Individual governing bodies are the admission authorities for Newport's voluntary aided (faith) schools.

1.4 The statutory Newport School Admissions Forum monitors each Newport admission authority's compliance with the School Admissions Code and the effectiveness of admission arrangements within Newport.

1.5 This policy is in place to cover the following:

- **Normal admissions round**
  Also known as '*phase transfer*', this is the annual application process for children who are eligible to start nursery, reception, Year 3 (junior schools only) or Year 7 (secondary school) for the first time in September.

- **Rising 3s**
  This is the application process for children born between 1 September and 31 March who are eligible for an additional one or two-term nursery place in the term following their child's third birthday. This does not apply for children born between 1 April and 31 August, who can enter nursery under the normal admissions round, in the September following their third birthday.

- **In year admission**
  Sometimes referred to as 'mid-term transfer' or 'casual admission' this is the application process for children of school age who require admission outside of the normal admissions round. It is the process of transferring from one school to another.

2. Admission arrangements

Nursery admission (non-statutory education)

2.1 Children are entitled to a free part-time nursery place at the start of the term following their third birthday.

2.2 For children born between 1 September and 31 March the first one or two terms are known as a **Rising 3** place, and are in addition to the usual three-term nursery place, September to July. Children who turn 3 years old between 1 April and 31 August will not be eligible for a Rising 3 place, but for a nursery place in September for the usual three terms.

2.3 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.

2.4 For a list of nursery settings in Newport, refer to Annex 1.

2.5 For a list of non-maintained nursery settings refer to the *Education Services Guide for Parents* or contact the Family Information Service on **0800 3288483 / family.informationservice@newport.gov.uk**

2.6 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.

2.7 See paragraph 4.23 for the relevant oversubscription criteria.

Primary admission

2.8 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 (**defer entry**) 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 (see paragraph 3.4 Admission outside the normal age group).

2.9 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.

2.10 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.

2.11 Where a child is attending an infant school, 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.

2.12 See paragraph 4.23 for the relevant oversubscription criteria

2.13 For a list of primary schools in Newport, refer to Annex 1

Secondary admission

2.14 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 the child at any particular secondary school, and priority for admissions is not given to those children attending any primary school within a cluster.

2.15 See paragraph 4.23 for the relevant oversubscription criteria.

2.16 For a list of secondary schools in Newport, refer to Annex 1.

Sixth form admission (non-statutory education)

2.17 All mainstream secondary schools in Newport are mixed comprehensive schools with sixth form provision (with the exception of Ysgol Gyfun Gwent Is Coed, Newport's seedling Welsh-medium secondary school which will cater for pupils aged 11 to 18 by 2020).

2.18 In the interim period, Welsh-medium sixth-form provision is available at Ysgol Gyfun Gwynllyw, Pontypool.

2.19 Currently, pupils seeking post-16 education should apply for a place by contacting the relevant school directly. For secondary schools contact details refer to Annex 1.

3. Other information relevant to admission arrangements

Additional Learning Needs

3.1 For pupils with additional learning needs, admission to school is influenced by parents' preference of school, in a way broadly similar to other pupils. However, individual circumstances relating to pupils and schools may need to be taken into account. Ultimately, the placement process is governed by procedures identified in the Special Educational Needs (SEN) Code of Practice. This process might give special priority for admission of a pupil to a particular school. It might also be a reason for refusing a parent's stated preference.

3.2 All children requiring a mainstream school place must make an application through the school admissions process, even if the child has a statement of SEN. Where a school is named in a pupil's statement, they will be automatically admitted to the named school. If no particular school is named it is considered that the needs of the child can be accommodated in any mainstream school and thus no specific priority is afforded and the application will be assessed in accordance with the agreed oversubscription criteria.

3.3 For a list of schools in Newport that have special facilities for pupils with additional learning needs refer to Annex 1.

Admission outside the normal age group

3.4 It is the council's expectation that children are taught in their chronological year group, unless exceptional circumstances apply. Generally these exceptional circumstances relate to children with additional learning needs or those who have experienced problems or missed part of a year, often due to ill health. 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. For more information please refer to the *Education Services Guide for Parents* on the placement of pupils out of their chronological year group.

Armed forces personnel

3.5 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 (see paragraph 4.21) if the application is accompanied by an official proof of posting declaring a definite return date with confirmation of the new address wherever possible.

Crown servants

3.6 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 with confirmation of the new address wherever possible.

Catchment areas

3.7 'Catchment area' is the term used to describe the geographical area served by a school. In Newport each address will fall within the catchment area of both an English-medium and a Welsh-medium school. Catchment school details can be confirmed by the School Admissions Team on 01633 656656 or via www.newport.gov.uk/schooladmissions

3.8 Residents living in the catchment area of a school will receive a higher priority for admission (see paragraph 4.23 for oversubscription criteria) but there is no guarantee of a place at any particular school.

3.9 The catchment school is not automatically the nearest school and therefore applicants should confirm their catchment school before making an application for admission, particularly as the preference could affect any entitlement to home to school transport (see paragraph 3.44).

Distance between home and school

3.10 Within each set of oversubscription criteria (paragraph 4.23), if the number of applications in any one category exceeds the published admission number, priority will be based on those residing closest to the preferred school.

3.11 The distance between home and school is measured as the shortest available walking route, determined using official routes known to the council and highways agencies as the Safe Walking Network. The council deems that a route is 'available' if a child, accompanied as necessary, can walk to school in reasonable safety.

3.12 In assessing its availability the council will follow the guidelines prescribed in Welsh Government's Learner Travel Statutory Provision and Operational Guidance June 2014 and will look at the risks and other relevant safety factors a child, accompanied as necessary, might encounter along the prescribed route (including for example, canals, rivers, ditches, street lighting, pavements and the speed of traffic along roads, etc.).

3.13 The council will calculate the distance of the route using its' own specific Geographical Information Systems (GIS) routing software, Routefinder and MapInfo Desktop Solutions. In order to ensure fairness and consistency for all applicants, this is the only measurement tool that is used by the council.

3.14 The starting point of the calculated route will be determined as being the nearest network point to the main entrance of the home address. The main entrance of the home address is determined by the council using the Local Land and Property Gazetteer (LLPG). The finishing point of the calculated route will be determined as being the nearest official open gate adopted for use by the school.

3.15 The coordinates of an applicant's address will be determined using the LLPG and Ordnance Survey Address Point data.

3.16 Where two or more applicants are being considered for the last available place, and their home to school distance calculations are exactly the same, a trundle wheel will be used to undertake an additional assessment of the distance to the main entrance of the home address.

3.17 Where two or more applicants are being considered for the last available place, and the addresses fall within the same building, i.e. a block of flats, a trundle wheel will be used to calculate the distance from the front door of the home to the main communal entrance of the property to the nearest entrance of each flat, where possible.

Domestic violence agencies

3.18 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.

English as an additional language

3.19 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 bi-lingual Teaching Assistant if required (and if the requisite language is available), to aid communication through their first language. Parents can also request first language support to assist in the admission appeals process if required.

Evidence

3.20 In making an application applicants will be asked to provide:

- Proof of residency in support of all applications, and for this purpose School Admissions will refer to the council tax record of Newport residents. This can only be done with parental consent which will be assumed by the submission of an 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 licence, a current child benefit or tax credit notification or, for non-Newport residents, a copy of the current council tax bill;
- A photocopy of the 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.

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

- Where the application is based on medical grounds applicants 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 the child spends equal time living with both parents and/or the home address is in dispute applicants must submit a copy of the current child benefit statement, as the place of residence of the parent 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 the child was previously a looked-after child applicants must submit evidence such as a copy of the adoption certificate to confirm this status if they wish for this to be taken into consideration when allocating places;
- Where the applicant is the child's legal guardian but not the birth parent they must submit a copy of the official document awarding them parental responsibility;
- Where the applicant is a serving or returning armed forces family, or crown servant, they will need to provide official proof of posting declaring a definite return date and confirmation of the new address where possible;
- Where an application for either Malpas Church in Wales Infant or Junior School is being made on religious grounds, the applicant must provide a written statement from a member of the clergy confirming they are a practising member.

3.22 An application without the correct evidence is not complete. The processing of incomplete applications may be delayed and this could affect the timing of the decision. 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.

3.23 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, especially where supplied after the closing date.

Gypsy, Roma and Traveller children

3.24 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.

Home address

3.25 The council will consider the child's home address to be 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 the child is cared for by relatives or others.

3.26 Where the child spends equal time with both parents, the place of residence of the parent who receives the child benefit will be considered the child's home.

3.27 As there is no closing date for in-year applications, when processing an in-year application the council will use the address at which the applicant and child reside at the time the application is submitted.

3.28 The council will use the home address provided in the application to determine the catchment school and any eligibility for free home to school transport, in accordance with the council's current transport policy (see paragraph 3.44).

3.29 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 (see paragraph 4.4).

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. This is to ensure that correspondence is sent to the correct address and will not affect the outcome of the application if this is after the closing date. Any new address can only be taken into consideration when determining the outcome of an application if the child lives there on the closing date and satisfactory evidence is provided to confirm this.

3.30 Applicants moving into or within Newport should not assume that their child will be allocated a place at the local school. There is no guarantee of a place at any school, even if it is the catchment, and if the school is already full in the child's year group the application will be refused.

Independent schools

3.31 Applications for an Independent school should be made 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.

Looked-after Children

3.32 Applications for looked-after children (children in public care) [as defined by Section 22 of the Children Act 1989] are given priority if they are supported by a statement from the child's social worker outlining the benefits of the school placement. This priority can also be given to previously looked-after children although the person making the application must provide evidence to confirm the previous care status, such as an Adoption Certificate.

Medical need

3.33 Applications on medical grounds are prioritised if they are supported by a medical consultant's report, obtained by the applicant 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. Note that priority is only given if places are available.

Multiple birth children

3.34 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) (see also paragraph 4.21).

Non-Newport residents

3.35 Applicants living in other authority (council) areas 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 residents in other areas, such applications must be supported by photocopied evidence of residency.

Parental preference

3.36 Parents have the right to make an application for their preferred school and admission authorities must comply with parental preference if places are available in the relevant year group.

3.37 Expressing a preference will give a child priority over children whose parents have not expressed a preference for that school.

3.38 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 before a decision is issued.

3.39 In making an application it is recommended that at least 3 different school preferences are named and that 1 of the preferences is for the catchment school to increase the chances of securing a place that is acceptable.

Schools in another council area

3.40 Parents wishing to apply for a school that is outside Newport should make the application directly to the relevant admission authority (see Annex 2 for contact details).

Siblings

3.41 Brothers and sisters, whether half, full, step or foster, will be considered relevant siblings where living in the same household and where they will still be registered at the school when the applicant is eligible to attend.

3.42 This does not apply to nursery admission and siblings in Years 12 and 13 will not be considered relevant under this criterion.

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

Transport

3.44 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 and secondary aged pupils who live 3 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. For further information or the full home to school transport policy refer to the *Education Services Guide for Parents.*

Voluntary aided, or faith schools

3.45 As governing bodies are responsible for admission to voluntary aided schools, each will have its own admissions policy, the oversubscription criteria for which can be found in **Annex 5**. 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 (paragraph 4.4) will be adhered to in all instances. Application forms and full details of these admission arrangements can be obtained directly from the relevant school. Full policy details can also be found in the Parents Information Guide.

3.46 Applicants who wish to express additional preferences for community schools should complete both a Newport City Council application and the application 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 applicants who do not specify an order of preference will be contacted and asked to confirm this before the application is determined.

3.47 For a list of voluntary aided schools in Newport, refer to Annex 1.

Welsh-medium schools

3.48 All Welsh-medium schools in Newport are community schools maintained by the council and as such are subject to these admission arrangements. Welsh is the official language of these schools in all activities, both formal and informal. All teaching and assessment, with the exception of English as a subject, are through the medium of Welsh at all key stages.

3.49 For a list of Welsh-medium schools in Newport, refer to Annex 1.

4. Normal admissions round

Admissions and appeals timetable

4.1 The admissions timetable is published at **www.newport.gov.uk/schooladmissions** and notices are displayed in Newport's schools, libraries, community and leisure centres and the council's newsletter, Newport Matters, which is delivered to every household in Newport. Deadlines are also flagged via the council's social media sites on Twitter and Facebook. It is also possible to sign up to receive the council's e-newsletter, 'Keep me posted', from the homepage of the council's website, **www.newport.gov.uk**.

4.2 It is the parent or guardian's responsibility to look out for these notices and make an application at the appropriate time.

4.3 Children transferring from primary to secondary school will receive a letter via the school outlining the admissions process.

4.4

Admission Group	Admissions round commences:	Closing date for applications:	Offer date:
Year 7 (secondary school)	3 October 2016	30 November 2016	1 March 2017*
Reception	7 November 2016	13 January 2017	31 March 2017
Year 3 (junior school only)	7 November 2016	13 January 2017	31 March 2017
Nursery (September intake)	9 January 2017	3 March 2017	5 May 2017
Rising 3s (Jan and Apr 2018 intake)	3 July 2017	29 September 2017	30 November 2017

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

4.5 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

4.6 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 (see **Annex 1** for contact details).

4.7 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 applicants will receive immediate confirmation that their application has been submitted and will be able to view their decision online on the offer date. Alternatively, parents can request an application pack from the City Contact Centre on 01633 656 656.

4.8 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.

4.9 Before deciding to apply for a place at a particular school (see paragraph 3.36 parental preference), applicants will need to consider carefully how the child will travel to school, as they will not necessarily be eligible for assistance. If the council determines that a child lives 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) they could be eligible for free home to school transport. This includes Welsh-medium and faith schools.

4.10 All applications must be submitted directly to the School Admissions Team at the Civic Centre by the relevant deadline. 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.

4.11 If this confirmation is not received the applicant should contact the School Admissions Team immediately to check that the application has been successfully submitted.

4.12 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 a valid email address or stamped address envelope is provided so that receipt of the 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 the preferred school (see paragraph 4.47 late applications and additional preferences).

4.13 All applications submitted by the closing date will be assessed together. In most cases the number of applications received in an admissions round is over 1,000 and each one of these has to go through a number of checks. For this reason the admissions timetable sets the closing date many months before the offer date (the date the decision will be issued), and any change in circumstances brought to the attention of the School Admissions Team after the closing date cannot be considered until after the published offer date (paragraph 4.47 late applications and additional preferences).

4.14 For the purpose of processing applications for school places in Newport the information applicants provide in their application may be shared with other agencies that are directly involved in the education, health and welfare of school children and other local admission authorities, including voluntary aided schools and councils that share a common boundary with Newport.

How places are allocated

4.15 Places are not allocated on a first come, first served basis and there is no benefit over others to putting the child's name down with a school. Head teachers 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.

4.16 Each application is considered in accordance with the School Admissions Policy and an applicant's highest preference is complied with wherever possible. Some schools will however have more applications than there are places available.

4.17 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 (paragraph 4.23) and allocate places accordingly, up to the published admission number.

4.18 For example:

- If a school is able to accommodate 30 children and the council receives 27 applications, all 27 applicants will be allocated a place;
- However, if the council receives 36 applications for that school, all 36 applicants will be considered together against the oversubscription criteria and 30 places will be allocated. The remaining 6 applications will be refused.

4.19 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.

4.20 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 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.

4.21 The council will not normally exceed a 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 or previously looked after (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).

4.22 In determining which children should be admitted to a school, the council will apply the relevant oversubscription criteria in order of priority.

4.23 Oversubscription criteria

For admission to community nursery schools and classes

4.24 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.

4.25 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 (see paragraph 3.32).
2. Pupils living within the catchment area (see paragraph 3.7) and making an application on medical grounds (see paragraph 3.33).
3. Pupils living within the catchment area (see paragraph 3.7).
4. Pupils living outside of the catchment area and making an application on medical grounds (see paragraph 3.33).
5. Pupils living outside of the catchment area.

4.26 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 paragraph 3.10).

4.27 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.

4.28 The allocation of morning and afternoon sessions is the responsibility of the head teacher 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.

For admission to community primary, infant and junior schools

4.29 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 (see paragraph 3.32).
2. Pupils living within the catchment area (see paragraph 3.7) and making an application on medical grounds (see paragraph 3.33).
3. Pupils living within the catchment area (see paragraph 3.7) but with relevant siblings (see paragraph 3.41).
4. Pupils living within the catchment area (see paragraph 3.7).
5. Pupils living outside of the catchment area and making an application on medical grounds (see paragraph 3.33).
6. Pupils living outside of the catchment area but with relevant siblings (see paragraph 3.41).
7. Pupils living outside of the catchment area.

4.30 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 paragraph 3.10).

For admission to voluntary controlled infant and junior schools

4.31 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.

4.32 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).

For admission to community secondary schools

4.33 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 (see paragraph 3.32).
2. Pupils living within the catchment area (see paragraph 3.7) and making an application on medical grounds (see paragraph 3.33).
3. Pupils living within the catchment area (see paragraph 3.7) but with relevant siblings (see paragraph 3.41).
4. Pupils living within the catchment area (see paragraph 3.7).
5. Pupils living outside of the catchment area and making an application on medical grounds (see paragraph 3.33).

6. Pupils living outside of the catchment area but with relevant siblings (see paragraph 3.41).
7. Pupils living outside the catchment area.

4.34 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 paragraph 3.10).

Understanding the outcome of your application

4.35 Applications for admission must be determined by the admission authority and head teachers are not able 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.

4.36 In making a decision on all applications the council will consider how many places are available in each school (admission number) and how many pupils have applied to attend that school. Where the number of applications is equal to or less than the number of places available, all pupils will be admitted. However, where the number of applications exceeds the number of places available the council will apply the relevant oversubscription criteria to identify which pupils should be prioritised for a place (paragraph 4.23).

4.37 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.

4.38 The council must also 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.

4.39 Where the number of applications exceeds the number of places available some preferences will be refused.

4.40 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.

4.41 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 (paragraph 4.47).

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.

Notifying applicants

4.42 The outcome of all applications will be issued in writing on the relevant offer date (paragraph 4.4). This is the date on which decision letters will be posted. Online applicants only willbe able to view their decision on this date via the online system.

4.43 Applicants will not be informed of the decision over the telephone and should allow sufficient time for the decision letter to be received before contacting School Admissions.

Waiting lists

4.44 During the normal admissions round a child's name will remain on the waiting list for any school preference that was refused until 30 September in the year in which the application is made. If places then become available, all children on the waiting list at that time will be considered together for the place and prioritised as detailed in the published oversubscription criteria.

4.45 A child's position on the waiting list will change if subsequent applications are received that have a higher degree of priority under the admission criteria. Waiting lists do not give priority to children based on the date the application was added to the list.

4.46 After 30 September, applicants 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.

Late applications and additional preferences

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

4.48 All additional school preferences (including where the applicant has decided to change their preference) must be made in writing to the School Admissions Team and those requests submitted after the closing date will be processed under this late applications and additional preferences arrangement.

4.49 Any applications received after the published closing date (see paragraph 4.4) will initially be processed in accordance with the timetable below:

	Closing date*1	**Decision issued on:*2**
Rising 3s	31 December 2016	31 January 2017
Secondary	31 March 2017	28 April 2017
Reception/Junior	28 April 2017	31 May 2017
Nursery (September)	31 May 2017	30 June 2017

*1: the date up to which submissions can be received for inclusion in that admissions round

*2: the date on which decision letters for that admissions round will be issued (see paragraph 4.42 notifying applicants)

4.50 Following this initial late round, applications will be processed on a monthly basis and decision letters issued by the end of the calendar month following receipt.

4.51 For example, applications for secondary school received during April will be processed during May and decisions issued on 31May 2017. Decisions for those received during May will be issued on 30 June 2017 and so on.

4.52 See Annex 4 for a summary of the 2016 admissions round.

5. In-year admission

5.1 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.

5.2 Applicants moving into or within Newport should not assume that their child will be allocated a place at the local school. There is no guarantee of a place at any school, even it is the catchment, and if the school is already full in the relevant year group the application will be refused.

5.3 Before applying to transfer a child to another school, applicants are advised to discuss their options with the current school in the first instance. There may be strong educational reasons why a transfer should not take place, which will need to be considered. 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.

5.4 Before deciding to apply for a place at another school, applicants will need to consider carefully how the child will travel to the school, as they will not necessarily be eligible for transport assistance, even if they have previously qualified (paragraph 3.44).

5.5 Parents are strongly advised that where possible, they should not remove their child from the 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.

How to make an application

5.6 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 656 656 to request an application form or download it from www.newport.gov.uk/schooladmissions).

How places are allocated

5.7 Applications are processed in accordance with this admissions policy (see paragraph 4.23 for the relevant oversubscription criteria) and preference will be given to those who are seeking a place during the current 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.

5.8 Head teachers are not able to 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.

Understanding the outcome of your application

5.9 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 (see paragraph 4.21 for exceptions) and applicants advised of their right to appeal against the council's decision. There is no right of appeal against the refusal of a nursery place.

Notifying applicants

5.10 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. The outcome of each application is issued in writing as soon as it has been determined.

Waiting lists

5.11 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.

5.12 A child's position on the waiting list may change as applications may be received that have a higher degree of priority under the admission criteria. Waiting lists do **not** give priority to children based on the date the application was added to the list.

6. Admission appeals

6.1 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.

6.2 If the council is unable to allocate a place at the preferred school, applicants will be advised of their right to an appeal in their decision letter and may also be offered an alternative school place. Applicants must then decide whether to:

i. accept the place at the alternative school;

ii. appeal against the council's decision.

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

6.4 In submitting an appeal appellants should complete the proforma included with their decision letter identifying the reasons why the child should attend a specific school. The decision letter will also state if the application was refused on infant class size grounds. The scope of the Admission Appeal Panel is very limited where the application has been refused for this reason.

6.5 The information appellants provide will be shared with the Panel, who will hear the case, and the Chief Education Officer. Admission appeal 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.

6.6 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.

6.7 In all cases the decision of the Panel is conveyed in writing to the appellant and is final and binding on all parties.

6.8 The Public Services Ombudsman can investigate written complaints about maladministration on the part of an admission appeal panel. Maladministration covers issues such as a failure to act independently and fairly, rather than complaints where a person simply feels that the decision taken is wrong. A panel's decision can only be overturned by the courts where the appellants or admission authority are successful in applying for judicial review of that decision.

6.9 Where an 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.

6.10 See Annex 4 for a summary of the 2016 admissions round.

Annex 1: List of schools

This list gives contact points for schools and indicates their language and denomination. The 'admission number' refers to the number of pupils who can 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. Note that 'school capacity' and 'number on roll' figures exclude non-statutory age pupils

* Nursery provision; (PN) Nursery provision possible for Sept 2017; ^ Denominational (faith) school; # Host school for special needs centre

	Name, address, telephone number and Email	**Headteacher** (A=Acting)	**Age range**	**School capacity**	**Admission number**	**Nursery admission number**	**Number of pupils on roll** (Jan 16)
WELSH MEDIUM EDUCATION							
Community primary schools							
*	**Ysgol Gymraeg Bro Teyrnon** Brynglas Drive, NP20 5QS Tel. (01633) 850804 Email: ysgol.gymraegbroteyrnon@newport.gov.uk	Mrs L Jones-Campbell	3 to 11	210	30	30	97
*	**Ysgol Gymraeg Casnewydd** Hartridge Farm Road, NP18 2LN Tel. (01633) 290270 Email: ysgol.gymraegcasnewydd@newport.gov.uk	Mrs C Parry	3 to 11	343	49	52	300
*	**Ysgol Gymraeg Ifor Hael** Meon Close, NP20 7DU Tel. (01633) 414694 Email: ysgol.gymraegiforhael@newport.gov.uk	Mrs B Parry-Jones	3 to 11	196	28	28	192

	Name, address, telephone number and Email	Headteacher (A=Acting)	Age range	School capacity	Admission number	Nursery admission number	Number of pupils on roll (Jan 16)
Community secondary schools							
	Ysgol Gyfun Gwent Is Coed Brynglas Drive, NP20 5QS Tel. (01633) 851614 Email: gwent.iscoed@newport.gov.uk	Mrs R Wyn Dafydd	11 to 13	210	120*1	NA	NA
	Ysgol Gyfun Gwynllyw Folly Road Trevethin, Pontypool, NP4 8JD Tel. (01495) 750405 Email: head.ysgolgyfungwynllyw@torfaen.gov.uk	Mr H E Griffiths	11 to 18	910	183	NA	783
ENGLISH MEDIUM EDUCATION							
Community nursery and primary schools							
*#	**Alway Primary School** Aberthaw Road, NP19 9QP Tel. (01633) 277905 Email: alway.primary@newport.gov.uk	Mr R Hughes	3 to 11	343	49	96	353
*	**Caerleon Lodge Hill** Primary School Lodge Hill, NP18 3BY Tel. (01633) 422322 Email: lodge.primary@newport.gov.uk	Mrs H Power	3 to 11	315	45	48	241
*	**Clytha Primary School** Bryngwyn Road, NP20 4JT Tel. (01633) 265266 Email: clytha.primary@newport.gov.uk	Mrs J Davies (A)	3 to 11	210	30	32	209

	Name, address, telephone number and Email	Headteacher (A=Acting)	Age range	School capacity	Admission number	Nursery admission number	Number of pupils on roll (Jan 16)
*#	**Crindau Primary School** Ailesbury Street, NP20 5ND Tel. (01633) 858268 Email: crindau.primary@newport.gov.uk	Mrs M Ward	3 to 11	315	45	80	322
*	**Duffryn Infant School** Partridge Way, NP10 8WP Tel. (01633) 815032 Email: duffryn.infants@newport.gov.uk	Mrs P Shipton-Jones (A)	3 to 7	180	60	80	177
	Duffryn Junior School Partridge Way, NP10 8WP Tel. (01633) 817161 Email: duffryn.juniors@newport.gov.uk	Mrs J Thomas (A)	7 to 11	240	60	NA	218
*	**Eveswell Primary School** Chepstow Road, NP19 8GX Tel. (01633) 272142 Email: eveswell.primary@newport.gov.uk	Mrs C Barnett	3 to 11	420	60	96	418
*	**Fairoak Nursery School** Church Road, NP19 7EJ Tel. (01633) 259415 Email: fairoak.nurseryschool@newport.gov.uk	Ms A O'Brien	3 to 4	144	NA	144	NA
*#	**Gaer Primary School** Gaer Road, NP20 3GY Tel. (01633) 263407 Email: gaer.primary@newport.gov.uk	Mr A Smith	3 to 11	420	60	64	376
*	**Glan Usk Primary School** Bank Street, NP19 7HF Tel. (01633) 259445 Email: glanusk.primary@newport.gov.uk	Mr J Beecher	3 to 11	630	90	64	625

	Name, address, telephone number and Email	Headteacher (A=Acting)	Age range	School capacity	Admission number	Nursery admission number	Number of pupils on roll (Jan 16)
*	**Glasllwch Primary School** Melbourne Way, NP20 3RH Tel. (01633) 266398 Email: glasllwch.primary@newport.gov.uk	Mrs C Jackson	3 to 11	210	30	32	209
*	**High Cross Primary School** High Cross Drive NP10 9AB Tel, (01633) 895472 Email: highcross.primary@newport.gov.uk	Ms N Coker (A)	3 to 11	210	30	32	243
*#	**Kimberley Nursery School** Blaen-y-pant Crescent NP20 5QB Tel. (01633) 855848 Email: kimberley.nursery@newport.gov.uk	Mrs H M Day	3 to 4	96	NA	96	NA
(PN)	**Langstone Primary School** Old Roman Road, NP18 2JU Tel. (01633) 412200 Email: langstone.primary@newport.gov.uk	Mrs B Cole	4 to 11	315	45	NA	302
*#	**Llanmartin Primary School** Waltwood Road, NP18 2HB Tel. (01633) 412660 Email: llanmartin.primary@newport.gov.uk	Mrs V Curtis	3 to 11	210	30	32	161
*	**Lliswerry Primary School** Nash Road, NP19 4NG Tel. (01633) 277015 Email: lliswerry.primary@newport.gov.uk	Mrs S Saunders	3 to 11	630	90	80	498
*	**Maesglas Primary School** Maesglas Road, NP20 3DG Tel. (01633) 816047 Email: maesglas.primary@newport.gov.uk	Mr P Harrhy	3 to 11	245	35	64	249

	Name, address, telephone number and Email	Headteacher (A=Acting)	Age range	School capacity	Admission number	Nursery admission number	Number of pupils on roll (Jan 16)
*	**Maindee Primary School** Rodney Road, NP19 0AP Tel. (01633) 263309 Email: maindee.primary@newport.gov.uk	Mrs E Nolan	3 to 11	462	66	80	429
*#	**Malpas Court Primary School** Whittle Drive, NP20 6NS Tel. (01633) 855005 Email: school@malpascourtprimary.co.uk	Mrs D Guy	3 to 11	210	30	39	182
*	**Malpas Park Primary School** Wavell Drive, NP20 6LE Tel. (01633) 675900 Email: malpaspark.primary@newport.gov.uk	Mrs K Guest	3 to 11	210	30	32	198
*	**Marshfield Primary School** Marshfield Road, CF3 2UW Tel. (01633) 680303 Email: school@marshfieldprimary.co.uk	Mrs A Steele	3 to 11	420	60	32	414
*	**Millbrook Primary School** Parrett Road, NP20 7DQ Tel. (01633) 855100 Email: school@millbrookprimary.co.uk	Mrs L Watkins	3 to 11	210	30*2	32	206
*	**Milton Infant School** Hendre Farm Drive, NP19 9HB Tel. (01633) 273505 Email: milton.infants@newport.gov.uk	Mrs S Wilson	3 to 7	264	88	128	198
	Milton Junior School Hendre Farm Drive, NP19 9HB Tel. (01633) 273507 Email: milton.juniors@newport.gov.uk	Mrs S Wilson (A)	7 to 11	300	75	NA	219

	Name, address, telephone number and Email	Headteacher (A=Acting)	Age range	School capacity	Admission number	Nursery admission number	Number of pupils on roll (Jan 16)
*#	**Monnow Primary School** Darent Close, NP20 7SQ Tel. (01633) 852636 Email: monnow.primary@newport.gov.uk	Mrs M Echeverry	3 to 11	364	52	60	338
*	**Mount Pleasant Primary** School Ruskin Avenue, NP10 0AB Tel. (01633) 894820 Email: mountpleasant.primary@newport.gov.uk	Miss F Rutledge	3 to 11	210	30	30	255
(PN)	**Pentrepoeth Primary School** Cwm Cwddy Drive, NP10 8JN Tel. (01633) 896101 Email: pentrepoeth.primary@newport.gov.uk	Mr D Taylor	4 to 11	420	60	NA	418
*#	**Pillgwenlly Primary School** Capel Crescent, NP20 2FT Tel. (01633) 265268 Email: pillgwenlly.primary@newport.gov.uk	Mrs K Bevan	3 to 11	518	74	96	556
*#	**Ringland Primary School** Dunstable Road, NP19 9LU Tel. (01633) 272308 Email: ringland.primary@newport.gov.uk	Ms L Bowden	3 to 11	252	36	50	215
*#	**Rogerstone Primary School** Ebenezer Drive, NP10 9YX Tel. (01633) 894591 Email: rogerstone.primary@newport.gov.uk	Mr S Rayer	3 to 11	420	60	80	532
*	**Somerton Primary School** Hawthorne Fosse, NP19 9AB Tel. (01633) 272504 Email: somerton.primary@newport.gov.uk	Mrs C Barnett	3 to 11	189	27	30	150

	Name, address, telephone number and Email	Headteacher (A=Acting)	Age range	School capacity	Admission number	Nursery admission number	Number of pupils on roll (Jan 16)
*#	**St. Andrew's Primary School** Corporation Road, NP19 0GP Tel. (01633) 257261 Email: standrews.primary@newport.gov.uk	Mrs J Giles	3 to 11	630	90	80	529
*	**St. Julian's Primary School** Beaufort Road, NP19 7UB Tel. (01633) 259563 Email: stjulians.primary@newport.gov.uk	Mr D Rees	3 to 11	630	90	112	519
*	**St. Woolos Primary School** Stow Hill, NP20 4DW Tel. (01633) 265792 Email: stwoolos.primary@newport.gov.uk	Miss H Vaughan	3 to 11	315	45	80	265
Voluntary controlled primary schools							
^	**Malpas Church in Wales Infant School** Yewberry Close, NP20 6WJ Tel. (01633) 854425 Email: malpaschurch.infants@newport.gov.uk	Ms S Hunt (A)	4 to 7	174	58	NA	157
^	**Malpas Church in Wales Junior School** Yewberry Close, NP20 6WJ Tel. (01633) 855998 Email: malpaschurch.juniors@newport.gov.uk	Ms K Thomas	7 to 11	208	52	NA	212
Voluntary aided nursery and primary schools							
*^	**Charles Williams Church in Wales Primary School** High Street, Caerleon NP18 1AZ Tel. (01633) 423497 Email: info@charleswilliamsprimary.org	Mr J Nolan	3 to 11	525	75	80	479

	Name, address, telephone number and Email	Headteacher (A=Acting)	Age range	School capacity	Admission number	Nursery admission number	Number of pupils on roll (Jan 16)
^	**St. David's Roman Catholic Primary School** Park Crescent, NP20 3AQ Tel. (01633) 816027 Email: stdavids.primary@newport.gov.uk	Ms L Robinson (A)	4 to 11	210	30	NA	211
^	**St. Gabriel's Roman Catholic Primary School** Ringland Circle, NP19 9PQ Tel. (01633) 273937 Email: stgabriels.primary@newport.gov.uk	Mrs C Russell	4 to 11	182	26	NA	151
^	**St. Joseph's Roman Catholic Primary School** Fairoak Avenue, NP19 8FW Tel. (01633) 258801 Email: stjosephsrc.primary@newport.gov.uk	Mrs J Beckett (A)	4 to 11	210	30	NA	207
^	**St. Mary's Roman Catholic Primary School** Queens Hill, NP20 5HJ Tel. (01633) 840490 Email: stmarysrc.primary@newport.gov.uk	Ms D Evans (A)	4 to 11	420	60	NA	403
*^	**St. Michael's Roman Catholic Primary School** Baldwin Close, NP20 2LW Tel. (01633) 262078 Email: stmichaelsrc.primary@newport.gov.uk	Mrs J Manship	3 to 11	210	30	32	211
*^	**St. Patrick's Roman Catholic Primary School** Fairfax Road, NP19 0HR Tel. (01633) 272488 Email: stpatricks.primary@newport.gov.uk	Mrs L Smith	3 to 11	196	28	32	186

	Name, address, telephone number and Email	Headteacher (A=Acting)	Age range	School capacity	Admission number	Nursery admission number	Number of pupils on roll (Jan 16)
Community secondary schools							
	Bassaleg School Forge Lane, NP10 8NF Tel. (01633) 892191 Email: bassaleg.school@newport.gov.uk	Mrs E Thomas	11 to 18	1,235	247*3	NA	1,276
	Caerleon Comprehensive School Coldbath Road, NP18 1NF Tel. (01633) 420106 Email: caerleon.comprehensive@newport.gov.uk	Mrs L Picton	11 to 18	1,240	248	NA	1,194
#	**Llanwern High School** Hartridge Farm Road, NP18 2YE Tel. (01633) 411116 Email: llanwern.high@newport.gov.uk	Mr R King	11 to 18	1,300	260	NA	939
	Lliswerry High School Nash Road, NP19 4RP Tel. (01633) 277867 Email: lliswerry.high@newport.gov.uk	Mrs A Mills	11 to 18	1,060	212	NA	751
	Newport High School Bettws Lane, NP20 7YB Tel. (01633) 820100 Email: newport.high@newport.gov.uk	Mrs K Keane	11 to 18	955	191	NA	933
#	**St. Julian's School** Heather Road, NP19 7XU Tel. (01633) 224490 Email: info@stjuliansschool.co.uk	Mr R Evans	11 to 18	1,210	242	NA	1,241

	Name, address, telephone number and Email	Headteacher (A=Acting)	Age range	School capacity	Admission number	Nursery admission number	Number of pupils on roll (Jan 16)
#	**The John Frost School** Lighthouse Road, NP10 8YD Tel. (01633) 654100 Email: post@duffryn.org	Mr J Wilson	11 to 18	1,115	223	NA	732
Voluntary aided secondary schools							
^	**St. Joseph's Roman Catholic High School** Pencarn Way, NP10 8XH Tel. (01633) 653110 Email: sjhs@newport.gov.uk	Mr T Brown	11 to 18	1,150	230	NA	1,143
Community special school							
*	**Maes Ebbw School** Maesglas Road, NP20 3DG Tel. (01633) 815480 Email: maes.ebbw@newport.gov.uk	Mrs J Nichols	3 to 19	NA	NA	NA	NA
Pupil Referral Unit							
	Bridge Achievement Centre Stephenson Street, NP19 0RB Tel. (01633) 235354 Email: bridge.achievementcentre@newport.gov.uk	Mr P Anderson	NA	NA	NA	NA	NA

Note:

***1** This school opened as a seedling in September 2016 for Year 7 pupils only in the first year with an admission number of 90. For September 2017 the higher figure of 120 applies to Year 7 only.

***2** With effect from September 2016 onwards the admission number for Reception is 45. The higher figure will therefore apply to Reception and Year 1 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 to 10 for September 2017

Annex 2: Useful contacts

Newport City Council - www.newport.gov.uk

- General enquiries - 01633 656656 or info@newport.gov.uk
- School admissions - school.admissions@newport.gov.uk
- School transport - info@newport.gov.uk
- Free school meals - housing.benefits@newport.gov.uk
- Clothing grant - housing.benefits@newport.gov.uk
- School appeals - corporate.admin@newport.gov.uk
- Additional educational needs - inclusion.enquiries@newport.gov.uk
- Education psychology service - education.psychology@newport.gov.uk

Neighbouring local authorities

- Blaenau Gwent County Borough Council - 01495 311556
- Caerphilly County Borough Council - 02920 851845
- Cardiff City Council - 02920 351704
- Monmouthshire County Council - 01633 644644
- Torfaen County Borough Council - 01633 762200

Other

- SNAP Cymru - 0845 1203730
- EAS Governor Support – governor.support@sewaleseas.org.uk

Annex 3: Related documents

Newport City Council

- Education Services Guide for Parents
- Home to school transport policy
- Placement of pupils outside of their chronological year group

Welsh Government

- School admissions code
- School admission appeals code
- Measuring the capacity of schools in Wales
- Learner Travel (Wales) Measure

Annex 4: Summary of 2016 admissions round

Normal admissions round September 2016		Admission Number	Number of preferences expressed	Number of places allocated		Number of preferences refused	Number of appeals submitted	Number of successful appeals
	School			Catchment	Non-catchment			
RECEPTION INTAKE	Alway Primary	49	52	25	16	0	0	0
	Caerleon Lodge Hill Primary	45	45	25	13	0	0	0
	Charles William Church in Wales Primary	75	77	75		2	0	0
	Clytha Primary	30	76	30	0	22	7	0
	Crindau Primary	45	68	45	0	12	4	0
	Duffryn Infant	60	65	53	4	0	0	0
	Eveswell Primary	60	122	32	28	17	5	1
	Gaer Primary	60	56	33	14	0	0	0
	Glan Usk Primary	90	154	70	20	35	13	1
	Glasllwch Primary	30	93	16	14	13	3	0
	High Cross Primary	30	115	14	17	23	6	0
	Langstone Primary	45	57	28	17	0	0	0
	Llanmartin Primary	30	18	16	0	0	0	0
	Lliswerry Primary	90	86	49	20	0	0	0
	Maeglas Primary	35	42	29	4	0	0	0
	Maindee Primary	66	58	35	21	0	0	0
	Malpas Church in Wales Infant	58	59	19	25	0	0	0
	Malpas Court Primary	30	25	13	3	0	0	0
	Malpas Park Primary	30	45	6	20	0	0	0
	Marshfield Primary	60	63	39	21	0	0	0
	Millbrook Primary	45	53	23	13	0	0	0
	Milton Infant	88	49	36	9	0	0	0
	Monnow Primary	52	52	33	9	0	0	0
	Mount Pleasant Primary	30	102	22	8	31	3	0
	Pentrepoeth Primary	60	63	35	20	0	0	0
	Pilgwenlly Primary	74	69	51	19	0	0	0
	Ringland Primary	36	31	15	13	0	0	0
	Rogerstone Primary	90	107	60	0	17	5	0
	Somerton Primary	27	22	18	4	0	0	0
	St Andrew's Primary	90	87	53	13	0	0	0
	St David's RC Primary	30	39	30		9	0	0
	St Gabriel's RC Primary	26	21	16		0	0	0

Normal admissions round September 2016		Admission Number	Number of preferences expressed	Number of places allocated		Number of preferences refused	Number of appeals submitted	Number of successful appeals
	School			Catchment	Non-catchment			
	St Joseph's RC Primary	30	32	27		0	0	0
	St Julian's Primary	90	105	64	26	0	0	0
	St Mary's RC Primary	60	54	52		0	0	0
	St Michael's RC Primary	30	34	30		4	0	0
	St Patrick's RC Primary	28	33	28		5	0	0
	St Woolos Primary	40	54	27	13	0	0	0
	Ysgol Gymraeg Bro Teyrnon	30	53	20	10	0	0	0
	Ysgol Gymraeg Casnewydd	49	57	33	12	0	0	0
	Ysgol Gymraeg Ifor Hael	30	50	22	8	1	0	0
JUNIOR INTAKE	Duffryn Junior	60	52	47	4	0	0	0
	Malpas Church in Wales Junior	52	42	15	27	0	0	0
	Milton Junior	75	46	33	12	0	0	0
SECONDARY INTAKE	Bassaleg	270	390	270	19	58	17	1
	Caerleon Comprehensive	248	335	249	85	11	1	0
	Llanwern High	260	151	127	31	0	0	0
	Lliswerry High	212	111	94	16	0	0	0
	Newport High	191	205	187	11	0	0	0
	St Joseph's RC High	230	275	232		39	21	2
	St Julian's	242	269	225	111	0	0	0
	The John Frost High	223	199	191	7	0	0	0
	Ysgol Gyfun Gwent Is Coed	90	83	78	0	0	0	0
Total		**4206**	**4701**	**3852**		**299**	**85**	**5**

Annex 5: Voluntary aided schools – oversubscription criteria

Admission to voluntary aided schools is determined by the governing body of each individual school. Full copies of each school's admission arrangements are available on request from the school where any enquiries concerning the procedure for admission or any application form requests should also be directed (see Annex 1 for contact details).

Since all admission authorities within a local authority area are required to work together, the timetable in paragraph 4.4 is also applicable to applications for voluntary aided schools.

Where the number of applications exceeds the number of places available, governing bodies will apply their individual oversubscription criteria for each school as detailed below.

Primary schools

Charles Williams Church in Wales Primary School

Oversubscription criteria
Where the school is named in a statement of Special Educational Needs, the school has a duty to admit the child to the named school before the over subscription criteria is applied against applications received.

Where the number of applications exceeds the admission number, places will be allocated in accordance with the following over-subscription criteria:

1. 'Looked-after children' and previously 'looked-after children'
2. Children who have a sibling who is a pupil at the school at the time of application and who is expected to be a pupil at the school at the time of admission
3. Children with exceptional medical needs, supported by written evidence, normally given by an independent medical officer or other appropriate person
4. Children with a normal home address in the catchment area of the school. Please ask at the school office for a map of the catchment area
5. Children who have been baptised and whose family regularly/habitually worship at a church in Wales Church
6. Children whose family regularly/habitually worship at a church of another Christian denomination

Multiple Birth children will be given priority over any other children in any of the over-subscription criteria.
Where it is necessary to distinguish between two children who fulfil equal criteria, the proximity of the child's home, as measured by a straight line distance from the front door of the home to the main school gate will be measured, with those living nearer being accorded the higher priority.

Appeals
Parents have a statutory right of appeal against the refusal by the governing body to admit their child, and should put their appeal in writing in accordance with the procedures outlined in the refusal letter. Please note that there is no right of appeal against the decision to refuse a nursery place.

Appeals will be heard by an independent appeal panel, in which the governing body and head teacher play no role. The decision of the appeal panel is binding on the school's governing body.

St David's Roman Catholic Primary School

Oversubscription criteria

Where St. David's R.C. Primary School is named in a statement of Special Educational Needs, the Admissions Authority has a duty to admit the child to the school before the over-subscription criteria is applied against applications received.

In each category below:

- Priority will be given firstly be given to the siblings of those pupils who will be registered at the school at the time the child is to be admitted;
- Priority will be then be given to multiple births;
- Priority will next be given to applications made on medical needs;
- Priority will then be given to those who can demonstrate regular attendance at their place of worship. A letter confirming this will be required from the priest, minister or faith leader.

The criterion will be applied in rank order.

1. Looked-after children (LAC -children in the public care) or previously looked-after children who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church.
2. Children who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church.
3. Looked-after children (LAC -children in the public care) or previously looked-after children who are not of the Roman Catholic Faith.
4. Children of other Christian denominations whose parents have demonstrated a wish for a Catholic education.
5. Children of other Faith traditions whose parents have demonstrated a wish for a Catholic education.
6. Other children.

After considering the above categories, or if the number of applications in any one of the above categories exceeds the indicated admission number, priority will be given to those who live furthest from an alternative school (i.e. a Roman Catholic Voluntary Aided School) with a place available when the child is to be admitted.

Appeals

Parents have the statutory right of appeal against the refusal by a governing body to admit their child, and should put their reasons for appeal in writing in accordance with the procedures outlined in the decision letter. Appeals will be heard by an independent appeal panel, in which the governing body and headteacher play no role. The decision of the appeal panel is binding on all parties.

St. Gabriel's Roman Catholic Primary School

Oversubscription criteria

Where St. Gabriel's R.C. Primary School is named in a statement of Special Educational Needs, the Governing Body has a duty to admit the child to the school before the over-subscription criteria is applied against applications received.

In each category below:

- Priority will be given firstly to applications made on medical needs;
- Priority will next be given the siblings of those pupils who will be registered at the school at the time the child is to be admitted;
- Priority will next be given to multiple births.

The criterion will be applied in rank order.

1. Looked-after children (LAC - children in the public care) or previously looked-after children who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church.
2. Children who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church.
3. Looked-after children (LAC -children in the public care) or previously Looked-after children who are not of the Roman Catholic Faith.
4. Children of other Christian denominations whose parents have demonstrated a wish for a Catholic education.
5. Children of other Faith traditions whose parents have demonstrated a wish for a Catholic education.
6. Other children whose parents have demonstrated a wish for a Catholic education.

After considering the above categories, or if the number of applications in any one of the above categories exceeds the indicated admission number, priority will be based on those residing closest to the preferred school.

Appeals

Parents have the statutory right of appeal against the refusal by a governing body to admit their child, and should put their reasons for appeal in writing in accordance with the procedures outlined in the decision letter. Appeals will be heard by an independent appeal panel, in which the governing body and head teacher play no role. The decision of the appeal panel is binding on all parties.

St. Joseph's Roman Catholic Primary School

Oversubscription criteria

Children who have the school named in a Statement of Special Educational Need take priority over all children.

The criterion will be applied in rank order.

1. Looked-after children (children in the public care) or those who have previously been looked-after children and who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church.

Please note that in each of the following categories (2-5) below siblings will be given highest priority.

Multiple birth children will be given the next highest priority in categories 2-5.

2. Children who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church.
3. Looked-after children (children in the public care) or those who have previously been looked-after children following consultation on the appropriateness of the placement.
4. Children of other Christian denominations whose parents have demonstrated a wish for a Catholic education.
5. Children of other Faiths whose parents have demonstrated a wish for a Catholic education.
6. All other children.

After considering the above categories, or if the number of applications in any one of the above categories exceeds the indicated admission number, priority will be based on those residing closest to the preferred school.

Appeals
Parents have a statutory right of appeal against the non- admission of a child to the school. This will be heard by an independent appeals panel, in which the governing body and headteacher play no role. Details of the appeals process will be made available to parents when they are notified of a refusal of a place (or if they request such information from the governing body.)

St. Mary's Roman Catholic Primary School

Oversubscription criteria
Where St. Mary's R.C. Primary School is named in a statement of Special Educational Needs, the governing body has a duty to admit the child to the school before the over-subscription criteria is applied against applications received.

In each category below:

- Priority will be given firstly to applications made on medical needs;
- Priority will next be given the siblings of those pupils who will be registered at the school at the time the child is to be admitted;
- Priority will next be given to multiple births.

The criterion will be applied in rank order.

1. Looked-after children (LAC - children in the public care) or previously looked-after children who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church.
2. Children who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church.
3. Looked-after children (LAC -children in the public care) or previously looked-after children who are not of the Roman Catholic Faith.
4. Children of other Christian denominations whose parents have demonstrated a wish for a Catholic education.
5. Children of other Faith traditions whose parents have demonstrated a wish for a Catholic education.
6. Other children whose parents have demonstrated a wish for a Catholic education.

After considering the above categories, or if the number of applications in any one of the above categories exceeds the indicated admission number, priority will be based on those residing closest to the preferred school.

Appeals
Parents have the statutory right of appeal against the refusal by a governing body to admit their child, and should put their reasons for appeal in writing in accordance with the procedures outlined in the decision letter. Appeals will be heard by an Independent appeal panel, in which the governing body and headteacher play no role. The decision of the appeal panel is binding on all parties.

St. Michael's Roman Catholic Primary School

Nursery oversubscription criteria
Children who have the school named in a Statement of Special Educational Need take priority over all children.

The criterion will be applied in rank order.

1. Looked-after children (children in the public care) or those who have previously been looked-after children and who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church following consultation on the appropriateness of the placement.

Please note that in each of the following categories (2-4) below siblings will be given highest priority

Multiple birth children will be given the next highest priority in categories 2-4

2. Children who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church.
3. Looked-after children (children in the public care) or those who have previously been looked-after children.
4. All other children.

After considering the above categories, or if the number of applications in any one of the above categories exceeds the indicated admission number, priority will be based on those residing closest to the school.

Admission to nursery does not give priority for entry into reception in any other year. A separate application must be made.

Please note that there is no right of appeal against the decision to refuse a nursery place.

Primary oversubscription criteria

Where St. Michael's R.C. Primary School is named in a statement of Special Educational Needs, the Governing Body has a duty to admit the child to the school before the over-subscription criteria is applied against applications received.

In each category below:

- Priority will be given firstly to applications made on medical needs;
- Priority will next be given the siblings of those pupils who will be registered at the school at the time the child is to be admitted;
- Priority will next be given to multiple births.

The criterion will be applied in rank order.

1. Looked-after children (LAC - children in the public care) or previously looked-after children who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church.
2. Children who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church.
3. Looked-after children (LAC -children in the public care) or previously looked-after children who are not of the Roman Catholic Faith.
4. Children of other Christian denominations whose parents have demonstrated a wish for a Catholic education.
5. Children of other Faith traditions whose parents have demonstrated a wish for a Catholic education.
6. Other children whose parents have demonstrated a wish for a Catholic education.

After considering the above categories, or if the number of applications in any one of the above categories exceeds the indicated admission number, priority will be based on those residing closest to the preferred school.

Appeals

Parents have the statutory right of appeal against the refusal by a governing body to admit their child, and should put their reasons for appeal in writing in accordance with the procedures outlined in the decision letter. Appeals will be heard by an Independent appeal panel, in which the governing body and head teacher play no role. The decision of the appeal panel is binding on all parties.

St. Patrick's Roman Catholic Primary School

Nursery oversubscription criteria

Children who have the school named in a Statement of Special Educational Need take priority over all children. The criterion will be applied in rank order.

1. Looked-after children (children in the public care) or those who have previously been looked-after children and who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church following consultation on the appropriateness of the placement.

Please note that in each of the following categories (2-4) below siblings will be given highest priority

Multiple birth children will be given the next highest priority in categories 2-4

2. Children who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church.
3. Looked-after children (children in the public care) or those who have previously been looked-after children following consultation on the appropriateness of the placement.
4. All other children.

After considering the above categories, or if the number of applications in any one of the above categories exceeds the indicated admission number, priority will be based on those residing closest to the school.

Admission to nursery does not give priority for entry into reception in any other year. A separate application must be made.

Please note that there is no right of appeal against the decision to refuse a Nursery place.

Primary oversubscription criteria

Where St. Patrick's R.C. Primary School is named in a statement of Special Educational Needs, the Governing Body has a duty to admit the child to the school before the over-subscription criteria is applied against applications received.

In each category below:

- Priority will be given firstly to applications made on medical needs;
- Priority will next be given the siblings of those pupils who will be registered at the school at the time the child is to be admitted;
- Priority will next be given to multiple births.

The criterion will be applied in rank order.

1. Looked-after children (LAC - children in the public care) or previously looked-after children who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church.
2. Children who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church
3. Looked-after children (LAC -children in the public care) or previously looked-after children who are not of the Roman Catholic Faith.
4. Children of other Christian denominations whose parents have demonstrated a wish for a Catholic education and whose application is supported by a letter from their Minister.
5. Children of other Faith traditions whose parents have demonstrated a wish for a Catholic education and whose application is supported by a letter from their Faith Leader.
6. Other children whose parents have demonstrated a wish for a Catholic education.

After considering the above categories, or if the number of applications in any one of the above categories exceeds the indicated admission number, priority will be based on those residing closest to the preferred school.

Appeals
Parents have the statutory right of appeal against the refusal by a Governing Body to admit their child, and should put their reasons for appeal in writing in accordance with the procedures outlined in the decision letter.

Appeals will be heard by an independent appeal panel, in which the governing body and head teacher play no role. The decision of the appeal panel is binding on all parties.

Secondary schools

St. Joseph's Roman Catholic Secondary School

Oversubscription criteria
Where the number of applicants for admission exceeds the Admission Number of 230, places will be awarded to applicants in the under mentioned criteria in the following order of priority:

1. Baptised Roman Catholic children from the above Catholic Primary schools.
2. Baptised Roman Catholic children from other Catholic Primary or Secondary schools.
3. Baptised Roman Catholic children not educated in a Catholic school.
4. Non-Catholic children educated in a Catholic Primary school, whose parents seek a specifically Christian education, supported by a letter from the head teacher.
5. Christian children not educated in a Catholic Primary school, whose parents seek a specifically Christian education: please supply a supporting letter from your Minister of Religion.
6. Children of other faiths not educated in a Catholic Primary school, whose parents seek a specifically Christian education: please supply a supporting letter from your Minister of Religion/Faith Leader.
7. Other children.

In each criterion above:

i. Looked-after children and previously looked-after children will be given highest priority;
ii. Applicants making an application on medical grounds will be given second priority;
iii. Siblings will be given third highest priority;
iv. When in applying the oversubscription criteria, and the last child to be admitted is one of a multiple birth, the governors will admit the other sibling(s);

***Over subscription tie-break**:* Within each set of over-subscription criteria, if the cumulative number of applications exceeds the published admission number, priority will be based on those residing closest to St Joseph's.

Appeals
Parents have the statutory right of appeal against the refusal by a governing body to admit their child, and should put their reasons for appeal in writing in accordance with the procedures outlined in the decision letter.

Appeals will be heard by an independent appeal panel, in which the governing body and head teacher play no role. The decision of the appeal panel is binding on all parties.