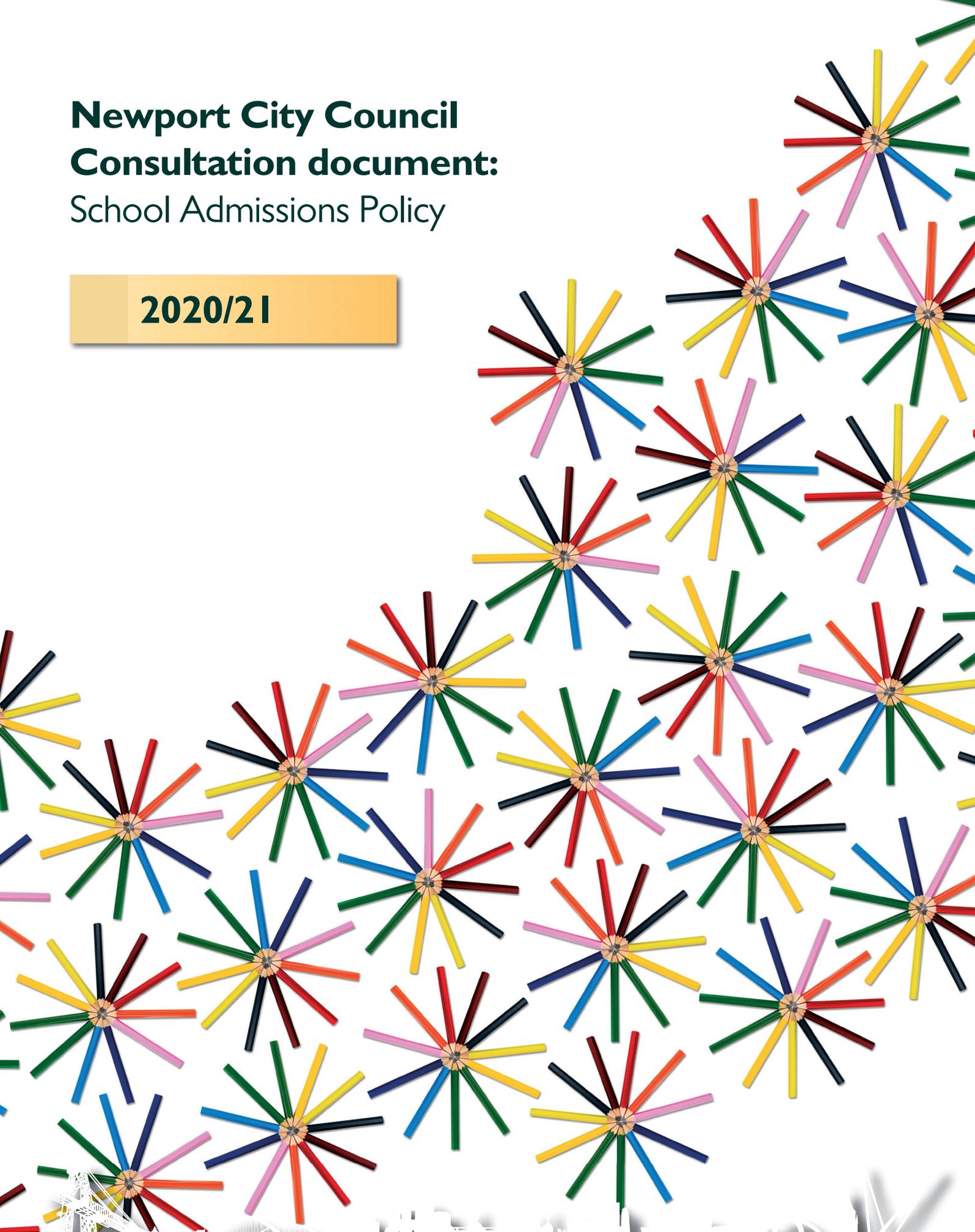


# Newport City Council Consultation document: School Admissions Policy

2020/21



The statutory School Admissions Code provides guidance on the process that should be followed when varying the published admission arrangements for any admissions authority. In accordance with the code, consultation must be carried out between 1<sup>st</sup> September and 1<sup>st</sup> March in the determination year. The determination year is the one that starts two academic years before arrangements come into force, and therefore Newport City Council must now consult on proposed changes to the admission arrangements effective from September 2020.

No policy changes are proposed within this consultation.

Up-to-date admission numbers are shown in Section 4.

**To comment on this consultation document please write:**

By post to:  
**School Admissions Manager**  
**Education Services**  
**Newport City Council**  
**Civic Centre**  
**Newport**  
**NP20 4UR**

Or via Email to: [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk)

**All comments must be received by no later than 12 Noon, Friday 1<sup>st</sup> March 2019.**

## 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.

*The Council's annual composite prospectus is referred to as **A 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](http://www.newport.gov.uk/schooladmissions)*

This policy is for applicants wishing to make an application for admission to a school in Newport for the 2020/21 academic year.

This policy is available in Welsh.

### September 2020 Admissions Timetable

September 2020 Admission Group:	Admission round commences:	Closing date for applications:	Offer date:
Nursery	10 Jul 19	18 Sept 19	4 Dec 19
Reception	6 Nov 19	15 Jan 20	16 Apr 20*
Year 7 (secondary school)	25 Sept 19	27 Nov 19	2 Mar 20*

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

Applicants are advised to ensure that their application is submitted by the relevant closing date. If you submit your application late it will be less likely that your child will be able to attend the school of your choice.

## Introduction

Newport City Council is the admission authority for all community and voluntary controlled schools (Malpas Church in Wales) in Newport. All applications for these schools are processed by the Council and schools 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.

This document is the Newport City Council School Admissions Policy which specifically sets out the school admission arrangements for the academic year 2020/21. This policy covers the normal admissions round and in-year transfer, and applies to both Welsh-medium and English-medium maintained schools.

Individual governing bodies are the admission authorities for Newport's voluntary aided (faith) schools and each school will have its own admissions policy. Applications for these schools should be made directly to the school.

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.

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. For further information on how we process your data, please take a look at the School Admissions privacy notice on our website: <http://www.newport.gov.uk/en/Council-Democracy/Transparency/Privacy-notice.aspx>

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.

The Council's School Admissions Team is available to both schools and parents as a source of advice on the admissions process.

## Section 1: Normal admissions round

1.1 This is the normal age of entry to a school, also known as 'phase transfer'; it is the annual application process for children who are eligible to start nursery, reception or Year 7 (secondary school) for the first time in September.

1.2 The admissions timetable within this document is also published at [www.newport.gov.uk/schooladmissions](http://www.newport.gov.uk/schooladmissions). 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.

1.3 It is the applicant's responsibility to look out for these notices and make an application at the appropriate time. In addition children transferring from primary to secondary school or from nursery to reception should receive notice of the relevant application window via their current Newport school.

### Nursery admission (non-statutory education)

1.4 Children will be admitted to nursery in the September of the academic year in which they become four years old. 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 nursery place in a voluntary aided school or non-maintained setting, enquiries should be made directly to the school or provider.

1.5 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 expect 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.

1.6 Key dates for nursery admission in September 2020

- Applications can be made from 10 July 2019
- Closing date for applications is 18 September 2019
- Decisions issued on 4 December 2019

1.7 Once allocated a September nursery place, children born between 1 September and 31 March may be offered an early start at that nursery in the term following their third birthday, if places are available. This is commonly referred to as a **Rising 3** place. Children born between 1 April and 31 August are not eligible for a Rising 3 place.

1.8 There is only one application window for nursery admission and from that one application both September and Rising 3 places will be allocated, where available.

1.9 If Rising 3 places are available, eligible pupils will be offered an early start at their allocated nursery as follows:

- On 4 December 2019 for January 2020 Rising 3 places
- On 11 March 2020 for April 2020 Rising 3 places

1.10 It is the Council's policy to meet parental preference where possible; however in some cases there may be more applications for a particular setting than there are places. In determining which children should be admitted to nursery, the Council will apply the following oversubscription criteria in order of priority.

## Oversubscription criteria for admission to nursery schools and classes

1.11 Where a school is named in a statement of Special Educational Needs, the Council has a duty to admit the child to the named setting before the over-subscription criteria is applied against applications received. This will reduce the amount of places available to other applicants. If the total number of preferences for admission to a nursery setting exceeds the number of places then the following order of priority will be applied to allocate the available places:

1. Looked-after children (children in public care) and previously looked-after children (see paragraph 3.58 – 3.60);
2. Pupils living within the catchment area (see paragraph 3.28 – 3.30) and making an application on medical grounds (see paragraph 3.62 – 3.63) or placed on the Child Protection Register and recommended by Social Services (see paragraph 3.60);
3. Pupils living within the catchment area (see paragraph 3.28 – 3.30);
4. Pupils living outside of the catchment area and making an application on medical grounds (see paragraph 3.62 – 3.63) or placed on the Child Protection Register and recommended by Social Services (see paragraph 3.60);
5. Pupils living outside of the catchment area.

1.12 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 3.32 – 3.40).

1.13 There is no right of appeal against the Council's decision to refuse a nursery place

1.14 Nursery age pupils do not qualify for free home to school transport

1.15 The allocation of morning and afternoon sessions is the responsibility of the Headteacher of the relevant school.

1.16 Note that a 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 the child.

## Primary admission

1.17 Children can start school on a full-time basis in the September following their fourth birthday.

1.18 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 3.19 Admission outside the normal age group).

1.19 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 within the same academic year. 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.

1.20 For example:

Term in which child turns 5	Start date can be deferred until beginning of which term?	Can the place be held open for the child?	Year Group into which the child will be admitted
Autumn	Spring	Yes	Reception
Spring	Summer	Yes	Reception
Summer	Autumn	No	Year 1

1.21 Before deciding whether to defer their child's entry to school, parents should contact their preferred school(s) to clarify how they cater for the youngest children in Reception and how the needs of these children are met as they move up through the school.

1.22 Key dates for admission to Reception in September 2020

- Applications can be made from 6 November 2019
- Closing date for applications is 15 January 2020
- Decisions issued on 16 April 2020

1.23 It is the Council's policy to meet parental preference where possible; however in some cases there may be more applications for a particular school than there are places. In determining which children should be admitted to a school, the Council will apply the following oversubscription criteria in order of priority.

1.24 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.

### **Oversubscription criteria for admission to primary school**

1.25 Where a school is named in a statement of Special Educational Needs, the Council has a duty to admit the child to the named setting before the over-subscription criteria is applied against applications received. This will reduce the amount of places available to other applicants. If the total number of preferences for admission to a school exceeds the number of places then the following order of priority will be applied to allocate the available places:

1. Looked-after children (children in public care) and previously looked-after children (see paragraph 3.58 – 3.60);
2. Pupils living within the catchment area (see paragraph 3.28 – 3.30) and making an application on medical grounds (see paragraph 3.62 – 3.63) or placed on the Child Protection Register and recommended by Social Services (see paragraph 3.60).
3. Pupils living within the catchment area (see paragraph 3.28 – 3.30) but with relevant siblings (see paragraph 3.68 – 3.70).
4. Pupils living within the catchment area (see paragraph 3.28 – 3.30).
5. Pupils living outside of the catchment area and making an application on medical grounds (see paragraph 3.62 – 3.63) or placed on the Child Protection Register and recommended by Social Services (see paragraph 3.60).
6. Pupils living outside of the catchment area but with relevant siblings (see paragraph 3.68 – 3.70).
7. Pupils living outside of the catchment area.

1.26 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 3.32 – 3.40).

### **For admission to Malpas Church in Wales Primary School**

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

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

1.28 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).

### **Secondary admission**

1.29 Children transfer from primary to secondary school at the start of the school year in which they will reach their twelfth birthday.

1.30 Key dates for secondary admission to Year 7 in September 2020

- Applications can be made from: 25 September 2019
- Closing date for applications: 27 November 2019
- Decisions issued on: 2 March 2020

1.31 It is the Council's policy to meet parental preference where possible; however in some cases there may be more applications for a particular school than there are places. In determining which children should be admitted to a school, the Council will apply the following oversubscription criteria in order of priority.

1.32 Attendance at a primary 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.

### **Oversubscription criteria for admission to secondary school**

1.33 Where a school is named in a statement of Special Educational Needs, the Council has a duty to admit the child to the named setting before the over-subscription criteria is applied against applications received. This will reduce the amount of places available to other applicants. If the total number of preferences for admission to a secondary school exceeds the number of places then the following order of priority will be applied to allocate the available places:

1. Looked-after children (children in public care) and previously looked-after children (see paragraph 3.58 – 3.60);
2. Pupils living within the catchment area (see paragraph 3.28 – 3.30) and making an application on medical grounds (see paragraph 3.62 – 3.63) or placed on the Child Protection Register and recommended by Social Services (see paragraph 3.60).
3. Pupils living within the catchment area (see paragraph 3.28 – 3.30) but with relevant siblings (see paragraph 3.68 – 3.70).
4. Pupils living within the catchment area (see paragraph 3.28 – 3.30).

5. Pupils living outside of the catchment area and making an application on medical grounds (see paragraph 3.62 – 3.63) or placed on the Child Protection Register and recommended by Social Services (see paragraph 3.60).
6. Pupils living outside of the catchment area but with relevant siblings (see paragraph 3.68 – 3.70).
7. Pupils living outside the catchment area.

1.34 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 3.32 – 3.40).

### **Sixth form admission (non-statutory education)**

1.35 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 2022). In the interim period, Welsh-medium sixth-form provision is available at Ysgol Gyfun Gwynllyw, Pontypool.

1.36 Currently, pupils seeking post-16 education should apply for a place by contacting the relevant school directly.

### **How to make an application in the normal admissions round (excluding sixth form admission)**

1.37 Applications to the Council can be made on-line via the Newport City Council website [www.newport.gov.uk/schooladmissions](http://www.newport.gov.uk/schooladmissions) between the commencing and closing dates detailed in the admissions timetable. 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. However if the e-mail confirmation is not received the applicant should contact the School Admissions Team immediately to check that the application has been successfully submitted.

1.38 If you don't have internet access at home:

- Free internet access is available at all Newport libraries for 2 hours a day. Library details can be obtained from the City Contact Centre 01633 656656;
- Assistance with your online application may also be provided at Newport Information Station, Old Station Building, Queensway, Newport NP20 4AX. Opening hours are Monday-Friday 8.30 am to 5.00 pm;
- A paper application form will be available upon request from the City Contact Centre on 01633 656656.

1.39 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.

1.40 It is expected that parents will also agree on school preferences for a child before an application is made. The Council is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

1.41 If parents cannot agree and neither has obtained a court order stating who should be making the application/what the preference should be, the Council will accept an application from the parent in receipt of Child Benefit for the child.

1.42 Before deciding to apply for a place at a particular school (see paragraph 1.47 – 1.55 Your school preferences), 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 the 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.

1.43 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. When submitting an application there may be a need to provide supporting evidence (see paragraph 3.43 – 3.48).

1.44 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.

1.45 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 1.58 – 1.60 Late applications and additional preferences).

1.46 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 after the closing date cannot be considered until after the published offer date.

### **Your school preferences**

1.47 In making an application parents can elect Welsh-medium, English-medium or faith-based preferences for their child and the Council must provide sufficient places to meet demand. For a list of schools in Newport visit [www.newport.gov.uk/schooladmissions](http://www.newport.gov.uk/schooladmissions)

1.48 Although there is a designated catchment school for each Newport address (see paragraph 3.28 – 3.30), parents have the right to express a preference for any school, and as the admission authority the Council has a duty to comply with parental preference where possible.

1.49 In making an application it is recommended that at least three different school preferences are named to increase the chances of securing a place that is acceptable, as there are some areas of Newport where demand for school places is particularly high.

1.50 Expressing a preference does not guarantee admission to your chosen school, even if it is the catchment school; however, expressing a preference will give a child priority over children whose parents have not expressed a preference for that school.

1.51 If you do not express a preference for your catchment school, an applicant residing outside of the catchment area who does express a preference for it will receive a higher priority than you as an in-catchment resident.

1.52 All preferences will be considered equally and a place offered at the highest ranked school where possible.

1.53 It is advised that children are not led to believe that a place will be available to them at any particular school before a decision is issued.

1.54 Where all of the applicant's preferences are refused, and they are a Newport resident, the child will be considered for an alternative place at the catchment school if places are still available. Should the catchment school be unavailable the applicant will be informed of the schools that do have places available and invited to express additional preferences for consideration under the Council's **late application and additional preference** arrangements (paragraph 1.58 – 1.60). 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.

1.55 Note that an alternative place will not be offered automatically if all parental preferences are refused and the catchment school is unavailable. Instead, as detailed above, applicants will be invited to submit additional preferences.

### **Notifying applicants of the decision**

1.56 The council will notify all applicants of the outcome of their application for a school place on the specified offer date (refer to the admissions timetable).

1.57 All decision letters will be issued by second class post no less than 3 working days (including Saturdays) before the offer date. However applicants who choose to make an online application are guaranteed to receive an email confirming their decision on the offer date.

### **Late applications and additional preferences**

1.58 Any application submitted after the closing date is deemed to be 'late' and must be submitted using a paper application form. It is not possible to make an on-line application after the closing date.

1.59 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.

1.60 Any applications or preferences received after the published closing date should be processed on a monthly basis following the offer date, where possible.

## **Section 2: In-year admission**

2.1 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.

2.2 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.

2.3 During the school year only limited places are available and applicants moving into or within Newport should not assume that their child will be automatically 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 relevant year group the application will be refused.

2.4 Consequently, you should consider the following and discuss all options with the School Admissions Team before you move in order to minimise disruption:

- Have you discussed your child's options with their current school? 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.
- How will your child travel to the school, as they will not necessarily be eligible for transport assistance, even if they have previously qualified (paragraph 3.71)?
- If you are making an application to transfer more than one child, will they all be accommodated in the same school? In some cases you may be offered different schools for each sibling, depending on what places are available.

- When will your child be able to start at the new school? 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 in-year application for a community or voluntary controlled school**

2.5 All applications, whether between Newport schools or from outside the City, must be made on an In-year School Admission or Transfer application form giving full details of the reason for transfer. The application form should be obtained from and returned to the School Admissions Team at the Civic Centre (call 01633 656656 to request an application form or download it from [www.newport.gov.uk/schooladmissions](http://www.newport.gov.uk/schooladmissions) ). When submitting an application there may be a need to provide supporting evidence (see paragraph 3.43 – 3.48).

### **Process to be followed**

2.6 All in-year 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.

2.7 Applications are processed in accordance with this admissions policy and priority 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.

2.8 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 3.26 – 3.27 for exceptions) and applicants advised of their right to appeal against the Council's decision (see paragraph 3.4 – 3.18 for details). There is no right of appeal against the refusal of a nursery place. The child's name will automatically be placed on the waiting list of any school preference that is refused (see paragraph 3.78 – 3.79).

## **Section 3: Other information relevant to admission arrangements**

### **Additional Learning Needs (ALN)**

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 The Council has numerous Learning Resource Bases attached to Nursery, Primary and Secondary School provision which provide small group placements to pupils with ALN. In addition, Newport has two special schools, Maes Ebbw School and Ysgol Bryn Derw which meet the needs of learners with complex educational and health needs. Admission to all of these placements are determined by the SEN Team and Learning Resource Base (LRB) Panels and fall outside of the standard Schools Admissions process.

3.3 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.

## Admission appeals

3.4 Any parent whose child is refused a school place (except one whose child has been permanently excluded from two schools) has a statutory right of appeal to an independent panel (this right of appeal does not extend to applications for nursery education).

3.5 If the Council is unable to allocate a place at the preferred school, parents will receive a decision letter detailing why the preference was unsuccessful. The letter will state whether this was because of infant class-size limits or because compliance with the preference would prejudice the provision of efficient education or the efficient use of resources. This letter will also inform parents of their right to appeal, how and by when it must be submitted.

3.6 The Council may also offer your child an alternative school place and parents must then decide whether to:

- i. appeal against the Council's decision; and/or
- ii. accept the place at the alternative school, if offered; or
- iii. submit alternative preferences

3.7 The decision to appeal does not prevent parents from accepting an alternative school whilst the appeal process takes place.

3.8 In submitting an appeal parents are required to complete the pro-forma enclosed with the decision letter, outlining the reasons why the child should be admitted to the preferred school. This form should then be submitted to the Council by the stipulated closing date to ensure that the appeal will be heard. Note that unless the appeal submission is signed and fully completed to outline these reasons, the form will be returned in order for parents to do so.

3.9 Once an appeal has been submitted parents will receive further guidance on what to expect from an appeal and a date and time for their hearing. The Council must arrange appeals in relation to the normal admissions round within 30 school days **of the specified closing date** and within 30 school days **of the appeal being received** for appeals outside of the normal admissions round. Note that during the summer holidays the Council must arrange appeals within 30 **working days** of the appeal being received.

3.10 Admission appeals panels are independent and play a vital role in ensuring a balance between the right of the parents to a full and fair hearing and protecting schools against admitting so many children that it is prejudicial to efficient education or the efficient use of resources.

### What will the Appeals Panel need to consider?

3.11 Infant class size appeal: Where the admission has been refused due to infant class size prejudice an appeal panel is only able to uphold an appeal if:

- i. the child would have been offered a place if the school admission arrangements had complied with the requirements of the School Admissions Code and/or Part 3 of the School Standards and Framework Act 1998;
- ii. the child would have been offered a place if compliant admission arrangements had been properly implemented;
- iii. the decision was not one which a reasonable admission authority would have made in the circumstances of the case.

3.12 Prejudice appeal: In all other cases the admission will have been refused because the published admission number for the year group has been reached and the admission of

an extra child would prejudice the provision of efficient education or the efficient use of education resources by impairing the learning environment at the school and limiting the access of pupils to the resources that are available. An appeal panel must apply a two-stage process in the case of all “prejudice” appeals; i.e.

- the factual stage where the School Admissions Appeals Panel must consider whether the published admission arrangements comply with the mandatory requirements of the School Admissions Code and the School Standards and Framework Act and were correctly and impartially applied, and decide as a matter of fact whether “prejudice” would arise if the child was to be admitted, and
- the balancing stage where the School Admissions Appeals Panel is able to exercise discretion, balancing the degree of prejudice (if it is found to exist under the first stage) and the weight of the appellant’s case before arriving at a decision.

3.13 In order to establish whether or not there is prejudice, the panel will need to consider a number of factors, including the school’s capacity and published admission number and the impact on the school of admitting additional pupils in terms of the organisation and size of classes, the availability of teaching staff and the effect on the pupils already at the school.

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

3.15 Where the appeal is successful, the child will be admitted to the school and parents will be expected to make direct contact with the school to confirm admission arrangements.

3.16 Where the appeal is unsuccessful, the child cannot be admitted to the school but they will remain on the waiting list (see paragraph 3.75 – 3.82 for details). Parents must then decide whether to:

- i. remain at the current school, if applicable; or
- ii. accept the place at the alternative school, if offered; or
- iii. submit alternative preferences

3.17 Where unsuccessful, a second application within that academic year can only be made if there is evidence of additional or material change of circumstances.

3.18 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.

## **Admission outside the normal age group**

3.19 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.

## **Allocation of places**

3.20 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. Headteachers take no part in the decision-making process, have no influence over the outcome of an application and therefore are actively discouraged from maintaining an interest list. The decision to allocate a place can only be made by the admission authority.

3.21 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.

3.22 Where the number of applications is equal to or less than the number of places available, all applications will be successful. However, where the number of applications exceeds the number of places available, the Council will apply the relevant oversubscription criteria and allocate places accordingly, up to the published admission number.

3.23 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.

3.24 Once the admission number has been reached, all additional preferences will be refused. 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.

3.25 In addition to the admission number for the school, 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.

3.26 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.

3.27 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 the Council has a duty to admit the child to the school.
- Where the application is for a child of UK service personnel (see paragraph 3.72) 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).
- Where a child has been initially refused but subsequently offered a place by direction of a school admission appeals panel; or an error has been recognised in implementing the school admission arrangements and had the error not been made, the child would have been allocated a place at that school; the Council is obliged to admit the child to the school.

## Catchment Areas

3.28 '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](http://www.newport.gov.uk/schooladmissions)

3.29 Residents living in the catchment area will receive a higher priority for admission when expressing a preference for the school, but there is no guarantee of a place at any particular school.

3.30 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 3.71).

## Crown servants

3.31 Children of UK Crown Servants (including diplomats) are subject to frequent movement and if moving into Newport, will be determined as meeting the residency criteria for the relevant catchment school if the application is accompanied by an official Foreign and Commonwealth Office letter declaring:

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

## Distance between home and school

3.32 Within each set of oversubscription criteria, 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.

3.33 The distance between home and school is measured as the shortest available walking route where possible (see paragraph 3.35), 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.

3.34 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.).

3.35 Where the Council is unable to identify an available walking route from the home address to the school, the shortest driving route will be used to calculate the home to school distance.

3.36 The Council will calculate the distance of the route using 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.

3.37 The starting point of the calculated route will be determined as being the nearest network point to the main entrance of the property. The main entrance 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.

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

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

3.40 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 entrance of the building.

## Domestic violence agencies

3.41 Applications from children temporarily housed under the protection of approved domestic violence agencies will be processed as a priority if the application form is accompanied by an official letter from the relevant agency.

## English as an additional language

3.42 Families with English as an additional language (EAL), and those who are newly arrived in Newport can have support from 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

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

- Proof of residence in support of all applications, and for this purpose School Admissions can refer to the Council Tax record of Newport residents. This can only be done with consent. **Evidence provided in this way is only valid if the adult completing the school admission application is named on the Council Tax record.** Any applicant unable to provide this consent, 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.

3.44 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 (see paragraph 3.62 – 3.63);
- Applications for children placed on the Child Protection Register must be supported by a written recommendation from a Social Worker giving reasons for the child's admission to a particular school in order to receive priority;
- Where the child's 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 Child Arrangements Order (Residence) 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 applying the oversubscription criteria;
- 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 application is for a child of UK service personnel, the application must be supported by official proof of posting/discharge and a copy of the Service Identity Card;
- Where the application is for a child of a crown servant, they will need to provide an official Foreign and Commonwealth Office letter declaring a definite return date and confirmation of the new address and family status;
- Where an application for Malpas Church in Wales Primary 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 (see paragraph 1.28 for a definition).

3.45 It is the applicant's responsibility to provide any supporting information required in order for the application to be assessed against the published admissions criteria; the Council will not seek to obtain this information on behalf of the applicant.

3.46 Where an applicant is required to provide documentary evidence, it is strongly recommended that photocopies/electronic copies are provided in all cases as the council cannot guarantee the safe return of original documents through the return post. ***Please note, if any original documents are sent into the Newport City Council School Admissions Team, those documents will be returned by Royal Mail 2<sup>nd</sup> class post and the sender accepts the full risk of loss, theft or damage of the document being returned by second class post.***

3.47 Where documentary evidence only is received without an application, it will not be regarded as a valid submission. The Council will not seek to obtain the application from the applicant as submission of a completed application is the responsibility of the parent.

3.48 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.

## **Gypsy, Roma and Traveller children**

3.49 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**

3.50 The Council will consider the child's home address to be the genuine principal place of residence where the child permanently resides with their parent/legal guardian as at the stipulated closing date, and does not mean the address at which the child is cared for by relatives or others. If a child is resident with relatives or others for reasons other than legal guardianship, that address will not be considered for allocation purposes.

3.51 Where parents have shared responsibility for the child and the child spends equal time with both parents during the school week, the place of residence of the parent who receives the child benefit will be considered the child's home for allocation purposes.

3.52 As there is no closing date for in-year applications, when processing an in-year application, for allocation purposes the Council, will consider the address at which the parent/legal guardian and child reside at the time the application is submitted.

3.53 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 3.71).

3.54 Any new address will not be taken into consideration when determining the outcome of an application if the applicant and child do not live there on the closing date (refer to the admissions timetable and paragraph 3.50). An expression of intent to move into a catchment area will not be treated as meaning an applicant is in the catchment area for the purposes of processing the application.

3.55 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.

3.56 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**

3.57 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**

3.58 Applications for looked-after children (children in public care) [as defined by Section 74 of the Social Services and Wellbeing (Wales) Act 2014] are given priority if they are supported by a statement from the child's Social Worker outlining the benefits of the school placement. However before making an application the corporate parent must consult with the Council and make every effort to ensure the appropriateness of the named school in the light of the child's background including SEN and/or faith needs

3.59 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 or Previous Care Order.

3.60 Previously looked-after children and children on the Child Protection Register who are recommended for a place by Social Services will only be given priority if places are available.

### **Making changes to your application**

3.61 It is the applicant's responsibility to advise the School Admissions Team of any changes in circumstances following submission of an application. Depending upon the circumstances, and the timing of the information provided, such changes may impact on the application process (see also paragraph 3.50).

### **Medical Need**

3.62 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.

3.63 The Council will only offer priority where it can be evidenced that the preferred school is the only viable option when compared with other schools that the Council may be able to offer.

### **Multiple birth children**

3.64 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 3.68 – 3.70).

### **Non-Newport residents**

3.65 With the exception of those living within the Monmouthshire County Council area, 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.

3.66 For residents of the Monmouthshire County Council area, a preference for a Newport School can be facilitated via an application to Monmouthshire County Council if submitted by the closing date.

### **Schools in another council area**

3.67 Parents wishing to apply for a school that is outside Newport should make the application directly to the relevant admission authority in accordance with their admission arrangements.

### **Siblings**

3.68 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. However, siblings in Years 12 and 13 will not be considered relevant under this criterion.

3.69 In allocating nursery places note that siblings do not receive priority under the published over-subscription criteria.

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

### **Transport**

3.71 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.

### **UK Service personnel**

3.72 Children of UK Service personnel are subject to frequent movement and if, as a result of the serving/returning officer's posting/discharge, this generates a need for a school place in Newport, the child will be admitted to the school (see paragraph 8.9) if the application is accompanied by:

- Official proof of posting i.e. a posting notice; or

- A discharge notice; and
- A copy of the Service Identity Card.

## **Voluntary aided, or faith schools**

3.73 As Governing Bodies are responsible for admission to voluntary aided schools, each will have its own admissions policy. Since all admissions authorities within Newport are required to work together towards a common set of closing dates and offer dates, the Council's agreed timetable will be adhered to in all instances. Application forms and full details of these admission arrangements can be obtained directly from the relevant school.

3.74 Applicants who wish to express additional preferences for community schools should make an application to Newport City Council and the relevant voluntary aided school separately, 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. This is to avoid 'place-blocking' and maximise the number of places that can be allocated across the city.

## **Waiting list**

### **Normal admissions round**

3.75 During the normal admissions round a child's name will remain on the waiting list for any school preference that was refused until 30<sup>th</sup> 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.

3.76 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 and inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

3.77 After 30<sup>th</sup> September, applicants will be given the opportunity to transfer onto the in-year waiting list for the remainder of the academic year, after which time a new application may be made.

### **In-year admission**

3.78 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.

3.79 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 and inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

## **Nursery admission**

3.80 During the nursery admissions round, any child that has been unable to secure a place will be added to a waiting list, held until 30<sup>th</sup> September in the year in which the child is due to start nursery.

3.81 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. Waiting lists do not give priority to children based on the date the application was added to the list and inclusion on a nursery's waiting list does not mean that a place will eventually become available at the preferred nursery.

3.82 Specifically with regard to the nursery admissions process, the waiting list is held for those pupils who have not been able to secure a place. Where the child is allocated a nursery place they will not be eligible for the waiting list, unless there has been a material change in circumstances which affects the status of the application, such as a house move into another catchment area. It is the applicant's responsibility to contact the School Admissions Team for clarification in relation to any change of circumstances.

## Welsh-medium education

3.83 Welsh medium education is available for everyone – a high proportion of parents of children in Newport's Welsh -medium schools do not speak Welsh and this is not a barrier.

3.84 In Newport there are currently 3 Welsh-medium primary schools, all with a nursery attached and 1 Welsh-medium secondary school. In addition, there are plans to establish a fourth Welsh-medium primary school from September 2020. Welsh is the official language of these schools in all activities, both formal and informal.

3.85 Pupils in Welsh-medium schools in Newport study both English and Welsh to very high standards. All teaching and assessment, with the exception of English as a subject, is through the medium of Welsh at all key stages.

3.86 If your child attends an English-medium school and you are considering a transfer to Welsh-medium education, note that there is an immersion process that can support your child's transition.

3.87 Visit [www.newport.gov.uk/becomingbilingual](http://www.newport.gov.uk/becomingbilingual) for further information.

## Section 4: Reception and Year 7 Admission Numbers

Community primary schools	Admission number
<b>English-medium</b>	
Alway Primary	54
Caerleon (Lodge Hill) Primary	45
Clytha Primary	30
Crindau Primary	45
Eveswell Primary	60
Gaer Primary	60
Glan Llyn Primary West	30
Glan Usk Primary	90
Glasllwch Primary	30
High Cross Primary	30
Jubilee Park Primary School	45
Langstone Primary	45
Llanmartin Primary	30
Lliswerry Primary	90
Maesglas Primary	38
Maindee Primary	70
Malpas Court Primary	30
Malpas Park Primary	30
Marshfield Primary	60

Millbrook Primary	45
Milton Primary	90
Monnow Primary	60
Mount Pleasant Primary	30
Pentrepoeth Primary	60
Pillgwenlly Primary	78
Ringland Primary	36
Rogerstone Primary	60
Somerton Primary	29
St Andrew's Primary	90
St Julian's Primary	90
St Woolos Primary	45
Tredegar Park Primary	60
<b>Welsh-medium</b>	
Ysgol Gymraeg Bro Teyrnnon	30
Ysgol Gymraeg Casnewydd	52
Ysgol Gymraeg Ifor Hael	30
<b>Church in Wales primary schools</b>	
Charles Williams Church in Wales Primary	75
Malpas Church in Wales Primary	54
<b>Roman Catholic primary schools</b>	
St David's RC Primary	30
St Gabriel's RC Primary	27
St Joseph's RC Primary	30
St Mary's RC Primary	60
St Michael's RC Primary	30
St Patrick's RC Primary	30
<b>Community secondary schools</b>	
<b>English-medium</b>	
Bassaleg School	270
Caerleon Comprehensive	248
Llanwern High	260
Lliswerry High	212
Newport High School, Bettws Lane	203
St Julian's School	242
The John Frost School	223
<b>Welsh-medium</b>	
Ysgol Gyfun Gwent Is Coed	150
<b>Roman Catholic secondary schools</b>	
St Joseph's RC High	240