



**ADMISSIONS POLICY**

## **INTRODUCTION**

By law, parents of children between the ages of five and sixteen must ensure that they receive suitable full-time education. Local Authorities must make sure that parents carry out this duty and that there are enough schools to provide a suitable education for the children in their area.

Carmarthenshire LA has a policy on providing transport for certain eligible pupils and parents who require clarification of the policy are advised to contact the Authority's Transport Officer prior to expressing any preference of a school.

The Education Authority as the Admission Authority is responsible for establishing a broad framework for the admission of children to County and Voluntary Controlled County Schools. The areas to be served by schools, the capacity size of schools, arrangements for parents to express their preferences and appeals together with other general arrangements and criteria for the admission of pupils are matters for decision by the Education Authority. Governing Bodies will be consulted about the Local Authority's plans and how they will affect each school.

## **ARRANGEMENTS FOR THE ADMISSION OF PUPILS TO YSGOL TYCROES**

### ***Provision for the under Fives***

At Ysgol Tycroes, applications can be made to the Local Authority for a child to start full-time education during the term of their fourth birthday as follows:

- In September for those who have their 4th birthday from 1st September to 31<sup>st</sup> December;
- In January for those who have their 4th birthday from 1<sup>st</sup> January to 31<sup>st</sup> March;
- In April for those who have their 4th birthday from 1<sup>st</sup> April to 31<sup>st</sup> August.

Provision for three-year olds and part-time provision is available at alternative settings, and information can be found at [www.carmarthenshire.gov.uk](http://www.carmarthenshire.gov.uk) in the Admissions section.

In accordance with the School Standards and Framework Act 1998 a limit of 30 pupils is placed on Reception, Year 1 and Year 2 classes.

### ***All Admissions***

All school admission applications should be made to the Local Authority, and the school has no role in deciding whether pupils are admitted or refused a place.

Applications should be made via the internet on [www.carmarthenshire.gov.uk](http://www.carmarthenshire.gov.uk) . The school may assist with the application if access to the internet is not available, or a form can be requested from the School Governance Section, Department for Education and Children, Building 2, St. David's Park Jobs Well Road, Carmarthen, SA31 2HB.

Information on deadlines for applications is available in the 'Information for Parents Booklet' which can be found at [www.carmarthenshire.gov.uk](http://www.carmarthenshire.gov.uk) or at the school. Late submissions may result in a child failing to obtain a place, particularly if the standard number for entry has already been met.

Parents and Carers are welcome to visit the school prior to application, but this will have no consequence on the outcome of the application.

### **STANDARD NUMBER**

Every school has a STANDARD NUMBER, which is the number of places available within each class/year group. At Ysgol Tycroes, we must admit pupils up to our standard number before applicants can be refused admission on grounds that the school is full. The standard number for Ysgol Tycroes is 25 from Reception to Year 6 classes, and 18 for the Nursery setting (N2). The standard number of each school has been set by using regulations determined by the Welsh Government. The Admission Authority is free to increase the standard number of a school, subject to any regulations on school premises. Only the Welsh Government can agree to a reduction and then only if there is a significant change in the amount or use of accommodation. School governors and the Local Authority must always keep standard number under review.

The Admission Authority may, in consultation with the Governing Body, agree a higher limit than the standard number. The admissions limit will be reviewed annually and will be linked to the physical capacity at the school.

### **CRITERIA FOR PUPIL ENTRY**

The allocation of places will be based on the following criteria listed in priority order:

1. Children who live in the school's traditional designated area;
2. Children with siblings (brothers and sisters) registered at the school on the date of requested admission.

Children will be classified as siblings if:

- They are half or full brother or sister;
  - They are adoptive brother or sister.
3. Children recommended for placement with regard to medical, psychological or special educational reasons. These must be confirmed by the LEA's professional advisers.

Priority will not be given based on the date order in which applications are received or on the date of birth.

### **APPEALS REGARDING ADMISSION OF PUPILS TO SCHOOLS**

The Local Authority will establish an Independent Appeals Committee to consider appeals from parents whose application for a preferred school has not been approved. There is no right of appeal in the case of refusal of admission to nursery provision. The Appeal Committee will normally be held in private, but parents will be afforded the opportunity of presenting their case either directly or with the assistance of their chosen representative. The

chairperson of the Committee will inform parents of the decision of the Appeals Committee, which will be binding upon the Education Authority, the Governing Body and the parents.

**SELECTION**

Selection priority by aptitude or banding is not allowed.

**PUPILS WITH ADDITIONAL EDUCATIONAL NEEDS AND/OR DISABILITIES**

Children with a Statement of Additional Educational Needs or an IDP will be admitted to Ysgol Tycroes in accordance with the SEN Code of Practice. Children with additional educational needs but without statements or IDPs will not be treated less favourably than other applicants.


Children with disabilities will be admitted following the preparation of an accurate and appropriate Healthcare Plan, and the consideration of any reasonable adjustments which may be necessary.

**POLICY MONITORING, EVALUATION AND REVIEW**

This policy runs alongside the Local Authority Admissions Policy which can be found at <https://www.carmarthenshire.gov.wales/media/1228991/school-admissions-policy-2023-2024.pdf>

A review of the Admission Policy document will be undertaken annually in line with the Local Authority policy review.

This policy will be reviewed in July 2024, or earlier if required.

<b>Headteacher:</b>		<b>Date:</b>	30 <sup>th</sup> July 2023
<b>Chair of Governing Body:</b>		<b>Date:</b>	

