

# SCHOOL POLICY DOCUMENT

## Admissions Policy



**Headteacher: Mr. T. Lewis**

**Reviewed, revised and approved in: October 2022**

# **Llanilltud Faerdref Primary School**

## **A Policy for Admission**

### **Introduction:**

At Llanilltud Faerdref Primary School we follow strictly the Rhondda Cynon Taff Primary and Secondary Education Admission and Transfer Arrangements.

The entry of children to schools is controlled and administered by an 'Admissions Authority'. In respect of community schools the Admissions Authority is Rhondda Cynon Taf Council (the Authority). In the case of voluntary-aided (church) schools, the Admissions Authority is the governing body of the individual church school.

Within the County Borough of Rhondda Cynon Taf each school has an area that it serves – its 'catchment area'. Most parents/carers choose to send their child/children to their 'local' school within this 'catchment area'; however, they have the right to state a preference for their child/children to attend any school. Whether there is an offer of a place at the preferred school will depend on the outcome of the application of the Authority's admission policy.

### **Applying for a Place**

Parents/carers have the right to express a preference when selecting a school for their child/children. For pupils who are due to start school commencing September 2019, parents/carers **must** complete an application.

Applications include a deadline by which they must be completed and returned. Parents of pupils due to start Nursery, Reception, transfer from Infants to Junior/Primary school or transfer from primary to secondary school in September 2019 can apply online for admission.

**Applying online is quick and easy. Follow these three steps :-**

- i. Visit <https://schooladmissions.rhondda-cynon-taff.gov.uk/>**
- ii. Register with a valid email address.**
- iii. Follow the instructions on the online application web pages.**

### **Criteria for Pupil Entry:**

At Llanilltud Faerdref Primary School we follow the admissions criteria as laid down in the current version of the authority's 'Starting School's booklet. Places will be allocated by applying the following LEA criteria:

- Chronological order of date of birth
- Looked After children or those recommended for placement with regard to medical, psychological, Additional Learning Needs
- Children living within the catchment area with an older sibling in the school

- Children living within the catchment area with no older siblings attending the school
- Children who live outside the catchment area with an older sibling attending the school and who will continue in this school after the enrolment date
- Children who live outside the catchment area who do not have an older sibling attending the school

Any requests for admission in respect of children who move into the catchment area after the normal round of admissions are acceded to on application to the LEA.

All applications for places in this school are referred to the LEA for their approval. The school does not accept any admissions without approval of the LEA.

Llanilltud Faerdref Primary School is able to offer pre-nursery places to children, the term after their third birthday. These places are part-time, for 15 hours a week, mornings only. Application forms are available during the school term in which the child has their 3rd birthday and must be returned to the school by the date shown. These places are provided strictly subject to availability and cannot be guaranteed at any school. Once the Nursery accommodation is deemed to be full, no further pre-Nursery pupils may be admitted.

Admission Cohort	Age of Pupil
Pre-Nursery Admission from January 2016 onwards	3rd Birthday falls between: 1st September 2015 and 31st December 2015
Pre-Nursery Admission from April 2016 onwards	3rd Birthday falls between: 1st January 2016 and 31st March 2016

## Admission to Nursery

These are the guidelines for admission to nursery:  
For a child whose fifth birthday falls between:

- 1st April – 31st August, compulsory school age is 1st September
  - 1st September – 31st December, compulsory school age is 1st January
  - 1st January – 31st March, compulsory school age is 1st April
- (E.g. a child born on 1st January would not be of compulsory school age until 1st April).

Children between the ages of 3-5 are recognised as pupils receiving primary education. However, in Rhondda Cynon Taf, primary education in this context may be provided in nursery schools or with registered education providers.

## Children are eligible for admission to Nursery under the following criteria;

The Authority sets the number of places available at a nursery school. The decision to admit your child to a Nursery School will be taken in accordance with the Authority's published criteria for Pupil Entry to school.

Admission to Nursery Classes in Infant or Primary Schools will also be undertaken in line with the Authority's published criteria for Pupil Entry to school and in accordance with Welsh Government expectations. Pupils who are admitted either to a pre nursery or nursery class will not have an "automatic" right to continue education within that school. Whilst every effort will be made to accommodate these pupils, a formal application must be made for transfer to the nursery class (upon transfer from pre nursery provision), reception class/infant department at the appropriate time. There may be occasions when, due to over subscription, it will not be possible for this transfer to take place.

### **Admission visits:**

All parents of new pupils are given an Admissions form to complete and a copy of the school prospectus. They are invited to visit the setting to discuss arrangements with the headteacher. There is also an opportunity for pupils to visit their new class and meet their class teacher.

### **New Intake visits:**

Parents and pupils are invited to attend two meetings during the summer term before starting school. The first meeting allows the children to meet their new teacher and become familiar with the Early Years unit. Parents also meet the headteacher, are given school information booklets/school prospectus and have opportunities for discussion. The second meeting allows the children to spend a longer period of time in the setting.

As a school we also liaise with local pre-school providers and invite them to visit the nursery.

We believe that these visits are vital in making the home/school transition process as smooth as possible. Children begin in small groups which are staggered over the first three weeks of term. Every pupil admitted to school for the first time to Nursery Education is issued with a Unique Pupil Number (UPN). This number, which is kept on the computer and is downloaded with the child's record, continues with the child throughout their education.

### **Pupil Transfers:**

Occasionally during the course of the school year requests from parents who are moving into the area are received in relation to their child starting school. In all cases the parents and the child/children are invited to school to meet with the headteacher. The headteacher then takes the parents and the child/children on a visit around the school in order for them to see the school at work. There are opportunities to meet with the class teacher and the support staff as well as further discussions with the headteacher.

Should the parents wish the child/children are admitted to school in line with RCT's admission procedures following approval from the LEA. The school also has its own Transition Policy regarding transfers between schools.


**Equal Opportunities:**

The school is committed to providing equal opportunities for all children and staff in all aspects of this subject.

**Race Relations:**

The school aims to

- Eliminate unlawful discrimination
- Promote race equality
- Promote good race relations between people of different racial groups

Chair of Governors: 

Headteacher: 

Ratified: 07/10/2022