



Cyfarthfa High School

Policy for School Admissions

Date September 2023
Review Date September 2024

	Signed	Date
Chair of Governors		
Headteacher		
Designated SLT		
Designated Governor		
Union representation		

The entry of children into schools is controlled and administered by 'An Admissions Authority'. In the case of Cyfarthfa High School, the 'Admissions Authority' is Merthyr Tydfil County Borough Council.

Within Merthyr Tydfil each school has an area that it traditionally serves, known as its designated catchment area. Most parents/carers send their child to the 'local' school, but some parents exercise their right to state a preference for a different school.

There are two main categories of school admissions: the annual admission round, effective every September, and mid-term admissions.

Annual Admission Round

The annual admission round involves all pupils who are due to change schools in September of each year. This includes transfer from junior or primary school as well as to secondary school.

In all cases parents/carers of pupils who are due to change schools during the annual admission round will need to indicate, in writing, their preferred school. Pupils who live in the designated catchment area of a school no longer have an automatic right to attend that school unless a written application is made to the Admissions Authority.

For entry into local authority maintained schools for September 2014, the following key dates should be noted:

- Applications for admissions submitted to Pupil Services by 24th October 2014
 - Parents and carers informed of decision by 2nd March 2015
 - Appeals against any rejected applications to be made by 23rd March 2015 •
- Determination of appeals for secondary schools will be heard within 30 days of the appeal being received in writing.

Mid Term Admissions

This applies to any requests made by parent/carers to transfer their child from one school to another outside the annual admission round. If parent/carers wish their children to transfer schools they should contact the Schools Department, Pupil Services Team on 01685 724620 for advice before making the application.

Applying for a Place at a School

Parent/carers wishing to apply for a place for their child at the school must do so through the Local Authority by completing an official application form. These are available either directly from the school or by contacting the Schools Department, Pupil Services Team by telephone on 01685 724620 or by e-mail to educationwelfare@merthyr.gov.uk.

Once applications are received they will be considered without delay and a formal decision either to offer or to refuse a place will be made and notified to the applicant within 15

school days. A child will not be refused admission because [s]he followed a different curriculum at a previous school. However, in such circumstances, parents will be made aware of the curriculum on offer in Cyfarthfa High School.

School Inspection Reports

Schools across Wales are subject to inspection by Estyn. Estyn is the office of Her Majesty's Inspectorate for Education and Training in Wales. Parents may find this information useful when deciding on a school, and can download a copy of Cyfarthfa High School's inspection report from the Estyn Website.

School Admissions Appeals

Every school in Merthyr Tydfil has an admission number which is set by reference to the school's capacity to accommodate pupils. If a school has not reached its published admission number, then the application for admission should normally be accepted. For Cyfarthfa High School this number is 246.

A child will normally be offered admission to a community school of the parent/carer's preference unless the admission number has been reached. Where applications exceed places, the Local Authority will admit children in the following order of priority:

- Looked after children who are 'looked after' at the time of the child's admission to the school
- Children resident in the designated catchment area of the school
- Children recommended for placement for medical or psychological reasons (these must be confirmed by the Local Authority's professional advisers)
- Children with siblings (brothers and sisters) living in the same household who will still be attending the school in the proposed year of entry
- Where places remain after all children in the above categories have been allocated a place, or where there is a need to differentiate between children in these categories, places will be allocated on the basis of distance between home and school (measured by the shortest available walking route) children living closest being given the highest priority.

In the vast majority of cases children are offered places at their parents'/carers' first choice of school. However, if a child is unable to gain admission to a preferred school, parents/carers may appeal to an Independent Appeal Panel. This panel will judge whether the school is full and, if that is the case, whether the parent/carer's case is so strong that the child should still be offered a place.

In line with Welsh Government regulations guidance the Local Authority has established an Admissions Forum which, under the new Code, has a pivotal role to play in ensuring compliance with requirements contained therein.

Key amongst its functions is the requirement to:

- monitor the admission of children who arrive in the LA area outside a normal admission round;
- agree procedures to ensure such children, many of whom may be considered 'vulnerable', are placed in a school as quickly as possible;
- promote the arrangements for children with additional learning needs, children in care, and children who have been excluded from school;
- consider any admissions issues that arise.

Where the forum considers any admission arrangements to be unfair, or not in accordance with this Code, and cannot resolve the matter locally, they may refer the matter to the Welsh Ministers for consideration.

Admission authorities, when exercising their functions, must have regard to any advice offered by the forum.

This policy should be read in conjunction with the admissions policy of the Local Authority.