THE CLOSING DATES FOR APPLICATIONS ARE:

STARTING SECONDARY SCHOOL FOR SEPTEMBER 2019:  
MONDAY 19 NOVEMBER 2018

STARTING PRIMARY SCHOOL FOR SEPTEMBER 2019  
MONDAY 7 JANUARY 2019

Apply online at www.cardiff.gov.uk
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This booklet is published by the City of Cardiff Council and contains the information the Council is required to publish under Section 92 of the Schools Standards and Framework Act and the School Information (Wales) Regulations 2011. The information contained in this booklet was correct at the time of going to publication. All references to parents also include legal guardians.
Dear Parents,

School Year 2019-20

Starting nursery, primary school or moving from primary school to secondary school is an exciting time for children and parents. Every parent wants their child to thrive and achieve at school and we will try to support you in this process as much as possible.

The guidance in this booklet is designed to make the application process as smooth as possible. It provides information that will help you to make an informed decision about the schools you would like to apply for. Please read this guidance carefully so that you understand how your child’s application will be processed.

Applying for your child’s school place can be stressful. We have four easy tips to help you through this process:

1. Visit schools before you apply to ensure that you have all the information you need when you make your application. All of our secondary schools host open evenings (see page 106).

2. Submit your application by the closing date. Almost 50% of our schools are filled in the first round. Late applications are considered in the second, third and fourth rounds.

3. Use all of your preferences. We will try to offer you your first choice preference, but this isn’t always possible. By putting more than one preference you are more likely to get a place at a school that you want. Please apply for up to:
   a. 5 preferences (Transfer to Secondary Education)
   b. 3 preferences (Transfer to Primary Education)
   c. You are strongly advised to use all preferences available to you

4. Check the myth-busters before submitting your application. These can be found on pages 18-19

We would like to take this opportunity to wish your child every success for the future.
Introduction

Please make sure that you:

• Visit schools before you apply so that you have all the information you need when you make your application.
• Submit your application by the closing date.
• Apply for up to:
  5 preferences
  (Transfer to Secondary Education)
  3 preferences
  (Transfer to Primary Education)
  You are strongly advised to use all preferences available to you.
• Check the mythbusters on pages 18-19 before submitting your application.
Most of the questions you will have about school admissions will be answered in this guide. It provides advice on how to make an application and other information you may need to know about:

- Making an application
- Starting Primary School
- Starting Secondary School
- Starting Nursery
- In Year applications
- Admission Appeals
- Admission Policies for Faith and Foundation Schools
- Other useful information
- Schools in Cardiff

CONTACT US

Website: www.cardiff.gov.uk
Email:
nurseryallocations@cardiff.gov.uk
receptionallocations@cardiff.gov.uk
secondaryallocations@cardiff.gov.uk
inyearadmissions@cardiff.gov.uk

When you send us an email please include your child's full name, date of birth and current school or nursery.
ADMISSION TO NURSERY EDUCATION: SCHOOL YEAR 2019/20

Children born between
1st September 2015 -
31st August 2016

Monday 14 January 2019
The online application service will open. Any Hub will be able to provide support with the online application service.

Monday 18 February 2019
Closing date for first round applications.

Anything received after this date will be considered late and will not be allocated in the first round. Schools may already be full by the later rounds.

Monday 22 April 2019
We will tell parents the results of their applications. Online applicants will receive an email on this date.

Parents who choose to receive their results by letter may have to wait longer for the post delivery.

Parents can phone 029 2087 2087 for results after 12pm.

Children born between
1st September 2016 -
31st March 2017

Monday 3 June 2019
The online application service will open. Any Hub will be able to provide support with the online application service.

Monday 1 July 2019
Closing date for first round applications.

Anything received after this date will be considered late and will not be allocated in the first round. Schools may already be full by the later rounds.

Monday 7 October 2019
We will tell parents the results of their applications. Online applicants will receive an email on this date.

Parents who choose to receive their results by letter may have to wait longer for the post delivery.

Parents can phone 029 2087 2087 for results after 12pm.
ADMISSION TO PRIMARY EDUCATION: SEPTEMBER 2019

Monday 12 November 2018
The online application service will open. Any Hub will be able to provide support with the online application service.

Monday 7 January 2019
Anything received after this date will be considered late and will not be allocated in the first round. Schools may already be full by the later rounds.

Tuesday 16 April 2019
We will tell parents the results of their applications. Online applicants will receive an email on this date.

Parents who choose to receive their results by letter may have to wait longer for the post delivery.

Parents can phone 029 2087 2087 for results after 12pm.

We expect that appeal hearings for those applications received on time will be heard by the end of the summer term 2019.

TRANSFER TO SECONDARY EDUCATION: SEPTEMBER 2019

Monday 24 September 2018
The online application service will open. Any Hub will be able to provide support with the online application service.

Monday 19 November 2018
Anything received after this date will be considered late and will not be allocated in the first round. Schools may already be full by the later rounds.

Friday 1 March 2019
We will tell parents the results of their applications. Online applicants will receive an email on this date.

Parents who choose to receive their results by letter may have to wait longer for the post delivery.

Parents can phone 029 2087 2087 for results after 12pm.

We expect that appeal hearings for those applications received on time will be heard by the end of the summer term 2019.

MAKE SURE THAT YOUR APPLICATION IS SUBMITTED BY THE CLOSING DATE ABOVE
**SOME BACKGROUND INFORMATION**

This section provides general information that you may find helpful if you are applying for the first time.

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Cardiff has 125 schools; this includes Nursery, Primary, Secondary and Special Schools.

Schools are classified as Community, Foundation, Voluntary Controlled or Voluntary Aided.

The majority of schools in Cardiff are community schools.
- 18 are Welsh-medium community schools (15 primary schools and 3 secondary schools)
- 67 are English-medium community schools (58 primary schools and 9 secondary schools)
- 2 are dual-stream (English and Welsh community schools, both of which are primary)
- 8 are Special Schools and there are a further 21 Specialist Resource Bases attached to mainstream schools.

Denominational education is provided at 28 schools.
- 12 are Church in Wales schools (10 primary schools and 2 secondary schools)
- 16 are Catholic schools (13 primary schools and 3 secondary schools)

Information on schools in Cardiff can be found on Pages 110-124

**Community and Voluntary Controlled Schools** usually have their admissions controlled by the Local Authority (LA). In the case of St Mellons Church in Wales Primary School the Council has agreed to delegate responsibility for admissions to the Governing Body of the school. Applications should be made directly to the school.

**Voluntary Aided (Faith) Schools** control their own admissions applications and allocations. Details of these schools and their oversubscription criteria for can be found on Pages 68-103.

Applications for Whitchurch, Corprus Christi and St Teilo’s High School will come directly to Cardiff Council Admissions. You can apply online, just like any other community school.

**FINDING INFORMATION ABOUT SCHOOLS**

**Open Days**
Have you visited the school you would like your child to attend? Most schools arrange an Open Day for parents who might be interested. We strongly recommend that parents visit schools. If a school does not have an Open Day you can phone the school to arrange an appointment to visit the school. It is best to visit a number of schools including your catchment area school, because a place cannot be guaranteed at any school.
School research
Have you researched the schools that you want to apply for? There are several sites that provide information about local schools. Most schools have their own web pages that will give you a good idea about how they operate and their ethos. Estyn provides reports on all schools. This and other information can be accessed at mylocalschool.wales.gov.uk. This website provides information on school performance, demographics, budgets and attendance. Alternatively, you can also look at the schools’ Estyn reports (www.estyn.gov.uk)

School Transport
Have you thought how your child will get to and from school each day? Many children in Cardiff walk, cycle or take public transport to school. It is the responsibility of the parents to arrange school transport.

What transport is available?
Some children qualify for free home to school transport. To find out whether this applies to you please check the current school transport policy which is available cardiff.gov.uk/schooltransport If you wish to apply or check if you are entitled to free transport please contact the Passenger Transport Team on schooltransport@cardiff.gov.uk or by phoning 02920872808.

WELSH-MEDIUM EDUCATION

Welsh Immersion Units
Pupils attending Welsh-medium Primary School normally transfer to a Welsh-medium Secondary School in accordance with the arrangements on pages 34-36.

However, did you know that if your child did not attend a Welsh-medium Nursery/Primary school at the start of their education it isn’t too late for you to consider a Welsh-medium Education for your child?

Cardiff Council has established both a primary and secondary Welsh Immersion Unit which provides intense Welsh language learning enabling children to gain a level of fluency to transfer to education in a Welsh-medium School. If you would like to consider this option for your child, please contact Ysgol Glan Ceubal by telephone on 029 2062 6650.

Use of the Welsh Language in Primary Schools
In Welsh-medium Primary schools all subjects of the National Curriculum with the exception of English are taught through the medium of Welsh. In English-medium Schools Welsh second language is statutory in the Foundation Phase and at Key Stage 2.

Use of the Welsh Language in Secondary Schools
In Welsh-medium Secondary Schools, all subjects of the National Curriculum with the exception of English are taught through the medium of Welsh. In English-medium Schools Welsh second language is a statutory requirement for all pupils in Key Stage 3 and Key Stage 4 of the National Curriculum. In accordance with the Education Reform Act 1988, Welsh is a core subject in all Welsh-medium schools.

WHAT ARE THE BENEFITS OF WELSH-MEDIUM EDUCATION?

Whatever language you speak at home, Welsh-medium education can give your child additional opportunities, experiences and skills. Here are some frequently asked questions that may help you decide whether you’d like to take advantage of what Welsh-medium education has to offer.

‘So what does Welsh-Medium education do?’
Welsh-medium education has a very simple aim - to enable children to become fully fluent in both English and Welsh while teaching all the other subjects across the curriculum.
Young children learn languages remarkably easily - it’s by making the most of this potential that Welsh-medium education has become so popular.

‘Why do people choose Welsh-medium education?’
Research shows that it’s by far the best way we have to get children to be bilingual in both English and Welsh. Being bilingual has many advantages. It’s very useful as a skill in the workplace: the ability to speak Welsh is either an essential or a desirable skill for a growing number of jobs. The Welsh Government has also committed to developing a bilingual Wales through its Welsh-language strategy ‘Cymraeg 2050’ with a vision for reaching a million speakers by 2050. There is more demand today than ever before for bilingual skills in a variety of fields such as health, education, leisure, childcare, retail, and public services.

‘Any other reasons?’
Speaking Welsh can help children build a fuller understanding of their wider community and their place within it. Welsh provides children with access to a culture – including literature, music, digital media, and a host of other things - that might otherwise be unavailable to them. For some people, the choice of Welsh-medium education is based on personal experiences: they know people who are bilingual or have bilingual children, and so want their own children to be able to be a part of the Welsh-speaking community, while also being completely at home in English.

‘Do families like mine chose Welsh-medium education?’
Every family - and every child - is unique, of course. But all kinds of families take advantage of Welsh-medium education: families who don’t speak Welsh and those who do; families from all kinds of ethnic and religious backgrounds; families from Wales and those who’ve moved here from elsewhere.

‘We don’t speak Welsh at home - would that make my child stand out?’
Not at all. In fact, the vast majority - over 70% - of children in Welsh-medium education in Cardiff do not speak Welsh at home. And for some of those, a language other than English is the main language of the home. So coming from a non-Welsh speaking background is absolutely normal and the curriculum is designed with that in mind. Welsh-medium schools do not expect that children speak Welsh when they start, but will help those children to become fluent in Welsh before the end of their first year.

‘We’re not Welsh - would it be strange for us to choose Welsh-medium education?’
Not at all. You don’t have to be Welsh to speak Welsh. Parents of children in Welsh-medium schools in Cardiff have come from all over the world: Wales, the rest of the UK, Europe, Asia, Africa, North and South America … While some might consider themselves to be Welsh, others might not - the key point is that learning Welsh is open to all.

‘Does Welsh-medium education have lower standards for English?’
Absolutely not. Children leaving Welsh-medium primary schools are expected to reach exactly the same standard of English as those in English-medium primary schools. And in secondary schools children in Welsh-medium education sit exactly the same GCSEs and A-levels as those in English-medium schools. (The reverse is not true: children in English-medium education do not reach the same standards or sit the same level of exams in Welsh as those in Welsh-medium education.)

‘How can I help my child with homework if I don’t speak Welsh?’
As most children don’t speak Welsh at home, Welsh-medium schools are very experienced in supporting both pupils and parents. For younger pupils, homework instructions will be given in writing in both English and Welsh. At a later age, children will be able to explain their work to their parents themselves. In fact, research suggests that dealing with their work in two languages can actually help children understand the subject that they are studying. The education website Hwb (http://hwb.wales.gov.uk) also gives access to a range of nationally provided digital learning tools and resources.

‘Will learning Welsh make it harder to learn another language?’
Not at all. There’s almost no limit to a child’s ability to learn languages. In most European countries, young children can commonly speak two or three languages. Speaking one language can help reinforce the other, making it easier for the child to learn more languages later on.
Introduction

‘Will it be difficult to get my child into Welsh-medium education?’
All Welsh-medium schools in Cardiff are community schools. So the application procedure is exactly as it is for English-medium community schools - the child’s home language or religion or national identity are not considered in the application process.

‘If my child were in a Welsh-medium school, would he or she have classmates from our area?’
The number of Welsh-medium schools in Cardiff has increased significantly. There are now seventeen primary schools and three secondary schools across the city. This means that your community will have a Welsh-medium school whose pupils will come from your local area and who can easily meet up outside school if they want to.

‘What about their education after they leave school?’
As pupils from Welsh-medium schools are fully bilingual, they can choose to follow college and university courses in either language (or both). Recently, the work of the Coleg Cymraeg Cenedlaethol (the national Welsh-medium college) has ensured that more and more university degrees are available (partially or completely) through the medium of Welsh. A growing number of Welsh-medium courses are available in Further Education as well. Even so, students from Welsh-medium schools commonly follow English-medium courses at college or university, in Wales and beyond.

‘Can I learn Welsh alongside my child?’
Some parents, after choosing a Welsh-medium school for their child, decide to learn Welsh as well. It’s a great opportunity to learn together, to practice your language skills on each other and spend quality time together. Welsh for Adults courses are available throughout Cardiff, and are suitable for learners at all levels. For further information, please visit https://learnwelsh.cymru/

Full details of all the Welsh-medium Schools are available on pages 120-122 (primary) and pages 123-124 (secondary). For further information on Welsh-medium education, please visit cymraeg.cymru/learning/cymraegiblant

Further Support

This should be your first stop for information and advice about Welsh-medium education, as well as how you can Live, Learn and Enjoy in Welsh. gov.wales/cymraeg

Cymraeg for Kids offers a wide range of fun activities for children and their families, including baby massage sessions, baby yoga, story and song sessions, story and rhyme time sessions, sessions to build confidence in using Welsh with your child and much more. Cymraeg i Blant

Mudiad Meithrin organises ‘Ti a Fi’ parent and toddlers group and offers nursery groups for children from two years old until primary schools across Wales. meithrin.cymru

Education Begins at Home offers a range of excellent resources and lots of simple tips and advice for parents and carers. beginsathome

Plenty of games and programmes in Welsh for pre-school children by S4C - available as a mobile site, app or on BBC iPlayer. s4c.cymru/cyw

If you have older children the Urdd’s app offers plenty of ideas for activities in Welsh in your area. urdd.cymru

Menter Caerdydd run a varied programme of sport and arts clubs, holiday activities and workshops for babies and children of all ages throughout Cardiff offering valuable opportunities for children to learn new skills while using and practicing their Welsh in a fun environment. mentercaerdydd.cymru
Making an application
You need to make an application to show which school you would like your child to attend. These are called preferences.

**APPLY ONLINE BY USING THE COUNCIL’S ONLINE APPLICATION SERVICE**

www.cardiff.gov.uk

Using this service means that you will be able to:

- Access the service 24 hours a day 7 days a week up to the closing date
- Be confident your data is secure and protected.
- Receive a confirmation email that ensures your application has been submitted.
- Change your application up to the closing date.
- Get your offer by email, quickly and conveniently.
- You can also request a letter be sent in addition to the email.

**REMEMBER!**

- For all online applications you will need a valid email address
- Please remember to re-submit your application if you make any changes
- It is important that you use the same email address and remember your password. Keep this safe.
- If your application is late, you will have to submit a paper application form
- If you do not submit an application, you will not receive a school offer

IF YOU DON’T HAVE ACCESS TO THE INTERNET YOU CAN USE A COMPUTER AT ONE OF THE COUNCIL HUBS WHERE STAFF WILL BE HAPPY TO HELP YOU. PLEASE SEE DETAILS OF HUBS THROUGHOUT CARDIFF ON PAGE 17.

YOU MAY BE ABLE TO GET A FRIEND TO HELP YOU MAKE AN APPLICATION USING THEIR COMPUTER.
SECTION 1: MAKING AN APPLICATION TIMELINE

This section gives you the information you need before making your application. Please read it even if you have been through the process before. It is essential that you complete your application correctly and on time as this can seriously affect your chance of getting a place for your child.

STEPS FOR PARENTS IN THE APPLICATION PROCESS

This timeline shows the steps that parents should take:

August - September
Parents should research the schools they are interested in. Please go to Open Days and look at information online. You should also consider how your child will get to school. It is important that you apply to schools that you want your child to attend.

October - December
You should be submitting your application. Preferences should be put in the order you want them allocated – We will try to give you your highest preferred school.

Make sure you express preferences for:
- 3 schools – Admission to Primary Education
- 5 schools – Admission to Secondary Education

Primary applications
Monday 12 November 2018
The online application service opens.
Apply online at www.cardiff.gov.uk
Monday 7 January 2019
deadline for primary school applications

Secondary applications
Monday 24 September 2018
The online application service opens.
Apply online at www.cardiff.gov.uk
Monday 19 November 2018
deadline for secondary school applications
You can visit Council Hubs for assistance in completing an application.

Please do not leave it to the last minute to submit an application. You must include all supporting information for us to consider your application.

**IT IS YOUR RESPONSIBILITY TO APPLY ON TIME.**

If your application is not received by the closing date it will not be considered in the initial round of allocations. Many schools will be full after the initial round. Please apply on time. Any late applications will need to be completed on the paper form and submitted at your local Hub or via email.

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**March - April**

**IT IS YOUR RESPONSIBILITY TO ACCEPT OFFERS.**

We strongly recommend parents to take a place that is offered to them. If this is not your highest choice preference, you will remain on the waiting list for your preferred school. If a place becomes available for your child we will let you know.

---

**Primary applications**

**Tuesday April 16 2019**  
We will notify parents of the offer made for their child.

**Monday 13 May 2019**  
Parents must inform us if they are accepting or rejecting the offer made.

If we have not heard from parents by this date we will remove the offer made so that we can offer that place to another child.

---

**Secondary applications**

**Friday March 1 2019**  
We will notify parents of the offer made for their child.

**Monday 18 March 2019**  
Parents must inform us if they are accepting or rejecting the offer made.

If we have not heard from parents by this date we will remove the offer made so that we can offer that place to another child.
HOW SCHOOL PLACES ARE ALLOCATED

This flowchart shows how your application is processed

STEP 1
After the closing date, all on-time applications are considered together. This is called the initial round.

STEP 2
Your child’s name is placed on a list for each school you have named as a preference. Each preference is considered independently.

We will work hard to allocate places as quickly as possible. We might need to get in touch and request further evidence from you. It is your responsibility to reply promptly and to provide requested evidence. This will make the allocation process smooth and efficient for everyone.

STEP 3
Places are allocated up to the Admission Number for each school. The Admission Number is the number of pupils who can be admitted to the school. This number is agreed in accordance with the Measuring the Capacity of Schools in Wales Guidance as set by Welsh Government.

STEP 4
If there are not enough places for all the applicants, the school is oversubscribed. We then assess the applicants against the Admissions Oversubscription Criteria. This is based on the individual circumstances stated and the evidence submitted.

STEP 5
Only the highest preference that can be allocated is offered. Schools that are listed as a lower preference will be offered to other children.

STEP 6
On offer day we inform you of the school place we can offer your child. If it has not been possible to offer a place at one of the preferred schools, we will provide a list of those schools that continue to have places for you to choose from.

STEP 7
If you have received an offer of a place from us, you must confirm you wish to accept by the date specified. Your place may be withdrawn if you do not advise us of your decision. Any places declined at Community Schools will be re-allocated to other children.

STEP 8
The Admissions Team will process late applications as they arrive. We will process applications on a monthly basis after the offer date. The same oversubscription criteria will be applied. Children will remain on the waiting list until December 21 2019. We will inform you if there is a change in offers.

After December 20, if you wish to apply, you must complete and In Year transfer application. By this time of year, there will be very few places available in schools.
## CITIZEN HUBS AND OUTREACH SERVICE

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<td><strong>Butetown Hub @ Loudoun</strong></td>
<td>Plas Iona Butetown CF10 5HW</td>
<td>Mon &amp; Tues 9am - 5pm Wednesda 10am - 6pm Thurs &amp; Fri 9am - 5pm</td>
</tr>
<tr>
<td><strong>Canton Advice Surgery</strong></td>
<td>Canton Library Library Street Canton CF5 1QD</td>
<td>Tuesday 9am -1pm &amp; 2pm - 6pm</td>
</tr>
<tr>
<td><strong>Central Library Hub</strong></td>
<td>Central Library Hub Second Floor The Hayes CF10 1FL</td>
<td>Mon to Wed 9:00am - 6pm Thursday 10am - 7pm Friday 9am - 6pm Saturday 9am - 5:30pm</td>
</tr>
<tr>
<td><strong>Ely &amp; Caerau Hub</strong></td>
<td>Cowbridge Road West Ely CF5 5BQ</td>
<td>Mon to Wed 9am - 6pm Thursday 10am - 7pm Friday 9am - 6pm Saturday 9am - 5:30pm</td>
</tr>
<tr>
<td><strong>Fairwater Hub</strong></td>
<td>Doyle Ave Fairwater CF5 3HU</td>
<td>Monday 9am - 6pm Tuesday closed Wednesday 9am - 6pm Thursday 10am - 7pm Friday 9am - 6pm Saturday 9am - 5:30pm</td>
</tr>
<tr>
<td><strong>Grangetown Hub</strong></td>
<td>Havelock Place Grangetown CF11 6PA</td>
<td>Mon &amp; Tues 9am - 6pm Wednesday 10am - 7pm Thurs &amp; Fri 9am - 6pm Saturday 9am - 5:30pm</td>
</tr>
<tr>
<td><strong>Llandaff North &amp; Gabalfa Community Hub</strong></td>
<td>Gabalfa Ave Llandaff CF14 2HU</td>
<td>Mon &amp; Tues 9am - 6pm Wednesday 10am - 5pm Thursday 10am - 7pm Friday 9am - 6pm Saturday 9am - 5:30pm</td>
</tr>
<tr>
<td><strong>Llanishen Hub</strong></td>
<td>Station Rd Llanishen CF14 5LS</td>
<td>Mon, Thurs &amp; Fri 9am - 6pm Wednesday 10am - 7pm Saturday 9am - 5:30pm</td>
</tr>
<tr>
<td><strong>Llanrumney Hub</strong></td>
<td>Countisbury Avenue Llanrumney CF3 5NQ</td>
<td>Mon to Thursday 9am - 6pm Friday 10am - 7pm Saturday 9am - 5:30pm</td>
</tr>
<tr>
<td><strong>Rumney Partnership Hub</strong></td>
<td>Llanstephan Road Rumney CF3 6JA</td>
<td>Mon to Wed 9am -1pm &amp; 2pm - 6pm Thursday 10am -1pm &amp; 2pm - 7pm Friday closed Saturday 9am - 5:30pm</td>
</tr>
<tr>
<td><strong>STAR Community Hub</strong></td>
<td>Muirton Road Splott CF24 2SJ</td>
<td>Mon &amp; Tues 9am - 6pm Wednesday 10am - 7pm Thurs &amp; Fri 9am - 6pm Saturday 9am - 5:30pm</td>
</tr>
<tr>
<td><strong>St Mellons Hub</strong></td>
<td>30 Crickhowell Road St. Mellons CF3 0EF</td>
<td>Mon to Wed 9am - 6pm Thursday 10am - 7pm Friday 9am - 6pm Saturday 9am - 5:30pm</td>
</tr>
<tr>
<td><strong>The Powerhouse</strong></td>
<td>The Powerhouse, Maelfa Llanedeyrin CF23 9PN</td>
<td>Mon, Tues &amp; Thursday 9am - 6pm Wednesday 10am - 7pm Friday 9am - 6pm Saturday 9am - 5:30pm</td>
</tr>
</tbody>
</table>
Please read these facts which will help you complete your application.

- **A Sibling in the School Does Not Guarantee Admission.**
  - **Please make sure you include sibling details in your application because it might help.**

- **If There Is a Vacancy at an Oversubscribed School, the Oversubscription Criteria Will Be Applied Which Will Sort the Applicants Before a Place Is Allocated.**

- **Listing the Same School Multiple Times or Only Using One Preference Will Not Improve Your Chance of Getting a Place at That School.**

- **If You Are Appealing for a Higher Preference School, Your Child Can Still Accept a School Offer Elsewhere and Stay on the Waiting List for the Higher Preference.**

- **There Is No Guarantee of a Place at Your Catchment Area School.**
  - **There is also no guarantee that your will be offered a primary place in your nursery school.**

- **If Your Child Attends the Nursery Attached to Your Preferred School This Does Not Mean that They Will Automatically Get a Reception Class Place at the School. A New Application Must Be Made for a Reception Class Place.**

- **We Strongly Advise That You Include Your Catchment Area School as One of Your Preferences.**
Making an Application

**YOU ARE STRONGLY ADVISED TO LIST:**

3 **SCHOOLS**
(ADMISSION TO PRIMARY EDUCATION)

5 **SCHOOLS**
 TRANSFER TO SECONDARY EDUCATION

**WE CANNOT OFFER YOUR CHILD A PLACE UNTIL YOU MAKE YOUR APPLICATION. YOUR CHILD WILL NOT BE GIVEN A SCHOOL PLACE AUTOMATICALLY.**

Applications submitted after the deadline will not be processed until after all those submitted on time. There will be some delay before a place can be allocated and it is possible that some schools will already be full.

**IT IS BEST THAT YOU INCLUDE YOUR CATCHMENT AREA SCHOOL, EVEN IF YOU PUT IT LOWER ON YOUR APPLICATION THAN OTHER SCHOOLS**

**NO ACCOUNT IS TAKEN OF THE NURSERY OR PRIMARY SCHOOL YOUR CHILD IS ATTENDING.**

**YOU SHOULD LIST THE SCHOOLS IN THE ORDER YOU WOULD LIKE THEM, NOT IN THE ORDER YOU THINK YOU MIGHT BE OFFERED THEM.**

Accepting an offer of a place at a lower preference does not jeopardise your chances of receiving an offer for your higher preferred school(s).

If you receive an offer to a higher preferred school after Offer Day, your child’s accepted school place will be withdrawn and offered to another child.

If your child is on a waiting list please remember their position may change as applications may be received that have a higher degree of priority under the oversubscription criteria.

Applications submitted after the deadline will not be processed until after all those submitted on time. There will be some delay before a place can be allocated and it is possible that some schools will already be full.

IT IS BEST THAT YOU INCLUDE YOUR CATCHMENT AREA SCHOOL, EVEN IF YOU PUT IT LOWER ON YOUR APPLICATION THAN OTHER SCHOOLS.
Starting Primary School

Did you know that last year many parents who only provided 1 preference received no school offer?

Please use all your preferences to ensure this does not happen to you!
Who is this section for?

If you are the parent or carer who holds legal parental responsibility of a child who was born between 1 September 2014 and 31 August 2015, you must apply for a Reception school place to start in September 2019.

What dates do I need to know?

- Applications open: Monday 12th November 2018
- Application deadline: Monday 7th January 2019
- Results Day: Tuesday 16th April 2019
- Accept your offer by: Monday 13th May 2019

What are the actions I should take?

- Apply on time
- Provide three different Community School preferences
- Submit all necessary documents by the closing date
- Think carefully and realistically about your preferences choices

How do I apply?

The easiest way to apply is online. Go to www.cardiff.gov.uk/primaryadmissions and follow the instructions on screen.

If you do not have internet access at home or you are unsure how the system works, you can still apply online by going to your local Advice Hub. Staff at the Hubs will be able to help you use the online application service. They will also be able to assist you if you need to scan in documents.

What happens if I miss the closing date?

You can still apply, but late applications are considered after all of the on time offers have been made. These are called the later application rounds. Applying late can significantly reduce the likelihood of getting a place at your preferred schools.

How to contact us

If you want more information about the school admission process please contact us:

Email: receptionallocations@cardiff.gov.uk
Web: cardiff.gov.uk/primaryadmissions
Phone: 02920 872 087
HOW TO RESEARCH THE RIGHT SCHOOLS FOR YOU

- Don’t be influenced by others. The right school for other children is not necessarily what’s right for your child.
- Use your three preferences for Community Schools. If you want to apply for a faith school, you apply directly with them.
- Look at the school prospectus and read Estyn reports. These are available from the school itself or the Welsh Government website http://mylocalschool.wales.gov.uk
- Visit schools and ensure that you are well informed about your preferences before submitting your application.
- Consider how likely it is that your child will be offered a place at your preferred schools.
- Consider how your child will travel to and from school.
- Check to see which is your catchment school and use it as one of your preferences www.cardiff.gov.uk/onlinemaps
- Read the information in this booklet
- Read the oversubscription criteria and make sure you know which apply to your child.
- www.cardiff.gov.uk/onlinemaps
**KEY DATES FOR PRIMARY ADMISSIONS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12th November 2018</td>
<td>Application process for starting Reception in September 2019 begins</td>
</tr>
<tr>
<td>7th January 2018</td>
<td><strong>CLOSING DATE FOR APPLICATIONS</strong></td>
</tr>
<tr>
<td></td>
<td>- You must submit all supporting documentation and evidence</td>
</tr>
<tr>
<td></td>
<td>- Notify the Council of a change of address</td>
</tr>
<tr>
<td></td>
<td><em>We strongly recommend you DO NOT wait until the last minute to apply in case you experience technical problems.</em></td>
</tr>
<tr>
<td>8th January 2018</td>
<td>Online application portal is now closed. Any new application will need to be done on paper and will be considered as a late application.</td>
</tr>
<tr>
<td>February/March/April</td>
<td>Preference forms processed and assessed against the appropriate Admission Criteria. This also includes checking and verifying addresses and supporting information.</td>
</tr>
<tr>
<td>16th April 2019</td>
<td><strong>Offer Day</strong></td>
</tr>
<tr>
<td></td>
<td>- If you applied online an email will be sent to you after 10am</td>
</tr>
<tr>
<td></td>
<td>- If you applied on paper a letter will be posted after 10am</td>
</tr>
<tr>
<td></td>
<td>- Please note, that decisions can be given over the phone after 12 midday on offer day</td>
</tr>
<tr>
<td>April 2019</td>
<td>Waiting lists established</td>
</tr>
<tr>
<td>13th May 2019</td>
<td>- Last date for you to accept or reject the place offered. We reserve the right to withdraw offers that have not been responded to by this date</td>
</tr>
<tr>
<td></td>
<td>- This is also the closing date for late applications</td>
</tr>
<tr>
<td></td>
<td>- If you wish to appeal a decision, you must submit an appeal form by this date</td>
</tr>
<tr>
<td>From 13th May 2019</td>
<td>Second round (late) applications processed and assessed</td>
</tr>
<tr>
<td>June 2019</td>
<td>Second round results sent out via post. All following rounds are processed on a monthly basis from now on.</td>
</tr>
<tr>
<td>September 2019</td>
<td>Children start full time school.</td>
</tr>
</tbody>
</table>
HOW TO MAXIMISE YOUR CHANGE OF GETTING YOUR PREFERRED PLACE

APPLY ON TIME

The closing date is Monday 7th January 2019

Submit all supporting evidence by this date. It is your responsibility to provide this if you want your application to be looked at under specific criteria.

All applications received after this date will be looked at after the results for on time applications are issued.

A late application means it is much less likely you will get a place at a school you prefer.

Results are released on 16th April 2019 (unless you have applied late).

USE ALL YOUR PREFERENCES

You can only apply once for each school so use all your preference options.

Each preference is treated equally so you will have three chances to get a preferred school.

At primary level the Council only processes applications for community schools. Please apply for faith schools separately and direct to the school(s) themselves.

The order you put your school preferences in is important. We will ALWAYS allocate the highest preference possible.

CHOOSE WISELY

Think about the Council’s oversubscription criteria.

You only have three choices so be realistic in making your preferences.

Consider including your catchment school as a preference.

Do not assume you will be given a place just because you have a sibling in the school or your child attended the school’s nursery.

Do not assume you are in catchment just because you live near a school. Check the Council’s website to make sure: www.cardiff.gov.uk/onlinemaps

APPLY ON-LINE

You can apply online at www.cardiff.gov.uk/primaryadmissions from 12th November 2018.

The service is available 24 hours a day until the closing date.

You can amend your application up until the closing date (7th January 2019).

There is no risk that the application will get lost or delayed as long as you remember to submit the form. You will receive a confirmation email.

You will get your results instantly through email and the website on 16th April 2019 instead of waiting for the post.
**ADMISSIONS OVERSUBSCRIPTION CRITERIA**

The admissions over subscription criteria are only used when there is a need to decide which children should be offered a place when a school has more applications than places available. It is very important that you provide us all of the information and evidence we need when you apply for a school place.

<table>
<thead>
<tr>
<th>Criteria from the policy</th>
<th>What this means for you</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Children who are looked after by a Local Authority in England or Wales or children who were previously looked after by a Local Authority in England or Wales.</td>
<td>If a child is currently looked after or previously looked after by the Local Authority. The Council has a duty to give that child a place at the school applied for as long as the school is appropriate based on the child’s background and needs.</td>
</tr>
<tr>
<td>2. Children subject to a Funded Individual Healthcare Plan.</td>
<td>Please inform us if your child has a Funded Individual Healthcare Plan or receives Enhanced Early Years funding because they have an identified and agreed additional learning need(s).</td>
</tr>
<tr>
<td>3. Pupils who are resident within the defined catchment area of the school and in respect of whom the Council judges there are compelling medical grounds or compelling social grounds for their admission to a particular school. Where preferences exceed places available, priority will be given to multiple birth siblings.</td>
<td>The child must live within the catchment area AND You must also have written recommendations from a medical practitioner, social worker or similar professional submitted by the closing date. It must provide detailed reasons for the pupil to be admitted to a specific school to be considered under criteria 3.</td>
</tr>
<tr>
<td>4. Pupils who are resident within the defined catchment area of the school and have a sibling of compulsory school-age who will be on register at the school when they are admitted. Where preferences exceed places available, priority will be given to multiple birth siblings.</td>
<td>The child must live within the catchment area AND The child has a sibling in years 1 – 6 attending the school and living at the same address in September 2019. You must provide information about the child’s sibling if you want your application to be assessed under criteria 4.</td>
</tr>
<tr>
<td>5. Children who have a brother or sister attending the school, admitted before catchment area change</td>
<td>You must provide information on a child’s siblings if you want your application to be assessed under criteria 5.</td>
</tr>
<tr>
<td>a) Where an older sibling was admitted to and continues to attend a school that was previously the catchment area school, if the parent applies, the Council will give priority to younger siblings to the former catchment school.</td>
<td>The sibling must be attending the school. The school’s catchment area has changed, meaning you now live out of the catchment.</td>
</tr>
</tbody>
</table>
b) Where an older sibling was admitted to and continues to attend a newly established community school without a determined catchment area, if the parent applies, the Council will give priority to younger siblings to this school.

The sibling must be attending the new community school. The school has no defined catchment area.

6. Pupils who are resident within the defined catchment area of the school. Where preferences exceed places available, priority will be given to multiple birth siblings.

The child must live within the catchment area but none of the other criteria apply.

Where the number of preferences exceed the number of places available, proximity will be used as a tie breaker.

6. Pupils who are resident within the defined catchment area of the school. Where preferences exceed places available, priority will be given to multiple birth siblings.

Where the number of preferences exceed the number of places available, proximity will be used as a tie breaker.

7. Pupils in respect of whom the Council judges there are compelling medical grounds or compelling social grounds for their admission to a particular school. Where preferences exceed places available, priority will be given to multiple birth siblings.

The child does not live in catchment
BUT
You have written recommendations from a medical practitioner, social worker or similar professional which you must have submitted by the closing date. It must provide detailed reasons for the pupil to be admitted to a specific school to be considered under criteria 7.

8. Pupils who have a sibling of compulsory school-age who will be on register at the school when they are admitted. Where preferences exceed places available, priority will be given to multiple birth siblings.

The child does not live in catchment
BUT
The child has a sibling in years 1 – 6 attending the school and living at the same address in September 2019. You must provide information about the child’s sibling if you want your application to be assessed under criteria 8.

The child does not live in catchment
AND
None of the higher criteria apply.

You application will be assessed only on how far you live from the school.

9. In determining applications for admission in respect of other pupils the Council gives priority to children living nearest the school as measured by the shortest safe available route.

PLEASE NOTE
Distance from the school is used as a tie breaker on all criteria if the number of preferences which meet the same criteria exceeds the number of places available.
DEFINITIONS OF TERMS USED AND FURTHER INFORMATION

It is very important that you give us as much information about the grounds you are applying under. This is essential so we can correctly apply the Oversubscription Criteria to your child’s individual circumstances. If you do not provide us with the correct information it could mean that you miss out on a higher preference place.

Your application and supporting evidence must be received by the closing date. The evidence will be used for deciding where your child will be on the list for each school you have applied for.

EVIDENCE PROVIDED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED IN THE FIRST ROUND OF APPLICATIONS.

Oversubscription criteria:
These are the criteria that we use when a school has more applicants than there are places available. This ensures that places are given fairly to all applicants.

Preferences:
You are not guaranteed a place at any particular school. Please consider which preferences you submit and the order you place them.

In your application you are asked to provide preferences. These are the schools that you would like your child to attend. You should put them in the order that you want them, with the first being your highest preference. We will try to offer you a place in your highest preference. Each preference is considered equally until we are able to offer you a place. Each preference will be assessed against the Council’s published Admissions Criteria.

Late applications:
Application forms received after the closing date are late applications and will only be considered in the second or later processing rounds. Following the first round of allocations, late applications will be considered together with anyone on the waiting list.

Refusal and waiting list
If a place has been refused, the application will be placed on a waiting list. Applications received for the annual allocation of places will remain on the waiting list until 20 December 2019. After this time, a separate application will need to be made.

Looked After and Previously Looked After Children
For admissions purposes a looked after child is a child in care who is looked after by the Local Authority. This includes a child who is accommodated under a Care Order or Interim Care order or who is provided with accommodation by the Children’s Services for more than 24 hours. If a child is currently looked after by the Local Authority, the Council has a duty to provide that child a place even if offering them a place exceeds the admission number.

A previously looked after child is child that was looked after by the Local authority but is not any longer. For example, if a child has been adopted or is the subject of a special guardianship order, they are previously looked after. If a child is previously looked after by the Local Authority, the Council has a duty to ensure that child is placed at the top of the list of allocations. This will not exceed the admission number.

The Council requires a social worker to write a letter confirming if a child is looked after or was previously looked after. Please see criteria 1.

Additional Learning Needs
A child has additional learning needs if he or she has a learning difficulty or disability which calls for additional learning provision. This is relevant for admission purposes if your child has a Funded Individual Development or Healthcare Plan OR receives Enhanced Early Years funding because of their identified and agreed additional learning need(s) which names a specific school as being the only place that can provide for their needs.
**Catchment:**
Children living in this area get a higher priority for admission to their catchment school compared to other schools they may be interested in. Catchment schools are not always the closest school to your child’s home. You can find out about your catchment schools by checking online cardiff.gov.uk/onlinemaps. Living in a school’s catchment area does not guarantee a place.

**Compelling Medical and Social**
You may feel that for medical or social reasons that your child must attend a certain school. In these cases written recommendations from a medical practitioner, a social worker or similar professional must be provided. This would need to include detailed reasons for the pupil’s admission to a particular school to be considered under this criteria. It is important that the document addresses why the particular school would better meet the needs of the child whereas other schools could not. It is your responsibility to provide this information with your application by the closing date. Please see criteria 3 and 7.

**Multiple Birth siblings**
Multiple birth siblings include twins, triplets, etc. When we allocate places, we give first priority to applications from multiple birth siblings.

**Siblings**
You must to provide information on a child’s siblings if you want your application to be assessed on these terms. It is not possible for us to automatically consider pupil sibling criteria. A sibling, for this purpose, is: A brother or sister, a half brother or sister (children who have one parent in common), an adopted or fostered brother or sister, a step brother or sister (children who are related because their parents are married, co-habiting or in a civil partnership), but in every case the children must be living in the same family unit at the same address and will be attending Year 1-11 (not nursery) at the school during the school year. Please see criteria 4, 5, 8.

**Shared Parental Responsibility**
Where parents have shared responsibility for a child, and the child lives with both parents for parts of the week the home address will be determined as the property where the child lives for the majority of the school week (i.e. 3 out of 5 school days).

Parents will be required to provide documentary evidence to support the address they wish to be considered as the child’s main home for admission purposes.

**Child’s residence**
On your application, you must use your child’s place of residence. This is where the child lives for most of the time and the majority of the school week (3 out of 5 school days). This must be where your child lives at the point of application and until the school year begins. It is where you and your child live together, unless you can show that they live elsewhere with someone with legal care and control of your child. For admission purposes, this must be a residential property that is your child’s only or main residence.

When considering applications for oversubscribed schools, stringent residence checks will be completed. Please be aware we carry out spot residence checks in late August also. The following are examples of evidence you may be required to provide:
- Council tax information
- Recent utility bills
- Driving licence
- Child benefit information
- Exchange of contracts
- Bank statement
- Tenancy agreement.

We can refuse to accept the address stated if there is insufficient evidence or we receive information that suggests a false address has been provided. If we have concerns about the address provided, we will ask for more evidence to confirm where you and your child live. If satisfactory evidence is not received a school place will not be offered on the basis of residence.
SCHOOL PLACES CAN BE REMOVED IF WE RECEIVE INFORMATION THAT SUGGESTS YOU DO NOT LIVE AT THE ADDRESS PROVIDED IN YOUR APPLICATION.

Change of circumstance:
There may be changes in a family’s circumstances after the initial application was submitted (for example, a change of address). These circumstances may mean that the application no longer meets the admission criteria on the grounds the application was originally assessed. In these circumstances the application will be re-assessed and in some circumstances may result in the withdrawal of the original offer of a place. Careful consideration should therefore be given to changing address. It is important that you tell us if you move house after you have made your application.


Children of UK Service Personnel and other Crown Servants (including Diplomats)
The address of UK Service Personnel will be accepted if their application form is accompanied by an official Ministry of Defence (MoD) letter stating a definite return date and confirmation of the new address.

APPLICATION CHECKLIST:
- Submitted your application on time
- Used all of your preferences and included your catchment school
- Made realistic school choices
- Told us about all the oversubscription criteria that apply to you
- Submitted any supporting documents and evidence
- Pressed submit on your online application
- Checked you have received a confirmation of receipt of your application email
- Changed your email filters so you receive the offer email

IT IS YOUR RESPONSIBILITY TO SUBMIT RELEVANT SUPPORTING EVIDENCE BY THE CLOSING DATE.
SCHOOL OFFERS

When we make a school offer it is important that you respond to the offer. These are the steps that you can take once we make you an offer.

Do you want to accept the offer you have received for September 2019?

- **YES**: Make sure you accept the offer by Monday 13 May 2019.
- **NO**: We strongly suggest that you accept the offer we have made. You can do this online or by emailing us. This will ensure that you have a place for September.

Do you still need a place for your child?

- **YES**: We strongly suggest that you accept the offer we have made. You can do this online or by emailing us. This will ensure that you have a place for September.
- **NO**: Decline the offer we have made and tell us which school your child is going to in September 2019. You can do this online or by emailing us.

What Next?

Your child’s name will be placed on the waiting list for the schools you applied for as a higher preference until 20 December 2019.

Even if you accept a lower preference, you have the right to appeal the Council’s decision. Your child’s name will remain on the waiting list at your higher preference school(s). We will let you know if a place becomes available.

If we were not able to offer you any of your preferred schools, we recommend that you submit an alternate preference form for a school with available places. This information will have been sent to you with your rejection letter.

If you applied online, please follow these steps:

www.cardiff.gov.uk/primaryadmissions

You can also do this by emailing us at: receptionallocations@cardiff.gov.uk
It was possible to offer places for all on time applications for the schools listed below:

<table>
<thead>
<tr>
<th>School</th>
<th>Published Admissions Number</th>
<th>All preferences</th>
<th>Total places allocated</th>
<th>Total applications refused by LA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany Primary School</td>
<td>60</td>
<td>56</td>
<td>56</td>
<td>0</td>
</tr>
<tr>
<td>Allensbank Primary School</td>
<td>45</td>
<td>30</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>Baden Powell Primary School</td>
<td>60</td>
<td>50</td>
<td>50</td>
<td>0</td>
</tr>
<tr>
<td>Birchgrove Primary School</td>
<td>60</td>
<td>46</td>
<td>46</td>
<td>0</td>
</tr>
<tr>
<td>Bryn Celyn Primary School</td>
<td>30</td>
<td>17</td>
<td>17</td>
<td>0</td>
</tr>
<tr>
<td>Bryn Deri Primary School</td>
<td>30</td>
<td>25</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Bryn Hafod Primary School</td>
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<td>32</td>
<td>32</td>
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</tr>
<tr>
<td>Coed Glas Primary School</td>
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<td>36</td>
<td>0</td>
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<td>Coryton Primary School</td>
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<td>Creigiau Primary School ENGLISH</td>
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<tr>
<td>Fairwater Primary School</td>
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<td>Gladstone Primary School</td>
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<td>Glan-Yr-Afon Primary School</td>
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<td>Glynoedd Primary School</td>
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<td>Grangetown Primary School</td>
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<td>Gwaelod Y Garth Primary School</td>
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<tr>
<td>Herbert Thompson Primary School</td>
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<tr>
<td>Howardian Primary School</td>
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<td>Hywel Dda Primary School</td>
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<td>Lansdowne Primary School</td>
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<td>Meadowlone Primary School</td>
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<td>Moorland Primary School</td>
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<tr>
<td>Oakfield Primary School</td>
<td>60</td>
<td>54</td>
<td>54</td>
<td>0</td>
</tr>
<tr>
<td>Pentyrch Primary School</td>
<td>20</td>
<td>19</td>
<td>19</td>
<td>0</td>
</tr>
<tr>
<td>Springwood Primary School</td>
<td>60</td>
<td>21</td>
<td>21</td>
<td>0</td>
</tr>
<tr>
<td>Stacey Primary School</td>
<td>30</td>
<td>24</td>
<td>24</td>
<td>0</td>
</tr>
<tr>
<td>Thornhill Primary School</td>
<td>60</td>
<td>58</td>
<td>58</td>
<td>0</td>
</tr>
<tr>
<td>Trelai Primary School</td>
<td>60</td>
<td>20</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>Trowbridge Primary School</td>
<td>30</td>
<td>18</td>
<td>18</td>
<td>0</td>
</tr>
<tr>
<td>Windsor Clive Primary School</td>
<td>60</td>
<td>47</td>
<td>47</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School</th>
<th>Published Admissions Number</th>
<th>All preferences</th>
<th>Total places allocated</th>
<th>Total applications refused by LA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creigiau Primary School WELSH</td>
<td>30</td>
<td>29</td>
<td>29</td>
<td>0</td>
</tr>
<tr>
<td>Ysgol Bro Eirwg</td>
<td>60</td>
<td>55</td>
<td>55</td>
<td>0</td>
</tr>
<tr>
<td>Ysgol Glan Morfa</td>
<td>60</td>
<td>34</td>
<td>34</td>
<td>0</td>
</tr>
<tr>
<td>Ysgol Gymraeg Coed-Y-Gof</td>
<td>60</td>
<td>33</td>
<td>33</td>
<td>0</td>
</tr>
<tr>
<td>Ysgol Gymraeg Pwll Coch</td>
<td>60</td>
<td>49</td>
<td>49</td>
<td>0</td>
</tr>
<tr>
<td>Ysgol Gynradd Gwaelod Y Garth</td>
<td>30</td>
<td>27</td>
<td>27</td>
<td>0</td>
</tr>
<tr>
<td>Ysgol Gynradd Gymraeg Haradryad</td>
<td>60</td>
<td>29</td>
<td>29</td>
<td>0</td>
</tr>
<tr>
<td>Ysgol Gynradd Gymraeg Pen-y-Groes</td>
<td>30</td>
<td>12</td>
<td>12</td>
<td>0</td>
</tr>
<tr>
<td>Ysgol Y Berllan Deg</td>
<td>60</td>
<td>56</td>
<td>56</td>
<td>0</td>
</tr>
</tbody>
</table>
It was NOT possible to offer places for all on time applications for the schools listed below. The following information shows on what grounds places were offered:

<table>
<thead>
<tr>
<th>School</th>
<th>Published Admissions Number</th>
<th>All preferences expressed</th>
<th>School named in pupil’s Statement of Special Educational Needs</th>
<th>Looked After Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adamsdown Primary School</td>
<td>60</td>
<td>60</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Danescourt Primary School</td>
<td>60</td>
<td>60</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Gabalfa Primary School</td>
<td>30</td>
<td>30</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Greenway Primary School</td>
<td>30</td>
<td>30</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Hawthorn Primary School</td>
<td>30</td>
<td>30</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Kitchener Primary School</td>
<td>60</td>
<td>60</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>Lakeside Primary School</td>
<td>60</td>
<td>60</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Llanishen Fach Primary School</td>
<td>60</td>
<td>60</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Llysfaen Primary School</td>
<td>60</td>
<td>60</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Marlborough Primary School</td>
<td>60</td>
<td>60</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Millbank Primary School</td>
<td>30</td>
<td>30</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Mount Stuart Primary School</td>
<td>60</td>
<td>60</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Pencaerau Primary School</td>
<td>30</td>
<td>30</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Pentrebane Primary School</td>
<td>30</td>
<td>30</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Pen-Y-Bryn Primary School</td>
<td>30</td>
<td>30</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Peter Lea Primary School</td>
<td>45</td>
<td>45</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Pontprennau Primary School</td>
<td>60</td>
<td>60</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Radnor Primary School</td>
<td>45</td>
<td>45</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Radyr Primary School</td>
<td>60</td>
<td>60</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rhiwbeina Primary School</td>
<td>90</td>
<td>90</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Rhydypenau Primary School</td>
<td>60</td>
<td>60</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Roath Park Primary School</td>
<td>60</td>
<td>60</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Rumney Primary School</td>
<td>60</td>
<td>60</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Severn Primary School</td>
<td>60</td>
<td>60</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Tongwynlais Primary School</td>
<td>28</td>
<td>28</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Ton-Yr-Ywen Primary School</td>
<td>60</td>
<td>60</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Whitchurch Primary School</td>
<td>90</td>
<td>90</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Willowbrook Primary School</td>
<td>60</td>
<td>60</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Ysgol Glan Ceubal</td>
<td>30</td>
<td>30</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Ysgol Gymraeg Melin Gruffydd</td>
<td>60</td>
<td>60</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Ysgol Gymraeg Nant Caerau</td>
<td>30</td>
<td>30</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Ysgol Gymraeg Treganna</td>
<td>90</td>
<td>90</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Ysgol Mynydd Bychan</td>
<td>30</td>
<td>30</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Ysgol Pen Y Pil</td>
<td>30</td>
<td>30</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Ysgol Pencae</td>
<td>30</td>
<td>30</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Ysgol Y Wern</td>
<td>90</td>
<td>90</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Older Sibling directed by the Council to alternative school</td>
<td>In catchment with compelling or compelling social grounds</td>
<td>In catchment area with older sibling attending Sept 2018</td>
<td>In Catchment</td>
<td>Out of Catchment with compelling or compelling social grounds</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>--------------------------------------------------------</td>
<td>--------------------------------------------------------</td>
<td>--------------</td>
<td>----------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 0 0 0 0 11 25 0 12 9 0.559 60 6 | 0 0 0 0 15 15 0 13 17 1.043 60 29 | 0 0 0 0 7 17 0 5 0 NA 30 6 | 0 0 0 0 10 10 0 3 2 1.058 30 2 | 0 0 0 0 17 10 0 0 0 0.286 30 25 | 0 0 0 0 24 22 0 7 0 0.645 60 13 | 0 0 0 0 26 30 0 2 0 1.05 60 24 | 0 0 0 0 16 27 0 10 5 0.982 60 7 | 1 0 0 0 12 15 0 15 15 3.402 60 11 | 0 0 0 0 21 39 0 0 0 0.566 60 34 | 0 0 0 0 1 7 0 5 15 1.974 30 6 | 0 0 0 0 19 13 0 13 13 0.701 60 20 | 0 0 0 0 4 13 0 5 7 0.662 30 6 | 0 0 0 0 6 20 0 3 0 0.67 30 7 | 0 0 0 0 6 15 0 6 0 0.521 30 30 | 0 0 0 0 10 18 0 12 2 0.429 45 22 | 0 0 0 0 12 47 0 0 0 0.665 60 38 | 0 0 0 0 4 19 0 11 9 0.49 45 16 | 0 0 0 0 27 19 0 3 11 3.776 60 4 | 1 0 0 0 24 36 0 8 19 10.55 90 0 | 0 0 0 0 29 30 0 0 0 0.671 60 31 | 1 0 0 0 18 15 0 5 20 1.716 60 4 | 0 0 0 0 13 20 0 10 14 0.888 60 16 | 0 0 0 0 10 22 0 11 16 0.744 60 11 | 0 0 0 0 10 12 0 2 4 5.213 28 1 | 0 0 0 0 20 27 0 3 10 1.064 60 6 | 0 0 0 0 27 29 2 2 28 2.669 90 4 | 0 0 0 0 12 16 0 13 18 0.869 60 10 |}

Starting Primary School
DID YOU KNOW THAT LAST YEAR MANY PARENTS WHO ONLY PROVIDED 1 PREFERENCE RECEIVED NO SCHOOL OFFER? PLEASE USE ALL YOUR PREFERENCES TO ENSURE THIS DOES NOT HAPPEN TO YOU!
Who is this section for?

If you are the parent or carer who holds legal parental responsibility of a child who was born between 1 September 2007 and 31 August 2008, you must apply for a Year 7 school place to start in September 2019.

What dates do I need to know?

- Applications open: Monday 24th September 2018
- Application deadline: Monday 19th November 2018
- Results Day: Friday 1st March 2019
- Accept your offer by: Monday 18th March 2019

What are the actions I should take?

- Apply on time
- Provide five different school preferences
- Submit all necessary documents by the closing date
- Think carefully and realistically about which schools you list as preferences

How do I apply?

The easiest way to apply is online. Go to www.cardiff.gov.uk/secondaryadmissions and follow the instructions on screen.

If you do not have internet access at home or you are unsure how the system works, you can still apply online by going to your local Advice Hub. Staff at the Hubs will be able to help you use the online application service. They will also be able to assist you if you need to scan in documents.

What happens if I miss the closing date?

You can still apply, but late applications are considered after all of the on time offers have been made. These are called the later application rounds. Applying late can significantly reduce the likelihood of getting a place at your preferred schools.

Did you know that last year 50% of Cardiff community secondary schools were full after the initial round?

Make sure you check if the schools you are interested in is one of them at page 44.
HOW TO RESEARCH THE RIGHT SCHOOLS FOR YOU

Don’t be influenced by others. The right school for other children is not necessarily what’s right for your child.

Use your **FIVE** preferences for schools. You can apply to any community school and Whitchurch, Corpus Christi and St Teilos directly to us.

Read the oversubscription criteria and make sure you know which apply to your child.

Visit schools and ensure that you are well informed about your preferences before submitting your application.

Consider how likely it is that your child will be offered a place at your preferred schools.

Check to see which is your catchment school and use it as one of your preferences.

www.cardiff.gov.uk/onlinemaps

Consider how your child will travel to and from school.

Read the information in this booklet.

Look at the school prospectus and read Estyn reports. These are available from the school itself or the Welsh Government website http://mylocalschool.wales.gov.uk
## Key Dates for Secondary Admissions

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>24th September 2018</td>
<td>Application process for starting Reception in September 2019 begins</td>
</tr>
<tr>
<td>19th November 2018</td>
<td><strong>Closing Date for Applications</strong></td>
</tr>
<tr>
<td></td>
<td>• You must submit all supporting documentation and evidence</td>
</tr>
<tr>
<td></td>
<td>• Notify the Council of a change of address</td>
</tr>
<tr>
<td></td>
<td>*We strongly recommend you *DO NOT wait until the last minute <em>to apply in case you experience technical problems.</em></td>
</tr>
<tr>
<td>20th November 2018</td>
<td>Online application portal is now closed. Any new application will need to be done on paper and will be considered as a late application.</td>
</tr>
<tr>
<td>December/January/February</td>
<td>Preference forms processed and assessed against the appropriate Admission Criteria. This also includes checking and verifying addresses and supporting information.</td>
</tr>
<tr>
<td>1st March 2019</td>
<td><strong>Offer Day</strong></td>
</tr>
<tr>
<td></td>
<td>• If you applied online an email will be sent to you after 10am</td>
</tr>
<tr>
<td></td>
<td>• If you applied on paper a letter will be posted after 10am</td>
</tr>
<tr>
<td></td>
<td>• Please note, that decisions can be given over the phone after 12 midday on offer day</td>
</tr>
<tr>
<td>March 2019</td>
<td>Waiting lists established</td>
</tr>
<tr>
<td>18th March 2019</td>
<td>• Last date for you to accept or reject the place offered. We reserve the right to withdraw offers that have not been responded to by this date</td>
</tr>
<tr>
<td></td>
<td>• This is also the closing date for late applications</td>
</tr>
<tr>
<td></td>
<td>• If you wish to appeal a decision, you must submit an appeal form by this date</td>
</tr>
<tr>
<td>From 18th March 2019</td>
<td>Second round (late) applications processed and assessed</td>
</tr>
<tr>
<td>May 2019</td>
<td>Second round results sent out via post. All following rounds are processed on a monthly basis from now on.</td>
</tr>
<tr>
<td>September 2019</td>
<td>Children start in secondary school</td>
</tr>
</tbody>
</table>
HOW TO MAXIMISE YOUR CHANGE OF GETTING YOUR PREFERRED PLACE

APPLY ON TIME

The closing date is Monday 19th November 2018

Submit all supporting evidence by this date. It is your responsibility to provide this if you want your application to be looked at under specific criteria.

All applications received after this date will be looked at after the results for on time applications are issued.

A late application means it is much less likely you will get a place at a school you prefer.

Results are released on 1st March 2019 (unless you have applied late).

USE ALL YOUR PREFERENCES

You can only apply once for each school so use all your preference options.

Each preference is treated equally so you will have five chances to get a preferred school.

You can include Whitchurch High School, Corpus Christi Catholic High School and St Teilos CiW High School. You must apply directly to all other faith schools.

The order you put your school preferences in is important. We will ALWAYS allocate the highest preference possible.

CHOOSE WISELY

Think about the Council’s oversubscription criteria.

You have five choices so be realistic in making your preferences.

Consider including your catchment school as a preference.

Do not assume you will be given a place just because you have a sibling in the school or you live in catchment.

Do not assume you are in catchment just because you live near a school. Check the Council’s website to make sure:

www.cardiff.gov.uk/onlinemaps

APPLY ON-LINE

You can apply online at www.cardiff.gov.uk/secondaryadmissions from 24th September 2018.

The service is available 24 hours a day until the closing date.

You can amend your application up until the closing date (19th November 2018).

There is no risk that the application will get lost or delayed as long as you remember to submit the form. You will receive a confirmation email.

You will get your results instantly through email and the website on 1st March 2019 instead of waiting for the post.
ADMISSIONS OVERSUBSCRIPTION CRITERIA

The admissions over subscription criteria are only used when there is a need to decide which children should be offered a place when a school has more applications than places available. It is very important that you provide us will all of the information and evidence we need when you apply for a school place.

### Criteria from the policy

<table>
<thead>
<tr>
<th>Criteria from the policy</th>
<th>What this means for you</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Children who are looked after by a Local Authority in England or Wales or children who were previously looked after by a Local Authority in England or Wales.</td>
<td>If a child is currently looked after or previously looked after by the Local Authority. The Council has a duty to give that child a place at the school applied for as long as the school is appropriate based on the child’s background and needs.</td>
</tr>
<tr>
<td>2. Children subject to a Funded Individual Healthcare Plan.</td>
<td>Please inform us if your child has a Funded Individual Healthcare Plan because they have an identified and agreed additional learning need(s).</td>
</tr>
<tr>
<td>3. Pupils who are resident within the defined catchment area of the school and in respect of whom the Council judges there are compelling medical grounds or compelling social grounds for their admission to a particular school. Where preferences exceed places available, priority will be given to multiple birth siblings.</td>
<td>The child must live within the catchment area AND You must also have written recommendations from a medical practitioner, social worker or similar professional submitted by the closing date. It must provide detailed reasons for the pupil to be admitted to a specific school to be considered under criteria 3.</td>
</tr>
<tr>
<td>4. Pupils who are resident within the defined catchment area of the school and have a sibling of compulsory school-age who will be on register at the school when they are admitted. Where preferences exceed places available, priority will be given to multiple birth siblings.</td>
<td>The child must live within the catchment area AND The child has a sibling in years 8 – 11 attending the school and living at the same address in September 2019. You must provide information about the child’s sibling if you want your application to be assessed under criteria 4.</td>
</tr>
<tr>
<td>5. Pupils who are resident within the defined catchment area of the school. Where preferences exceed places available, priority will be given to multiple birth siblings.</td>
<td>The child must live within the catchment area but none of the other criteria apply. Your application will be assessed based on how far you live from the school.</td>
</tr>
<tr>
<td>6. Pupils in respect of whom the Council judges there are compelling medical grounds or compelling social grounds for their admission to a particular school. Where preferences exceed places available, priority will be given to multiple birth siblings.</td>
<td>The child does not live in catchment BUT You have written recommendations from a medical practitioner, social worker or similar professional which you must have submitted by the closing date. It must provide detailed reasons for the pupil to be admitted to a specific school to be considered under criteria 6.</td>
</tr>
</tbody>
</table>
7. Pupils who have a sibling of compulsory school-age who will be on register at the school when they are admitted. Where preferences exceed places available, priority will be given to multiple birth siblings.

8. In determining applications for admission in respect of other pupils the Council gives priority to children living nearest the school as measured by the shortest safe available route.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUT</td>
<td>The child has a sibling in years 8 – 11 attending the school and living at the same address in September 2019. You must provide information about the child’s sibling if you want your application to be assessed under criteria 7.</td>
</tr>
<tr>
<td>AND</td>
<td>None of the higher criteria apply.</td>
</tr>
<tr>
<td></td>
<td>You application will be assessed only on how far you live from the school.</td>
</tr>
</tbody>
</table>

PLEASE NOTE: Distance from the school is used as a tie breaker on all criteria if the number of preferences which meet the same criteria exceeds the number of places available.

DEFINITIONS OF TERMS USED AND FURTHER INFORMATION

It is very important that you give us as much information about the grounds you are applying under. This is essential so we can correctly apply the Oversubscription Criteria to your child’s individual circumstances. If you do not provide us with the correct information it could mean that you miss out on a higher preference place.

Your application and supporting evidence must be received by the closing date. The evidence will be used for deciding where your child will be on the list for each school you have applied for.

EVIDENCE PROVIDED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED IN THE FIRST ROUND OF APPLICATIONS.

Oversubscription criteria: These are the criteria that we use when a school has more applicants than there are places available. This ensures that places are given fairly to all applicants.

Preferences: You are not guaranteed a place at any particular school. Please consider which preferences you submit and the order you place them. In your application you are asked to provide preferences. These are the schools that you would like your child to attend. You should put them in the order that you want them, with the first being your highest preference. We will try to offer you a place in your highest preference. Each preference is considered equally until we are able to offer you a place. Each preference will be assessed against the Council’s published Admissions Criteria.

Late applications: Application forms received after the closing date are late applications and will only be considered in the second or later processing rounds. Following the first round of allocations, late applications will be considered together with anyone on the waiting list.
**Coordinated Admissions**

In 2018 Cardiff Council started a coordinated admissions pilot programme together with three partner secondary schools which will continue for the September 2019 admissions process, these include:

- Whitchurch High School,
- St Teilo’s CiW High School
- Corpus RC High School.

Working together with these schools on our collective secondary school admissions has resulted in a greater number pupils securing a place, with many families successfully allocated one of their highest preferences in the first round. The increased certainty following the initial round allocations improved transition arrangements and reduced the number of families that would previously have been made to wait for the return of multiple offer places and reallocation in subsequent rounds.

This programme continues to operate and means that you will apply directly to the local authority for these schools and we will make school offer to you. This makes allocations efficient and convenient for you as applicants and us processing your preferences.

This means you apply for the schools listed above by using the online application service and you can list five preferences.

Please note that for applications to Corpus Christi RC High School and St Teilo’s CW High School you must also complete a Supplementary Form which you get direct from each school.

The remaining Cardiff faith schools at secondary phase opted not to join with us for their admissions and so if you wish to apply to them you must contact them directly.

**Refusal and waiting list**

If a place has been refused, the application will be placed on a waiting list. Applications received for the annual allocation of places will remain on the waiting list until 20 December 2019. After this time, a separate application will need to be made.

**Looked After and Previously Looked After Children**

For admissions purposes a looked after child is a child in care who is looked after by the Local Authority. This includes a child who is accommodated under a Care Order or Interim Care order or who is provided with accommodation by the Children’s Services for more than 24 hours. If a child is currently looked after by the Local Authority, the Council has a duty to provide that child a place even if offering them a place exceeds the admission number.

A previously looked after child is child that was looked after by the Local authority but is not any longer. For example, if a child has been adopted or is the subject of a special guardianship order, they are previously looked after. If a child is previously looked after by the Local Authority, the Council has a duty to ensure that child is placed at the top of the list of allocations. This will not exceed the admission number.

The Council requires a social worker to write a letter confirming if a child is looked after or was previously looked after. Please see criteria 1.

**Additional Learning Needs**

A child has additional learning needs if he or she has a learning difficulty or disability which calls for additional learning provision. This is relevant for admission purposes if your child has a Funded Individual Development or Healthcare Plan because of their identified and agreed additional learning need(s) which names a specific school as being the only place that can provide for their needs.

**Catchment:**

Children living in this area get a higher priority for admission to their catchment school compared to other schools they may be interested in. Catchment schools are not always the closest school to your child’s home. You can find out about your catchment schools by checking online cardiff.gov.uk/onlinemaps. Living in a school’s catchment area does not guarantee a place.

**Compelling Medical and Social**

You may feel that for medical or social reasons that your child must attend a certain school. In these cases written recommendations from a medical practitioner, a social worker or similar professional must be provided. This would need to include detailed reasons for the pupil’s admission to a particular school to be considered under this criteria. It is important that the document addresses why the particular school would better meet the needs of the child whereas other schools could not. It is your responsibility to provide this information with your application by the closing date. Please see criteria 3 and 7.
**Multiple Birth siblings**

Multiple birth siblings include twins, triplets, etc. When we allocate places, we give first priority to applications from multiple birth siblings.

**Siblings**

You must to provide information on a child’s siblings if you want your application to be assessed on these terms. It is not possible for us to automatically consider pupil sibling criteria. A sibling, for this purpose, is: A brother or sister, a half brother or sister (children who have one parent in common), an adopted or fostered brother or sister, a step brother or sister (children who are related because their parents are married, co-habiting or in a civil partnership), but in every case the children must be living in the same family unit at the same address and will be attending Year 8-11 at the school during the school year. Please see criteria 4, 5, 8.

**Shared Parental Responsibility**

Where parents have shared responsibility for a child, and the child lives with both parents for parts of the week the home address will be determined as the property where the child lives for the majority of the school week (i.e. 3 out of 5 school days).

Parents will be required to provide documentary evidence to support the address they wish to be considered as the child’s main home for admission purposes.

**Child’s residence**

We can refuse to accept the address stated if there is insufficient evidence or we receive information that suggests a false address has been provided. This is where the child lives for most of the time and the majority of the school week (3 out of 5 school days). This must be where your child lives at the point of application and until the school year begins. It is where you and your child live together, unless you can show that they live elsewhere with someone with legal care and control of your child. For admission purposes, this must be a residential property that is your child’s only or main residence.

When considering applications for oversubscribed schools, stringent residence checks will be completed. Please be aware we carry out spot residence checks in late August also. The following are examples of evidence you may be required to provide:

- Council tax information
- Recent utility bills
- Driving licence
- Child benefit information
- Exchange of contracts
- Bank statement
- Tenancy agreement.

We can refuse to accept the address stated if there is sufficient evidence or we receive information that suggests a false address has been provided. If we have concerns about the address provided, we will ask for more evidence to confirm where you and your child live. If satisfactory evidence is not received a school place will not be offered on the basis of residence.

**SCHOOL PLACES CAN BE REMOVED IF WE RECEIVE INFORMATION THAT SUGGESTS YOU DO NOT LIVE AT THE ADDRESS PROVIDED IN YOUR APPLICATION.**

**Change of circumstance:**

There may be changes in a family’s circumstances after the initial application was submitted (for example, a change of address). These circumstances may mean that the application no longer meets the admission criteria on the grounds the application was originally assessed. In these circumstances the application will be re-assessed and in some circumstances may result in the withdrawal of the original offer of a place. Careful consideration should therefore be given to changing address. It is important that you tell us if you move house after you have made your application.

**IF YOU MOVE BETWEEN THE DATE OF APPLICATION AND THE START OF THE AUTUMN TERM (MONDAY 3 SEPTEMBER 2019) YOUR APPLICATION WILL NOT BE ASSESSED ON THE NEW ADDRESS UNTIL AFTER THE INITIAL ALLOCATION OF PLACES.**

**Children of UK Service Personnel and other Crown Servants (including Diplomats)**

The address of UK Service Personnel will be accepted if their application form is accompanied by an official Ministry of Defence (MoD) letter stating a definite return date and confirmation of the new address.
**SCHOOL OFFERS**

When we make a school offer it is important that you respond to the offer. These are the steps that you can take once we make you an offer.

**Do you want to accept the offer you have received for September 2019?**

- **YES**
  - Make sure you accept the offer by Monday 18 March 2019

- **NO**
  - We strongly suggest that you accept the offer we have made. You can do this online or by emailing us. This will ensure that you have a place for September.

**Do you still need a place for your child?**

- **YES**
  - Decline the offer we have made and tell us which school your child is going to in September 2019. You can do this online or by emailing us.

- **NO**
  - Your child’s name will be placed on the waiting list for the schools you applied for as a higher preference until 20 December 2019.

**What Next?**

Even if you accept a lower preference, you have the right to appeal the Council’s decision. Your child’s name will remain on the waiting list at your higher preference school(s). We will let you know if a place becomes available.

If we were not able to offer you any of your preferred schools, we recommend that you submit an alternate preference form for a school with available places. This information will have been sent to you with your rejection letter.
The following information shows on what grounds places were offered in the initial round of allocations for September 2018. This will help you make informed decisions when submitting your school preferences.

<table>
<thead>
<tr>
<th>School</th>
<th>Published Admissions Number</th>
<th>All preferences expressed</th>
<th>School named in pupil’s Statement of Special Educational Needs</th>
<th>Looked After Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardiff High School</td>
<td>240</td>
<td>565</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Cathays High School</td>
<td>165</td>
<td>182</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Fitzalan High School</td>
<td>300</td>
<td>408</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Llanishen High School</td>
<td>300</td>
<td>370</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Radyr Comprehensive School</td>
<td>210</td>
<td>312</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Ysgol Gyfun Gymraeg Plasmawr</td>
<td>180</td>
<td>187</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Cantonian High School</td>
<td>181</td>
<td>124</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cardiff West Community High School</td>
<td>240</td>
<td>136</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eastern High</td>
<td>240</td>
<td>235</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Willows High School</td>
<td>224</td>
<td>92</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ysgol Gyfun Gymraeg Bro Edern</td>
<td>180</td>
<td>145</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ysgol Gyfun Gymraeg Glantaf</td>
<td>240</td>
<td>228</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Starting Secondary School

Older Sibling directed by the Council to alternative school  
In catchment with compelling medical & social grounds  
In Catchment area with older sibling attending Sept 2018  
Out of Catchment area with older sibling attending Sept 2018  
Out of Catchment  
Last Qualifying Measurement  
Total places allocated  
Total applications refused by LA

<table>
<thead>
<tr>
<th></th>
<th>In Catchment</th>
<th>In Catchment</th>
<th>In Catchment</th>
<th>Out of Catchment</th>
<th>Out of Catchment</th>
<th>Out of Catchment</th>
<th>Last Qualifying Measurement</th>
<th>Total Places Allocated</th>
<th>Total Applications Refused by LA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Older Sibling directed by the Council to alternative school</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1.682</td>
<td>240</td>
<td>324</td>
</tr>
<tr>
<td>In catchment with compelling medical &amp; social grounds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2.958</td>
<td>165</td>
<td>17</td>
</tr>
<tr>
<td>In Catchment area with older sibling attending Sept 2018</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1.816</td>
<td>300</td>
<td>108</td>
</tr>
<tr>
<td>Out of Catchment area with older sibling attending Sept 2018</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5.551</td>
<td>300</td>
<td>70</td>
</tr>
<tr>
<td>Out of Catchment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1.626</td>
<td>210</td>
<td>102</td>
</tr>
<tr>
<td>Last Qualifying Measurement</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1.598</td>
<td>180</td>
<td>7</td>
</tr>
</tbody>
</table>

These schools were not fully subscribed in the initial round and the application of the oversubscription criteria was not required.

APPLICATION CHECKLIST:

- [ ] Submitted your application on time
- [ ] Used all of your preferences and included your catchment school
- [ ] Made realistic school choices
- [ ] Told us about all the oversubscription criteria that apply to you
- [ ] Submitted any supporting documents and evidence
- [ ] Pressed submit on your online application
- [ ] Checked you have received a confirmation of receipt of your application email
- [ ] Changed your email filters so you receive the offer email

It is your responsibility to submit relevant supporting evidence by the closing date.
Starting Nursery

It is up to you to make sure your child’s details are registered with the school admissions team.

Contact the nursery team to check.
Who is this section for?

Parent or carers of children who hold legal parental responsibility of a child who was born between:

1 September 2015 and 31 August 2016, you can apply in January 2019 for a Nursery school place to start in September 2019 (autumn term)

1 September 2016 and 31 December 2016 you can apply in June 2019 for a Nursery school place to start in the 2020 spring school term

1 January 2017 and 31 March 2017 you can apply in June 2019 for a Nursery school place to start in the 2020 summer school term

What dates do I need to know?

<table>
<thead>
<tr>
<th>Your child was born between</th>
<th>Your child was born between</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 September 2015 and 31 August 2016</td>
<td>1 September 2016 and 31 March 2017</td>
</tr>
<tr>
<td>Applications open</td>
<td>Monday 14 January 2019</td>
</tr>
<tr>
<td>Application deadline</td>
<td>Monday 18 February 2019</td>
</tr>
<tr>
<td>Results Day</td>
<td>Monday 22 April 2019</td>
</tr>
<tr>
<td>Accept your offer by</td>
<td>Monday 6 May 2019</td>
</tr>
</tbody>
</table>

What are the actions I should take?

✓ Apply on time
✓ Submit all necessary documents by the closing date
✓ Think carefully and realistically about which schools you list as preferences

How do I apply?

The easiest way to apply is online. Go to www.cardiff.gov.uk/nurseryadmissions and follow the instructions on screen.

If you do not have internet access at home or you are unsure how the system works, you can still apply online by going to your local Advice Hub. Staff at the Hubs will be able to help you use the online application service. They will also be able to assist you if you need to scan in documents.

What happens if I miss the closing date?

You can still apply, but late applications are considered after all of the on time offers have been made. These are called the later application rounds. Applying late can significantly reduce the likelihood of getting a place at your preferred schools.

How to contact us

If you want more information about the school admission process please contact us:

Email: nurseryallocations@cardiff.gov.uk
Web: www.cardiff.gov.uk/nurseryadmissions
Phone: 02920 872 087
Don’t be influenced by others. The right school for other children is not necessarily what’s right for your child.

If you want to apply for a nursery place in a faith school, you apply directly to them.

Don’t be influenced by others. The right school for other children is not necessarily what’s right for your child.

If you want to apply for a nursery place in a faith school, you apply directly to them.

Look at the school prospectuses and read the Estyn reports. These are available from the school itself or the Welsh Government website http://mylocalschool.wales.gov.uk

Read the information in this booklet.

Visit schools and ensure that you are well informed about your preferences before submitting your application.

Consider how likely it is that your child will be offered a place at your preferred school.

Check to see which is your catchment school, to prepare you for when your child goes to full time school.

www.cardiff.gov.uk/onlinemaps

Consider how your child will travel to and from school.

Read the oversubscription criteria and make sure you know which apply to your child.

Read the information in this booklet.
# KEY DATES FOR NURSERY ADMISSIONS

If your child was born between 1 September 2015 and 31 August 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>14th January 2019</td>
<td>Application process for starting Nursery in September 2019 begins</td>
</tr>
</tbody>
</table>
| 18th February 2019  | - CLOSING DATE FOR APPLICATIONS  
|                     | - You must submit all supporting documentation and evidence  
|                     | - Notify the Council of a change of address  
|                     | **We strongly recommend you DO NOT wait until the last minute to apply in case you experience technical problems.**  |
| 19th February 2019  | Any new application will need to be done on paper and will be considered as a late application.  |
| February/March/April| Preference forms are processed and assessed against the appropriate Admission Criteria. This also includes checking and verifying the address you have supplied and supporting information you have given us.  |
| 22nd April 2019     | **Offer Day – This is the day we tell you about the outcome of your application**  
|                     | - If you applied online an email will be sent to you after 10am  
|                     | - If you applied on paper a letter will be posted after 10am  
|                     | - Please note, that decisions can be given over the phone after 12 midday on offer day  |
| April 2019          | Waiting lists established                                              |
| 6th May 2019        | - Closing date for you to accept or refuse the place we have offered.  
|                     |  We reserve the right to withdraw offers that have not been responded to by this date  
|                     | - This is also the closing date for late applications                  |
| From 6th May 2019   | Second round (late) applications processed and assessed                |
| June 2019           | Second round results sent out via post.  All following rounds are processed on a monthly basis from now on.  |
| September 2019      | Children start Nursery                                                |
### KEY DATES FOR NURSERY ADMISSIONS

If your child was born between 1 September 2016 and 31 March 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd June 2019</td>
<td>Application process for starting Nursery in September 2019 begins</td>
</tr>
</tbody>
</table>
| 1st July 2019         | • CLOSING DATE FOR APPLICATIONS  
                         • You must submit all supporting documentation and evidence  
                         • Notify the Council of a change of address

*We strongly recommend you DO NOT wait until the last minute to apply in case you experience technical problems.*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd July 2019</td>
<td>Any new application will need to be done on paper and will be</td>
</tr>
<tr>
<td></td>
<td>considered as a late application.</td>
</tr>
<tr>
<td>July/August/September</td>
<td>Preference forms are processed and assessed against the appropriate</td>
</tr>
<tr>
<td></td>
<td>Admission Criteria. This also includes checking and verifying the</td>
</tr>
<tr>
<td></td>
<td>address you have supplied and supporting information you have given</td>
</tr>
<tr>
<td></td>
<td>us.</td>
</tr>
<tr>
<td>7th October 2019</td>
<td><strong>Offer Day – This is the day we tell you about the outcome of your</strong></td>
</tr>
<tr>
<td></td>
<td><strong>application</strong></td>
</tr>
<tr>
<td></td>
<td>• If you applied online an email will be sent to you after 10am</td>
</tr>
<tr>
<td></td>
<td>• If you applied on paper a letter will be posted after 10am</td>
</tr>
<tr>
<td></td>
<td>• Please note, that decisions can be given over the phone after 12</td>
</tr>
<tr>
<td></td>
<td>midday on offer day</td>
</tr>
<tr>
<td>November 2019</td>
<td>Waiting lists established</td>
</tr>
<tr>
<td>21st October 2019</td>
<td>• Closing date for you to accept or refuse the place we have offered.</td>
</tr>
<tr>
<td></td>
<td>We reserve the right to withdraw offers that have not been responded</td>
</tr>
<tr>
<td></td>
<td>to by this date</td>
</tr>
<tr>
<td></td>
<td>• This is also the closing date for late applications</td>
</tr>
<tr>
<td>From 21st October 2019</td>
<td>Second round (late) applications processed and assessed</td>
</tr>
<tr>
<td>November 2019</td>
<td>Second round results sent out via post. All following rounds are</td>
</tr>
<tr>
<td></td>
<td>processed on a monthly basis from now on.</td>
</tr>
<tr>
<td>Spring term 2020</td>
<td>Children start Nursery</td>
</tr>
<tr>
<td>Summer term 2020</td>
<td></td>
</tr>
</tbody>
</table>
HOW TO MAXIMISE YOUR CHANGE OF GETTING YOUR PREFERRED PLACE

APPLY ON TIME

If you do not submit an application, we will not be able to offer you a place.

Submit all supporting evidence by this date. It is your responsibility to provide this if you want your application to be looked at under specific criteria.

All applications received after this date will be looked at after the results for on time applications are issued.

A late application means it is much less likely you will get a place at a school you prefer.

CHOOSE WISELY

Think about the Council’s oversubscription criteria.

You only have one choice so be realistic in making your preference.

Do not assume you will be given a place just because you have a sibling in the school.

There is no catchment area at Nursery level.

APPLY ON-LINE

You can apply online at www.cardiff.gov.uk/nurseryadmissions

The service is available 24 hours a day until the closing date.

You can amend your application up until the closing date.

There is no risk that the application will get lost or delayed as long as you remember to submit the form. You will receive a confirmation email.

You will get your results instantly on result day through email and the website instead of waiting for the post.
**EARLY YEARS FUNDING**

Where places are unavailable in community nursery schools or nursery classes within two miles of a child’s place of residence, parents may apply for nursery education place funding with a recognised provider designated by the Cardiff Early Childhood Group.

Where places are available in local community nursery schools or nursery classes within two miles of a child’s place of residence, the Council will only approve applications for nursery education place funding (with a recognised provider designated by the Cardiff Early Childhood Group), where there are compelling medical or compelling social grounds which make it inappropriate for the child to attend the nursery provision offered by the Council. Written recommendations from a medical consultant or social worker or similar professional will be required giving detailed reasons explaining why the child cannot attend any of the available Community Nurseries.

**How the funding is provided**

Application forms are available from registered childcare providers and from Pupil Admissions, County Hall, Cardiff CF10 4UW. Funding application forms are available from Nursery Admissions (nurseryallocations@cardiff.gov.uk). Alternatively you can email us at nurseryallocations@cardiff.gov.uk. Please note the following:

- Your child must be resident within Cardiff.
- You must provide a copy of your child’s Birth Certificate or Adoption documents.
- All funding payments are made directly to the private provider concerned.
- **THE COUNCIL WILL NOT PROVIDE RETROSPECTIVE FUNDING.**
- Funding applications should be made before the term when your child is eligible to start Nursery.

**CURRENT RECOGNISED NURSERY EDUCATION PROVIDERS**

<table>
<thead>
<tr>
<th>WELSH PRIVATE NURSERY/PLAYGROUP PROVIDERS</th>
<th>VENUE</th>
<th>STREET NAME</th>
<th>DISTRICT</th>
<th>POSTCODE</th>
<th>TEL NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cylch Meithrin Pentrebane</td>
<td>Ysgol Coed y Gof Rugby Club</td>
<td>Hartland Road Maes Y Deri Plymouthwood Road 11 Gordon Road</td>
<td>Pentrebane Llanrumney Rhiwbina Ely Roath</td>
<td>CF3 4JL CF14 6JJ CF5 4DD CF24 3AJ</td>
<td>07954 646097 07716 994817 02920 521270 02920 576805</td>
</tr>
<tr>
<td>Cylch Meithrin Pili Pala</td>
<td>Bethal Baptist Vestry The Bowling Green</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cylch Meithrin Rhiwbina</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cylch Meithrin Trellai</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cylch Meithrin Ty’r Cymru</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cylch Meithrin Y Parc</td>
<td>Salem Chapel Scout Hall</td>
<td>Market Road Penline Road 19 Heol Gabalfa 24 Park Road 503A Cowbridge Road East 9 Sanatorium Road</td>
<td>Canton Whitchurch Llandaff North Whitchurch Canton</td>
<td>CF5 10E CF14 2AD CF4 7BQ CF5 1BB CF11 8DG</td>
<td>07794 065522 07474 651141 02920 560109 02920 626720 02920 222227 02920 378177</td>
</tr>
<tr>
<td>Cylch Meithrin Yi Eglwys Newydd</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miri Mawr</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Si-Lw-Li (Whitchurch)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>St Aubins (Welsh Unit)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hollies Playgroup</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENGLISH PRIVATE NURSERY/PLAYGROUP PROVIDERS</th>
<th>VENUE</th>
<th>STREET NAME</th>
<th>DISTRICT</th>
<th>POSTCODE</th>
<th>TEL NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lighthouse Nursery</td>
<td>Thornhill Church Centre The Methodist Church Hall Pentrych Village Hall</td>
<td>Excalibur Drive Melbourne Road Bronilwyn</td>
<td>Thornhill Llanishen Pentyrch</td>
<td>CF14 9GA CF14 3NH CF15 9QR</td>
<td>02920759995 07967673038 07891257368</td>
</tr>
<tr>
<td>Llanishen Village Playgroup</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pentyrch Nursery</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please be aware that this list is subject to change. Please check the website or request an up to date list when you apply.
ADMISSIONS OVERSUBSCRIPTION CRITERIA

The admissions over subscription criteria are only used when there is a need to decide which children should be offered a place when a school has more applications than places available. It is very important that you provide us with all of the information and evidence we need when you apply for a school place.

1. For applications received by the published closing date of Monday 18 February 2019 for children born between 1 September 2015 and 31 August 2016 (inclusive):

<table>
<thead>
<tr>
<th>Criteria from the policy</th>
<th>What this means for you</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Children who are looked after by a Local Authority in England or Wales or children who were previously looked after by a Local Authority in England or Wales.</td>
<td>If a child is currently looked after or previously looked after by the Local Authority. The Council has a duty to give that child a place at the school applied for as long as the school is appropriate based on the child’s background and needs.</td>
</tr>
<tr>
<td>b) Children subject to a Funded Individual Healthcare Plan.</td>
<td>Please inform us if your child has a Funded Individual Healthcare Plan or receives Enhanced Early Years funding because they have an identified and agreed additional learning need(s).</td>
</tr>
<tr>
<td>c) Children who have a sibling (in any age group between Reception to Year 6 inclusive) who will be on register at the school at which the nursery class is at the same school when they are admitted. Where preferences exceed places available, priority will be given to multiple birth siblings.</td>
<td>The child has a sibling in years Reception – Year 6 attending the school and living at the same address in September 2019. You must provide information about the child’s sibling if you want your application to be assessed under criteria 3.</td>
</tr>
<tr>
<td>d) Children in respect of whom the Council judges there are compelling medical grounds or compelling social grounds for their admission to a particular nursery school / class. Where preferences exceed places available, priority will be given to multiple birth siblings.</td>
<td>You must have written recommendations from a medical practitioner, social worker or similar professional submitted by the closing date. It must provide detailed reasons for the child to be admitted to a specific school to be considered under criteria 4.</td>
</tr>
<tr>
<td>e) Children living nearest the nursery school/ class, as measured by the shortest safe available route.</td>
<td>You live near the school but none of the higher criteria apply. You application will be assessed only on how far you live from the school.</td>
</tr>
</tbody>
</table>

2. For applications received by the published closing date of Monday 01 July 2019 for children born between 1 September 2016 and 31 December 2016 (inclusive), criteria (a) to (e) [as above] are applied.

3. For applications received by the published closing date of Monday 01 July 2019 for children born between 1 January 2017 and 31 March 2017 (inclusive), criteria (a) to (e) [as above] are applied.

PLEASE NOTE
Distance from the school is used as a tie breaker on all criteria if the number of preferences which meet the same criteria exceeds the number of places available.
Definitions of terms used and further information
It is very important that you give us as much information about the grounds you are applying under. This is essential so we can correctly apply the Oversubscription Criteria to your child’s individual circumstances. If you do not provide us with the correct information it could mean that you miss out on a place at your preferred school.

Your application and supporting evidence must be received by the closing date.

EVIDENCE PROVIDED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED IN THE FIRST ROUND OF APPLICATIONS.

Oversubscription criteria:
These are the criteria that we use when a school has more applicants than there are places available. This ensures that places are given fairly to all applicants.

Late applications:
Application forms received after the closing date are late applications and will only be considered in the second or later processing rounds. Following the first round of allocations, late applications will be considered together with anyone on the waiting list.

Refusal and waiting list
If a place has been refused, the application will be placed on a waiting list. You also have the opportunity to apply for another school nursery whilst waiting. Applying for another school does not affect your place on the waiting list.

Looked After and Previously Looked After Children
For admissions purposes a looked after child is a child in care who is looked after by the Local Authority. This includes a child who is accommodated under a Care Order or Interim Care order or who is provided with accommodation by the Children’s Services for more than 24 hours. If a child is currently looked after by the Local Authority, the Council has a duty to provide that child a place even if offering them a place exceeds the admission number.

A previously looked after child is child that was looked after by the Local authority but is not any longer. For example, if a child has been adopted or is the subject of a special guardianship order, they are previously looked after. If a child is previously looked after by the Local Authority, the Council has a duty to ensure that child is placed at the top of the list of allocations. This will not exceed the admission number.

The Council requires a social worker to write a letter confirming if a child is looked after or was previously looked after. Please see criteria a.

Additional Learning Needs
A child has additional learning needs if he or she has a learning difficulty or disability which calls for additional learning provision. This is relevant for admission purposes if your child has a Funded Individual Development or Healthcare Plan OR receives Enhanced Early Years funding because of their identified and agreed additional learning need(s) which names a specific school as being the only place that that can provide for their needs.

Compelling Medical and Social
You may feel that for medical or social reasons that your child must attend a certain school. In these cases written recommendations from a medical practitioner, a social worker or similar professional must be provided. This would need to include detailed reasons for the pupil’s admission to a particular school to be considered under this criteria. It is important that the document addresses why the particular school would better meet the needs of the child whereas other schools could not. It is your responsibility to provide this information with your application by the closing date. Please see criteria d.

Multiple Birth siblings
Multiple birth siblings include twins, triplets, etc. When we allocate places, we give first priority to applications from multiple birth siblings.

Siblings
You must to provide information on a child’s siblings if you want your application to be assessed on these terms. It is not possible for us to automatically consider pupil sibling criteria. A sibling, for this purpose, is: A brother or sister, a half brother or sister (children who have one parent in common), an adopted or fostered brother or sister, a step brother or sister (children who are related because their parents are married, co-habiting or in a civil partnership), but in every case the children must be living in the same family unit at the same address and will be attending Year Reception – 6 at the school during the school year. Please see criteria c.
Shared Parental Responsibility
Where parents have shared responsibility for a child, and the child lives with both parents for parts of the week, the home address will be determined as the property where the child lives for the majority of the school week (i.e. 3 out of 5 school days).

Parents will be required to provide documentary evidence to support the address they wish to be considered as the child’s main home for admission purposes.

Child’s residence
On your application, you must use your child’s place of residence. This is where the child lives for most of the time and the majority of the school week (3 out of 5 school days). This must be where your child lives at the point of application and until the school year begins. It is where you and your child live together, unless you can show that they live elsewhere with someone with legal care and control of your child. For admission purposes, this must be a residential property that is your child’s only or main residence.

When considering applications for oversubscribed schools, stringent residence checks will be completed. The following are examples of evidence you may be required to provide:

- Council tax information
- Recent utility bills
- Driving licence
- Child benefit information
- Exchange of contracts
- Bank statement
- Tenancy agreement.

We can refuse to accept the address stated if there is insufficient evidence or we receive information that suggests a false address has been provided. If we have concerns about the address provided, we will ask for more evidence to confirm where you and your child live. If satisfactory evidence is not received a school place will not be offered on the basis of residence.

SCHOOL PLACES CAN BE REMOVED IF WE RECEIVE INFORMATION THAT SUGGESTS YOU DO NOT LIVE AT THE ADDRESS PROVIDED IN YOUR APPLICATION.

Change of circumstance:
There may be changes in a family’s circumstances after the initial application was submitted (for example, a change of address). These circumstances may mean that the application no longer meets the admission criteria on the grounds the application was originally assessed. In these circumstances the application will be re-assessed and in some circumstances may result in the withdrawal of the original offer of a place. Careful consideration should therefore be given to changing address during the application process. It is important that you tell us if you move house after you have made your application.

IF YOU MOVE BETWEEN THE DATE OF APPLICATION AND WHEN THEY START SCHOOL YOUR APPLICATION WILL NOT BE ASSESSED ON THE NEW ADDRESS UNTIL AFTER THE INITIAL ALLOCATION OF PLACES.

Children of UK Service Personnel and other Crown Servants (including Diplomats)
The address of UK Service Personnel will be accepted if their application form is accompanied by an official Ministry of Defence (MoD) letter stating a definite return date and confirmation of the new address.

APPLICATION CHECKLIST:

- Submitted your application on time
- Made realistic school choices
- Told us about all the oversubscription criteria that apply to you
- Submitted any supporting documents and evidence
- Pressed submit on your online application
- Checked you have received a confirmation of receipt of your application email
- Changed your email filters so you receive the offer email

IT IS YOUR RESPONSIBILITY TO SUBMIT RELEVANT SUPPORTING EVIDENCE BY THE CLOSING DATE.
In year Admissions
Who is this section for?
• Pupils moving into Cardiff from another Local Authority or country
• Pupils living in Cardiff who wish to transfer from one school to another

To apply for a place in a Community School in Cardiff parents will need to complete an In Year Admissions Form.

The application form can be obtained from any of the following:
• From the Cardiff Council website: www.cardiff.gov.uk
• Council Hubs

Admissions to Community Schools are dealt with by the Council itself as the Council is the Admissions Authority for all maintained Community Nursery, Primary and Secondary Schools. We aim to offer a place for your child in a primary or secondary school within reasonable distance of their home. However, we can only offer places in schools that have available spaces.

Do any of the following apply to you?
Many issues that worry parents and children can be resolved without the need to move schools. There are a number of risks involved in moving schools, including:
1. Disruption to the child’s education and academic progress
2. Disruption to the child’s social environment and friend groups and
3. Disruption to the child’s leisure time and extra-curricular activities
4. Likelihood of having to travel a long distance to get to a school with places available
5. Likelihood of having to change GCSE options at a new school. This will potentially reduce the number of qualifications they can achieve
WE STRONGLY ADVISE AGAINST A TRANSFER REQUEST WHERE POSSIBLE.

Talking to your child and staff at your child’s present school may avoid the need for your child to transfer. It is important that you consider whether a transfer is really the best option for your child. If your request for a transfer of school is for any of the reasons listed below you should take the steps indicated:

<table>
<thead>
<tr>
<th>Possible reasons</th>
<th>Steps you should take</th>
<th>Advice we can provide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dissatisfaction with the school</td>
<td>Discuss your concerns with the Head of Year, Class Teacher or Headteacher. If you feel the school has not responded appropriately, you should raise the issue with the Board of Governors. These complaints must be taken seriously.</td>
<td>In our experience, moving because of dissatisfaction with the school does not solve the problem. We often see this type of issue resurfacing at the new school and that’s why it’s best to address it before you move.</td>
</tr>
<tr>
<td>Non school attendance</td>
<td>Sit down with your child and try to find out why he or she is not attending school. Talk to your child’s teachers. Are there any subjects that he/she is worried about?</td>
<td>Children must attend school. We often find that by talking to your child and the school the issue can be identified and steps put into place. We have further advice available at Education Welfare Service (Tel: 029 2087 3619).</td>
</tr>
<tr>
<td>School bullying and emotional wellbeing</td>
<td>Contact your school and ask for a copy of their safeguarding, bullying or emotional wellbeing policies. If you feel these policies have not be followed, you should inform the school. All schools have a responsibility to address bullying and all schools are equipped to deal with this. If you feel they haven’t, please contact the Headteacher or the Board of Governors. If the bullying is particularly severe we advise you to contact the police.</td>
<td>We do not recommend any school moves due to bullying or emotional wellbeing issues. All schools have a responsibility to protect the physical and emotional wellbeing of their pupils. If this has not been the case for your family, it must be raised with the school. The schools can: • Move classes • Mediate • Arrange family meetings</td>
</tr>
<tr>
<td>Unresolved issues</td>
<td>Make an appointment to speak to the Headteacher. If this does not work, you can raise a complaint with the board of Governors. The school and its leadership have a responsibility to resolve issues with your child.</td>
<td>We recommend parents to discuss the issues with their current school. It would not be appropriate to expect your child to move or to have a ‘fresh start’ because the school is not able to address your concerns.</td>
</tr>
<tr>
<td>To avoid exclusion</td>
<td>Talk to your child’s teacher / Head of Year / Headteacher. Check if your child has a Pastoral Support Plan or has been identified as having Special Educational Needs. Ask for a review of the Pastoral Support Plan.</td>
<td>If there are behavior concerns from the school about your child, we do not recommend moving them to another school. No school should be suggesting this to your child. A disruption could make the issue worse. If you require support with this, please contact us.</td>
</tr>
<tr>
<td>Additional learning or Special Educational Needs (SEN)</td>
<td>Talk to the teacher in charge of Special Needs (SENCO) at the school. Contact the SEN Casework Team (Tel: 029 2233 0711).</td>
<td>We recommend that parents engage dialogue with the school’s pastoral support team.</td>
</tr>
</tbody>
</table>
IMPORTANT INFORMATION TO CONSIDER BEFORE SUBMITTING A REQUEST

If, after working with your child’s current school, you still feel that a transfer request is needed, please make an appointment with your current school. At this meeting you should discuss the reasons for needing to transfer and to complete an application form and to collect the transfer information for your child.

An application may only be made by the Parent(s) or Legal Guardian(s). If you are not the Parent(s) or Legal Guardian(s) then you must arrange for the application form to be completed by the Parent(s) or Legal Guardian(s), or, provide written permission from them. If you are the Legal Guardian(s), you will need to prove this by providing official documentation. Any application not completed by the Parent(s) or Legal Guardian(s) will be considered invalid.

If your child has arrived from outside the UK within the last two years it will be necessary for you to provide documentation confirming your child’s residence in the UK. A copy of the photo-page of your child’s UK/EEA passport, or if your child is a non-UK/EEA national, your child’s UK Visa or other relevant documentation should be provided when your child is admitted to school.

Parent(s)/Guardian(s) can ask to change schools at any stage of their child’s education. There may be a variety of reasons for this. However, unless this is necessary because you are moving house you are strongly advised to work with your child’s current school rather than transfer. No school should be advising you or your child they should transfer. If this is happening, please contact us.

There may be strong educational reasons why a transfer should not take place which you need to consider, particularly in the case of pupils in Year 10 or 11.

PARENTS SHOULD CONSIDER THE RISKS BEFORE REQUESTING A TRANSFER:

1) Disruption to the child’s education and academic progress

2) Disruption to the child’s social environment and friend groups and

3) Disruption to the child’s leisure time and extra-curricular activities

4) Likelihood of having to travel a long distance to get to a school with places available

5) Possibility of having to change GCSE options if the new school does not have the same academic options available

If there is a place available in the age group at the school you would like your child to attend, your child’s admission will be authorised and you will be asked to liaise with the Head teacher / Head of Admissions at the school regarding the date of admission. If no vacancy exists, your child will be placed on a waiting list and you will be informed of alternative schools with vacancies (or we will suggest that your child remain at their current school). Waiting lists are operated on a termly basis. In deciding which children to admit to a Community school, the Council applies the oversubscription criteria provided on pages 22-24 for Primary Schools and pages 32-35 for Secondary schools.

Before you make a transfer requests, please consider the following:

- Where a request is made because of a change of address you should ensure that adequate notice is given for the transfer to be arranged
- No transfer is immediate and we cannot guarantee that places will be available at your preferred school
- If your child is not attending their current school, the school’s attendance officer should contact you
- Pupils should continue to attend their present
school until a school placement has been arranged
• Proof of residence may be required

A decision will be conveyed to you as soon as possible but you should be aware that this could take **up to 15 school days (or 28 calendar days if an application is being processed during a school holiday)**. Please await written confirmation of the result of your application.

If you wish for your child to attend a Catholic School, Church in Wales School or Whitchurch High (Foundation) School, you will need to obtain an application form from the school. Applications to these schools are considered by the Governing Body of the School. Details and contact information for all Catholic Schools, Church in Wales Schools and Whitchurch High School are can be found on pages 110-124.

Where a pupil is Looked After by the Local Authority (as defined by Section 22 of the Childrens Act 1989), the Social Worker / Foster Carer should also contact the Education Liaison Team (LAC), County Hall, CF10 4UW. The telephone number is (029) 2078 8493.

The 1998 School Standard and Framework Act requires children aged 5, 6 and 7 to be taught in classes of no more than 30 per school teacher. The Council will not normally exceed the school’s admission number or breach the limitations imposed by statutory maximum class size of 30 where this applies.

In all cases the request and the reasons for the admission request will be made known to the Head teacher of both the current and prospective school. Applications may be referred to the Council’s Fair Access Panel for consideration.

Where a school transfer is approved in cases that are not the result of a change of address, the transfer will normally take place at the beginning of the next school term to minimise disruption to your own child and other children’s education.

Applications received in respect of pupils who are the subject of a Statement of Special Educational Needs will be forwarded to and dealt with by the Special Educational Needs Casework Team. The telephone number is (029) 2233 0711.

If your application is unsuccessful an appeal may be submitted to the Independent Statutory Appeal Panel, any decision made by the Panel being binding on you, the school and the Council. If the appeal is not successful, further appeals for admission to the same school will not be considered in the same academic year unless the Director, Education & Lifelong Learning determines that there are significant and material changes in the circumstances of the parent or school. In the case of a Catholic, Church In Wales or Whitchurch High (Foundation) School, any appeal would be submitted to the Appeal Panel of the school concerned. For more information on the appeals process, please see pages 62-67.

**DID YOU KNOW WELSH- MEDIUM COULD BE AN OPTION FOR YOU?**

We have a very successful Welsh Immersion Unit that has effectively supported children to gain fluency over 1-2 terms so that they can transfer to a Welsh-medium school.
**HOW SCHOOL PLACES ARE ALLOCATED**

This flowchart shows how your application is processed:

<table>
<thead>
<tr>
<th>Steps we will take</th>
<th>Further steps that we will take to process your application</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Parents complete an application for an In-Year Transfer request</td>
<td></td>
</tr>
<tr>
<td><strong>Steps we will take</strong></td>
<td><strong>Further steps that we will take</strong></td>
</tr>
<tr>
<td>2. We check the application to ensure that it is filled in correctly and that we have all the information</td>
<td>If the form is incomplete or incorrect, we will send it back to complete</td>
</tr>
<tr>
<td>If the application is for a faith school, we inform the parents to apply directly to the school</td>
<td>If the application is for a Cardiff Community School, we will process it</td>
</tr>
<tr>
<td>If the Cardiff Community school is full, we will contact the parent to inform them of where there are places available</td>
<td></td>
</tr>
<tr>
<td>We check if the child has a statement of Special Education Needs or if they are a Looked After child</td>
<td>We will make an admissions offer if there are places available at the school</td>
</tr>
<tr>
<td>If your child is from outside the UK, you will need to provide a copy of your child’s UK Visa and passport</td>
<td>The allocated school will schedule a pupil interview. This is to help them understand the child’s needs</td>
</tr>
<tr>
<td>The allocated school will review your application and Pupil Information sheet</td>
<td></td>
</tr>
<tr>
<td>6. Your child will be given a start date by the new school</td>
<td></td>
</tr>
</tbody>
</table>
Admission Appeals
SUBMIT AN APPEAL

The Panel are independent, unpaid volunteers; they are not part of Cardiff Council.

What are sufficient grounds for my appeal to be successful?

There are no specific grounds which are guaranteed to be successful, but you must have compelling reasons for an appeal to succeed. You should write these clearly on your appeal form. The Panel consider the legal tests which are set out at the end of this factsheet and each appellant’s individual circumstances. However commonly used grounds of appeal are;

• Medical conditions or disabilities; the Panel will consider any medical conditions your child may have, but will look for a letter from a medical consultant or a specialist giving detailed reasons to prove that they must attend the school requested. If your child’s medical condition affects their ability to travel to school, they may be eligible for support with school transport; please see the relevant section of the website to make an application. All schools are expected to have procedures to support pupils with medical conditions or disabilities, for example wheelchair access or procedures for dealing with severe allergies.

• Special educational needs; all schools are required to provide support for pupils who have additional learning needs. If you feel that your child can only be provided with support from the requested school, you should provide supporting evidence to that effect from a relevant professional. Schools are also able to access specialist support, and pupils can access county-wide specialist provision from any school.

• Difficulties with transport; the Panel will consider this, but will also take into account that it is the parent’s or carer’s responsibility to transport their children to school. Under Welsh Government legislation (the Learner Travel (Wales) Measure 2008), there is an expectation that a child of secondary school age should be able to walk up to 3 miles to school, via a safe walking route. A child of primary school age should be able to walk up to 2 miles to school via a safe walking route. However it is for parents or carers to decide if they need to be supervised on their journey to school. If you have applied to your catchment school but the nearest suitable school is further than these distances, you may qualify for free school transport; please see the section of the website to make an application.

• Difficulties with childcare provision; the Panel will consider this but will also take into account that it is the parent’s or carer’s responsibility to care for their children, and that many schools offer free breakfast clubs and after school clubs to support parents. The Council’s website provides information about the various clubs that are available at each school, and the Family Information Service also provides information about childcare options across the city.

• Excellent standards or results; the Council and School Governing Bodies are committed to raising standards in all schools. Although the Panel acknowledges that parents will want the best education for their children, attending a school which is perceived to have lower standards or poor exam results is not likely to be considered to meet the legal test for a successful appeal.

• Friends or family support at the school; the Panel will consider your child’s individual needs, but this may not be sufficient to meet the legal test, unless there are compelling reasons why your child needs the specific support at the requested school.

• Alternative schools offered are not appropriate; although the Panel (as well as the Council) recognise the parent’s or carer’s right to express a preference for a particular school, there is no guarantee of a place at the requested school. The Panel will take into account the alternative schools the Council has available for your child. If you have compelling reasons why all the alternative schools are not appropriate, this may be a successful ground for appeal. As the Council usually gives details of 3 alternative schools, you may wish to consider whether any of them are appropriate, and if they are not, be prepared to explain this to the Panel.

• Aptitude or ability; the admission arrangements for community schools do not make any provision for selection by aptitude, or for pupil banding. All schools are expected to have support in place for pupils of all abilities; therefore the Panel will not usually consider your child’s school report or achievements as a compelling reason, unless you feel that there is a specific educational provision only available at the requested school. All schools provide special programmes or specific curriculum needs for the gifted and more able children in a variety of subjects, as it forms part of a school’s development plan.
What happens at the appeal?
Your appeal will normally be heard in private, but, if
there are several appeals for one school the first stage
of the appeal may be done as a group with other
parents present who have also appealed. The appeal
hearing is held in 2 parts.

1. In the first part, Cardiff Council will explain why
they turned down your application and why the
school would be too crowded if extra pupils are
admitted. You will be able to ask Cardiff Council
questions about their reasons for refusal. You
and Cardiff Council will then leave the room
whilst the Panel makes their decision.

If at this stage the Panel decides that there was no
need to refuse a place, for instance, if the school
would not be too crowded, the hearing will end
and you will be informed that the appeal has been
successful.

2. If the Panel decides that there were reasons for
refusal on the grounds that the school would be
too full, then a second stage will follow.

The second stage is always individual (private)
appeals. Cardiff Council will explain which other
schools are available for your child, and using a map
will show how far they are from your home address.
You will then be able to explain why your child should
be provided with a place at the school even though it
is full. Cardiff Council can ask you questions and the
Panel may also ask you questions so that they can
understand all of the circumstances.

What happens after the hearing?
After the hearing, you will receive a telephone call
at the end of the day (or at the end of the day
when all appeals have been held for group appeals)
confirming whether or not the appeal has been
successful – a ‘Yes’ or ‘No’ about whether your child
can attend the school. After that you will usually
receive a full written decision notice giving you the
reasons for the Panel’s decision within 5 working
days although this may be longer between April and
July.

The decision of the appeal panel is final and legally
binding on you and Cardiff Council. The decision can
only be overturned by the courts where either you or
Cardiff Council are successful in applying for Judicial
Review of that decision.

If you consider there was maladministration on the
part of the Panel, or a fundamental flaw in the way
the Panel conducted the case or arrived at its decision
you may have the right to make a complaint to the
Public Services Ombudsman, the National Assembly
for Wales.

What happens if I change my mind about the
alternative schools offered?
You should contact the School Admissions Team
on 02920 872087 if you want to accept a place in
one of the alternative schools offered at any time
before or after the hearing. Please note availability
can change on a daily basis, which means School
Admissions may provide you with details of different
alternative schools.

Can I re-apply for a school place if I have been
turned down?
Cardiff Council may consider a new application
if there has been a significant change in your
circumstances. You can re-apply for a place again in
another school year and also have a fresh right of
appeal if you are not successful in obtaining a place.
You can also express your right of appeal for more
than one school in the same academic year if you are
refused a place. You would not normally have a right
to a second appeal for the same school for admission
in the same academic year.

Who can I bring to the appeal?
You should attend the appeal as it is your opportunity
to tell the Panel everything you want to about why
your child should be admitted to the School. You can
bring a friend or representative to attend with you.
Appeals are an informal process so you should not
need a legal representative but you can bring one
if you would like to; you would have to pay for their
attendance yourself. If you do intend to bring a legal
representation, you must telephone us to let us know.

You cannot bring a Councillor, AM, MP or MEP or
someone employed by Cardiff Council (or at a
School). You are able to bring the child with you to
the hearing (but the process usually takes 1 hour and
so is long for young children). If your child is older
and wants to speak to the Panel themselves, they can
do so.
Will I understand everything at the hearing?
You should have told us on the appeal form if you would like the hearing to be heard in Welsh or if you need the support of an interpreter (for any language). If so we will make the necessary arrangements free of charge.

What if I am unable to attend the hearing?
If you are unable to attend and would like the hearing to be moved to another date, you should contact us as soon as possible. You are also able to send in written information or to send someone to represent you at the hearing (please confirm in writing that they have the authority to represent you). If you do not attend then the hearing will go ahead without you, based on the details given in your appeal form and any other documents that you have sent.

What type of appeal is it and what does that mean?
The letter inviting you to the hearing will tell you what type of appeal it is, either an Infant Class size Prejudice Appeal or and Ordinary Prejudice Appeal.

In an Infant Class Size Prejudice Appeal
Infant Class Size Prejudice relates to appeals for Reception, Year 1 and Year 2 (years with children aged 5, 6 and 7). This is because for those age groups, the Welsh Government have limited the class sizes to no more than 30 pupils. If a school accepts more than 30 pupils for any of these classes, they must then ensure that they take what is known as “relevant measures”, that is steps to make more than one class, such as employing a new teacher and building a new classroom.

There are specific rules about Infant Class Size Prejudice Appeals and there are only a few cases where appeals made by parents may be upheld, as in law one infant teacher is to have no more than 30 pupils in the class.

These are:
- The admission arrangements did not comply with the law and the child would have been offered a place if they had been compliant;
- There was a fault with applying the arrangements in the case of the child;
- The decision not to offer a place was not a reasonable one. Unreasonable in this case means ‘wholly irrational.’

The questions the Panel has to consider are;
1. Is there sufficient evidence to satisfy the Panel that the admission arrangements are lawful?
2. Is it a reasonable admission number?
3. Has the number been reached?
4. Would qualifying measures be needed?
5. (a) Has Cardiff Council properly implemented its admission arrangements?
   (b) If not, would the child have been offered a placed if Cardiff Council had properly implemented its admission arrangements?
6. Was Cardiff Council’s decision to refuse a place one which a reasonable authority would make in the circumstances of the case?

In an Ordinary Prejudice Appeal
This means that the Panel will balance the prejudice (unfairness) to the School in admitting another child which may mean it is overcrowded, against the prejudice to your child in not being admitted to that School.

The questions the Panel has to consider are;
1. Is there sufficient evidence to satisfy the Panel that the admission arrangements are lawful?
2. Is it a reasonable admission number?
3. Has the number been reached?
4. Has prejudice to the school been proved?
5. (a) Has Cardiff Council properly implemented its admission arrangements?
   (b) If not, would the child have been offered a placed if Cardiff Council had properly implemented its admission arrangements?
6. Would there be more prejudice to the child if not admitted, than prejudice to the school if the child is admitted?

School Admission Appeals operate in accordance with the Welsh Government’s School Admissions Appeals Code which can be found in full on their website www.wales.gov.uk and typing School Admissions Appeal Code in the search box at the top right-hand side of the screen.
**PREVIOUS APPEAL OUTCOMES**

The following information refers to the outcome of Independent School Admission Appeal Hearings for September 2018. You are strongly advised to consider this information before you decide whether or not to submit an appeal form which can be downloaded from www.cardiff.gov.uk

Breakdown of Outcomes from Independent School Admission Appeal Hearings for Reception from September 2018 (data from 31 July 2018)

<table>
<thead>
<tr>
<th>Community Primary School</th>
<th>Total</th>
<th>Unsuccessful</th>
<th>Withdrawn by Parent</th>
<th>Conceded by Council</th>
<th>Allocated from Waiting List</th>
<th>Successful</th>
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<tr>
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<th>Community Secondary School</th>
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<th>Withdrawn by Parent</th>
<th>Conceded by Council</th>
<th>Allocated from Waiting List</th>
<th>Successful</th>
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LATER ALLOCATION ROUNDS

If the Council is unable to offer your child a place at your preferred school on the offer date for the initial round of applications we will try to allocate a place in a later allocation round if places become available. Refused applications from the first round and any subsequent late applications will be considered together for any available places that may arise. The Council will only write to you in a later allocation round if:

- You submitted an alternative preference for the Council to consider
- You did not submit an application by the published closing date so we need to provide you with the outcome of your application
- We have been able to offer a place at a school on your original or alternative application that was listed higher than the school we have already offered and your child is on the waiting list.
- You have not received an offer and a place at one of your preferences has become available.

What will happen if you have not accepted a school place by September 2019?

If the Council has not been able to offer a place at any of your preferred schools you will be provided with details of schools with vacancies at that time provided you have not informed the Council you have secured an offer of a place for your child at a Faith, Foundation School or Independent School.

If the Council’s records indicate that you have still not accepted a place for your child to start school from September 2019 or that you have not made other arrangements the Education Welfare Service will contact you.

Did you know?

88% of appeals for admission to Year 7 in secondary schools in September 2017 were unsuccessful.

95% of appeals for admission into reception from September 2017 were unsuccessful.

If you want to decline the offer of a school place it is most important that you advise us as soon as possible so a place can be offered to another child.

Under Section 7 of the Education Act 1996, parents have a legal duty to ensure that their child receives an education suitable to his/her age, ability and aptitude and any special needs. Should you fail to register your child at a school and not make suitable alternative education arrangements, then Cardiff Council may have to consider taking legal action against you.
ADMISSION POLICIES FOR VOLUNTARY AIDED AND VOLUNTARY CONTROLLED (FAITH) SCHOOLS AND WHITCHURCH HIGH (FOUNDATION) SCHOOL

VOLUNTARY AIDED AND VOLUNTARY CONTROLLED (FAITH) SCHOOLS

PRIMARY EDUCATION

ADMISSIONS CRITERIA FOR CATHOLIC PRIMARY SCHOOLS

- Admission to Voluntary Aided Catholic Schools is determined by the Governing Body of the individual school.

- These policies act as summary documents and full copies of Admission Policies are available on request from each Catholic School.

- Cardiff Council has undertaken a pilot on Coordinated Admissions with faith and foundation secondary schools. This includes Corpus Christi R.C High School, St Teilo’s C.W High School and Whitchurch High School. Applications for these three schools will be made to Cardiff Council in the first instance and further evidence may be required from each individual school.

- Any enquiries concerning the procedure for admission applications should be made directly to each individual school/ Governing Body. Application forms for admission are available from and should be returned directly to each school.

- Where the number of applications exceeds the number of places available, Governing Bodies will apply their individual admissions criteria for each Catholic School as published in this section.

- The symbol (N) shows Catholic Schools with a nursery.

Right of Appeal
Details of the procedure to be followed if parents wish to appeal against the decision of the Governors may be obtained from the Admissions Appeal Committee c/o Clerk to the Governing Body at the school.

For full copies of admission policies please contact the individual schools.

Any enquiries should be addressed to the individual school or Governing Body
CHRIST THE KING CATHOLIC PRIMARY SCHOOL

Parents/Guardians have the right to express a preference for a school. Where the school has more requests for spaces than available places, admission will be decided using the Oversubscription Criteria, category 1 being the highest criterion.

The Governors do not usually exceed the school’s admission number or breach the limitations imposed by statutory maximum class size (30) and will admit up to the school’s admission number of 30.

In the case of multiple birth children, if when applying the oversubscription criteria, the last child to be admitted is one of a multiple birth then the Governors will admit the other child/children.

Where the school is named in a Statement of Special Educational Needs the child will be given priority in admission for entry into the school provided written proof is submitted with the application form.

A Looked After Child or Previously Looked After Child [as defined by Section 22 of the Children Act 1989] will be given priority for entry into the school in the category into which they fall. (Baptised/Non baptised). Proof must be provided with the application.

Late applications will be considered at the second or subsequent rounds when all applicants will be ranked according to oversubscription criteria and the distance tie-breaker and any remaining places offered.

Category 1
Baptised Catholic Children who are “Looked After Children” or “Previously Looked After Children”

Category 2
Baptised Catholic children who have a sibling who will be on the school roll at the commencement of the next academic year.

Category 3
Baptised Catholic children living in the Parishes of Christ the King and St Brigid with St Paul.

Category 4
Baptised Catholic children living in the Parish of St Teilo with Our Lady of Lourdes.

Category 5
Baptised Catholic children living in Cardiff but not falling within any of the categories 1 to 4 above.

Category 6
Baptised Catholic children not living in Cardiff.

Category 7
Non-Baptised children who are “Looked After Children” or “Previously Looked After Children”.

Category 8
Non-Baptised children who have a sibling in the school.

Category 9
Any other children whose parents desire a Catholic education for them

A sibling is as defined in the Local Authority School Admission Policy Document.

Baptised children’s applications must be accompanied by a Baptismal certificate.

In the event of the Governing Body refusing an application for admission, parents/guardians have the right of appeal to an Independent Appeals Panel and should write to the Clerk to the Governing Body c/o the school, within two weeks, stating they wish to lodge an appeal. The Appeal Panel’s decision is binding on the school.

HOLY FAMILY CATHOLIC PRIMARY SCHOOL

The Governing Body of Holy Family RC Primary School has sole responsibility for admissions to the school and will admit up to the school’s admission number.

In the event of the school receiving more applications for an age group than the number of places available, places will be filled by using the Oversubscription Criteria below.

Oversubscription Criteria
Within the following criteria, Looked After Children (LAC) are given priority in accordance with Section 106 of the Education Act 2005 and Education (Admission of Looked After Children) (Wales) Regulations 2009: Baptised Catholic looked after and previously looked after children.

1. Baptised Catholic children residing in Holy Family Parish and Our Lady of Lourdes Parish, who have siblings in the school at the time of admission
2. Baptised Catholic children residing in Holy Family Parish and Our Lady of Lourdes Parish.
3. Baptised Catholic children living outside the Parishes of Holy Family and Our Lady of Lourdes who have a sibling in the school at the time of admission.
5. Children from other Christian faiths who have a sibling in the school at the time of admission.

Proof of Baptism will be required in each of the above categories.

6. Children from other Christian faiths who have who have a sibling in the school at the time of admission.
7. Children from other Christian faiths whose parents wish them to have a Catholic Education. Each application should be supported by a letter or evidence of practice of worship from their religious leader.
8. Non Baptised children including children of a religious tradition, other than Christian who wish to receive education at Holy Family RC Primary School who have
a sibling in the school at the time of admission.

9. Non-Baptised children including children of a religious tradition, other than Christian who wish to receive education at Holy Family RC Primary School, children whose parents wish them to be educated in a Catholic School.

Tie breaker
If the governing body are unable to admit all applicants who fall into the lowest criterion a tie-breaker will be applied. The governing body give priority to children living nearest the school as measured by the safest walking route and will ask the Council to calculate this. The Council uses a Geographical Information System (GIS) to calculate home to school distances in miles. The safest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant’s home address to the nearest open school gate. The co-ordinates of an applicant’s home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data. Cardiff Council has developed a computerised walking route network based on the Local Authority Road Safety Officers Association (LARSOA) criteria and this is used to ensure that every pupil is assessed as consistently as possible.

Requirements
Proof of baptism will be required for categories 1-5. Evidence of permanent residence of the child at time of application must be supplied if required. This needs to be a current Council Tax form with the correct postal address. The home address is considered to be the child’s along with the parent’s main and genuine principal place of residence on the published date i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship) the friends or relatives address will not be considered for allocation purposes.

Definition of sibling
Children who have a sibling on roll at Holy Family RC School Primary School in the September the applicant would begin school. Any sibling connection must be stated on the application form. For admission purposes a sibling is a child living at the same address who is the brother/sister, half-brother / sister (children who share one common parent), step brother/sister where two children are related in marriage. This definition also includes adopted or fostered children at the same address.

Multiple births
If, when applying the oversubscription criteria the last child to be admitted is one of multiple birth, the Governors will admit the other sibling(s).

Waiting Lists
Where a place has been refused, the applicant will be placed on a waiting list for that academic year and when a place becomes available it will be allocated by the application of oversubscription criteria not length of time on the waiting list.

Right of Appeal
Where a child is refused entry to school, the Governing Body will write to the parents giving full details why the application was refused, in light of the published criteria. Parents have the right of appeal against the decision to refuse an application which will be heard by an independent appeal panel. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The appeal must be forwarded in writing to the Clerk to the Governors c/o Holy Family RC Primary School.

ST ALBAN’S CATHOLIC PRIMARY SCHOOL

The Governing Body of St Alban’s Catholic Primary School has sole responsibility for admissions to the school and will admit up to the school’s admission number.

The minimum age of entry to the school is 4 years provided that the child’s 5th birthday falls between 01 September and 31 August of that academic year.

Oversubscription Criteria
Children with a statement for special educational need naming St Alban’s Catholic Primary School will be admitted. Where the number of applicants for admission exceeds the number of places available, places will be awarded to applicants in the under mentioned categories in the following order of priority, with Looked After and previously Looked After Children will be given priority in each of the oversubscription categories. In the event of the Governors being unable to offer all children in a particular oversubscription category a place will be offered to multiple births and those children living closest to the school measured by the safest walking route as determined by the Local Authority.

Order of priority for admission
Applications for admission will be considered against the following over-subscription criteria and preference will be given to those children meeting the earlier criteria.

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. Looked after children (LAC -children in the public care) or previously Looked After children who are not of the Roman Catholic Faith.
3. Baptised Catholic children of Catholic families, residing within the parish of St Alban’s Catholic
Primary School in Splott, Tremorfa, Pengam Green and Windsor Village. (Proof of residence and baptismal certificate is required.)

4. Baptised Catholic children of Catholic families who have siblings in the school at the time the applicant joins the school, residing within the parish of St Alban’s Catholic Primary School in Splott, Tremorfa, Pengam Green and Windsor Village. (Proof of residence and baptismal certificate is required.)

5. Catholic children who have been baptised and reside outside of category 1 and 2 above but within the County of Cardiff. (Baptismal certificate is required.)

6. Catholic children who have been baptised and reside outside of category 1 and 2 above but within the County of Cardiff and who have siblings in the school at the time of the applicant’s entry to the school. (Baptismal certificate is required.)

Definition of Siblings
Children who have a sibling on roll at St Alban’s Catholic Primary School in the September the applicant would begin school. Priority will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority. Any sibling connection must be stated on the application form. For admission purposes a sibling who is the brother/sister, half-brother/sister (children who share one common parent), step brother/sister where two children are related by marriage. This definition also includes adopted or fostered children at the same address.

Multiple Birth Children (eg twins/triplets)
If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth the governors will admit the other sibling(s).

Right of Appeal
Where a child is refused entry into school, the Governing Body will write to the parents giving full details of why the application was refused, in light of the publishing criteria. Parents have the right of appeal against the decision to refuse an application. The appeal must be forwarded in writing with fourteen days, to the Clerk to the Governors who will present it to the Appeals Committee.

Waiting List
A waiting list will be maintained until 30th September. If an additional place becomes available the governors will consider those on the waiting list on the basis of published oversubscription criteria and not on the date the application was received.

ST BERNADETTE’S CATHOLIC PRIMARY SCHOOL (N)

Places are provided for children who due to SEN needs, have been allocated Nursery funding by the Early Years Assessment Panel or Case Advisory Panel and to those children who have a Statement of Special Educational Needs where St Bernadette’s Primary School is clearly named on the statement in accordance with the Education Act 1996.

In the event of the school receiving more applications for an age group than the number of places available, places will be filled by using the Oversubscription Criteria below.

Oversubscription Criteria
1. Within the following criteria, Looked After Children (LAC) are given priority in accordance with Section 106 of the Education Act 2005 and Education (Admission of Looked After Children) (Wales) Regulations 2009: Baptised Catholic looked after and previously looked after children.

2. Non-Christian children who have siblings in the school at the time of the applicant’s entry, residing within the parish of St Alban’s Catholic Primary School in Splott, Tremorfa, Pengam Green and Windsor Village. Proof of residence is required.

3. Non-Christian children, residing within the parish of St Alban’s Catholic Primary School in Splott, Tremorfa, Pengam Green and Windsor Village. Proof of residence is required.

4. Non-Christian children who reside outside of category 1 and 2 above but within the County of Cardiff.
2 Baptised Catholic children who reside in the Parish of St Philip Evans including the following areas: Pentwyn, Glyncoed, North Pentwyn and Pontprennau (proof of residence required) and have a sibling in the school at the time that the applicant joins the school.

3 Baptised Catholic children who reside in the Parish of St Philip Evans including the following areas: Pentwyn, Glyncoed, North Pentwyn and Pontprennau (proof of residence required).

4 Baptised Catholic children who reside outside of category 2 & 3 and who will have a sibling in the school at the time that the applicant joins the school.

5 Baptised Catholic children who reside outside of category 2 & 3, but in the County of Cardiff.

6 Baptised Catholic children who reside outside the County of Cardiff.

7 Looked after and previously looked after children that are not of the faith.

8 Christian children from other denominations who reside in category 2 & 3, who will have a sibling in the school at the time that the applicant joins the school. (Baptismal certificate or letter from minister of religion required).

9 Christian children from other denominations who reside in areas outside of category 2 & 3, who will have a sibling in the school at the time that the applicant joins the school (Baptismal certificate or letter from minister of religion required).

10 Christian children from other denominations who reside in the areas referred to in category 2 & 3 (Baptismal certificate or letter from minister of religion required).

11 Christian children from other denominations who reside in areas outside of those in category 2 & 3 (Baptismal certificate or letter from minister required).

12 Non-Christian children who will have a sibling in the school at the time that the applicant joins the school.

13 Non-Christian children.

Tie breaker
If the governing body are unable to admit all applicants who fall into the lowest criterion a tie-breaker will be applied. The governing body give priority to children living nearest the school as measured by the safest walking route and will ask the Council to calculate this. The Council uses a Geographical Information System (GIS) to calculate home to school distances in miles. The safest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant’s home address to the nearest open school gate. The co-ordinates of an applicant’s home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data. Cardiff Council has developed a computerised walking route network based on the Local Authority Road Safety Officers Association (LARSOA) criteria and this is used to ensure that every pupil is assessed as consistently as possible.

Requirements
Proof of baptism will be required for categories 1-6. Evidence of permanent residence of the child at time of application must be supplied if required. This needs to be a current Council Tax form with the correct postal address. The home address is considered to be the child’s along with the parent’s main and genuine principal place of residence on the published date i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship) the friends or relative’s address will not be considered for allocation purposes.

Definition of sibling
Children who have a sibling on roll at St Bernadette’s Catholic Primary School in the September the applicant would begin school. Any sibling connection must be stated on the application form. For admission purposes a sibling is a child living at the same address who is the brother/sister, half brother/ sister (children who share one common parent), step brother/sister where two children are related in marriage. This definition also includes adopted or fostered children at the same address.

Multiple births
If, when applying the oversubscription criteria the last child to be admitted is one of multiple birth, the Governors will admit the other sibling(s).

Waiting Lists
Where a place has been refused, the applicant will be placed on a waiting list for that academic year and when a place becomes available it will be allocated by the application of oversubscription criteria not length of time on the waiting list.

Right of Appeal
Where a child is refused entry to school, the Governing Body will write to the parents giving full details why the application was refused, in light of the published criteria. Parents have the right of appeal against the decision to refuse an application which will be heard by an independent appeal panel. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The appeal must be forwarded in writing to the Clerk to the Governors c/o St Bernadette’s Catholic Primary School.
ST CADOC’S CATHOLIC PRIMARY SCHOOL (N)

St. Cadoc’s Catholic Primary School will act in accordance with the relevant provisions of the statutory Codes of Practice (Welsh Government Admissions and Appeals 2013) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools.

The Governing Body of St. Cadoc’s Catholic School has sole responsibility for admissions to the school and will admit up to the school’s admission number.

The minimum age of entry to the school is 4 years provided that the child’s 5th birthday falls between the 1st September and 31st August of that academic year.

Oversubscription Criteria
Children with an SEN statement naming St Cadoc’s Catholic Primary school will be admitted.
Where the number of applicants for admission exceeds the Admission Number, places will be awarded to applicants in the under mentioned categories in the following order of priority.

In the event of the Governors being unable to offer places to all children in a particular oversubscription category then places will be offered to those children living closest to the school measured by the safest walking route as determined by the Local Authority.

1. Baptised Catholic looked after children and previously looked after children.
2. Baptised Catholic children living in St. Cadoc’s Parish who have siblings in the school at the time of admission.
4. Baptised Catholic children living outside the Parish of St. Cadoc’s who have a sibling in the school at the time of admission.
5. Baptised Catholic children living outside the Parish of St. Cadoc’s.

Confirmation of Baptism will be required in each of the above categories.

6. Looked after children and previously looked after children of other Christian or Non-Christian faiths.
7. Children from other Christian faiths who have a sibling in the school at the time of admission.
8. Children from other Christian faiths whose parents wish them to have a Catholic Education. Each application should be supported by a letter or evidence of practice of worship from their religious leader.
9. Non-Christian faith children who have a sibling in the school at the time of admission.
10. Non-Christian children whose parents wish them to be educated in a Catholic School.

Definition of Sibling
Children who have a sibling on roll at St. Cadoc’s Catholic Primary School in the September the applicant would begin school. Priority will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority. Any sibling connection must be stated on the application form. For admission purposes a sibling is a child who is the brother / sister, half brother / sister (children who share one common parent), step brother / sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address.

Multiple birth children (e.g. twins / triplets etc.)
If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth the governors will admit the other sibling(s).

Proximity
Where it is possible to admit some, but not all of the children who fall within one particular category within the Oversubscription Criteria, preference will be given to those children whose homes are within the shortest walking distance to the main entrance of the school as measured using Global Positioning Satellite (GPS) system as operated by the Local Authority.

Residence
Evidence of permanent residence of the child at the time of application must be supplied if required. Permanent residence is considered to be the child’s along with the parent / guardian’s main and genuine principal place of residence that is where they are regularly and normally living. If a child is resident with friends or relatives (for reasons other than guardianship) the friend or relative’s address will not be considered for allocation purposes.

Right of Appeal
Where a child is refused entry to school, the Governing Body will write to the parents giving full details of why the application was refused, in light of the published criteria. Parents have the right of appeal against the decision to refuse an application. The intention to appeal must be forwarded in writing, within fourteen days of the receipt of the refusal letter, to the Clerk to the Governors c/o the School. The appeal will be heard by an Independent Appeals Panel.

Waiting List
A waiting list will be maintained until 30 September. If an additional place becomes available the governors will consider those on the waiting list on the basis of the published oversubscription criteria and not on the date the application was received.
ST CUTHBERT’S CATHOLIC PRIMARY SCHOOL

Oversubscriptions Criteria
1. Baptised Catholic children of Catholic families who have siblings in the school at the time the applicant joins the school, residing in the Parish of St. Cuthbert’s. (Proof of residence and Baptismal Certificate is required.)

2. The Baptised Catholic children of Catholic parents residing in St. Cuthbert’s Parish, Cardiff. (Proof of residence and Baptismal Certificate is required.)

3. Baptised Catholic children of Catholic parents residing in parishes adjoining St. Cuthbert’s Parish which are in the City and County of Cardiff. (Proof of residence and Baptismal Certificate is required.)

4. Baptised Catholic children residing in areas other than referred to in Category 1 who have baptised siblings in the school at the time of admission. (Proof of residence and Baptismal Certificate is required.)

5. The children of Catholic parents not in the above categories (1-4) at their discretion. (Proof of residence and Baptismal Certificate required.)

6. Children baptised into other Christian denominations who reside in the areas referred to in Category 1, who already have baptised siblings in the school at the time of admission.

7. Children baptised into other Christian denominations who reside in the areas referred to in Category 1.

8. Non-Christian children who already have siblings in the school at the time of admission.

9. In the event of their being any unallocated places by 1st July in any year, the Governors may consider applications from non-Christian parents desirous of seeking a Catholic education for their children. Such applications will only be agreed where the Governors are satisfied that the religious and moral atmosphere and teaching of the school are of prime importance to those making the application.

10. Applications on compassionate grounds, each to be considered on its own merit, and at the discretion of the Governing Body.

All applications for the admission of children to this school should be made to the Head teacher in the first instance.

The Governing Body reserves the right to allocate a place at their discretion for individual or exceptional cases. The Governing Body will give due consideration to applications from families whose children have exceptional medical, educational or pastoral needs. The Governing Body gives top priority within each category to those children who are in the care of the local authority (Looked After Children). The Governing Body recognises this as a recommendation of the code of practice for admissions in accordance with Section 22 of the Children Act 1989. In doing so, the Governing Body does not set any form of precedent which may be used as a benchmark for other cases.

Each case will be reviewed as a unique case and given consideration as such. Confidentiality will be maintained in all cases and not discussed in comparison to others.

Tie breaker
If the Governing Body are unable to admit all applicants who fall into the lowest criterion a tie-breaker will be applied where priority will be given to those children who live closest to the school as measured by the distance from the school gate to their home residence in a straight line.

Evidence of permanent residence of the child at time of application must be supplied if required. The home address is considered to be the child’s along with the parent’s main and genuine principal place of residence on the published date i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship) the friends or relative’s address will not be considered for allocation purposes.

Appeals
Details of the procedure to be followed if an appeal against any decision of the Governors on admissions is contemplated may be had from the Admissions Appeal Panel c/o Clerk to the Governing Body.

ST FRANCIS CATHOLIC PRIMARY SCHOOL (N)

The Governing Body of St Francis RC Primary School is the Admissions Authority for the school. While it has responsibility for its policy and procedures, the Governing Body will consult annually with other admissions authorities within a three mile radius of the school.

Oversubscriptions Criteria


4. Siblings of children already in the school.

5. The Baptised children of Catholic Parents not in the
above categories.

6. In the event of there being any unallocated places the Governors may consider applications from non-Catholic parents desirous of seeking a Christian education for their child provided such an application is supported by the appropriate Minister of Religion or where the Governors are satisfied that the religious and moral atmosphere and teaching of the school are of prime importance to those making the applications.

7. Children of a non-religious background whose parents seek a Christian education.

The Governing Body gives top priority within each category to those children who are in the care of the Local Authority. Places are provided for pupils who have a Statement of Special Educational Needs where St Francis RC Primary School is clearly named on the statement in accordance with the Education Act 19196.

**Arrangements for Admissions of Reception pupils in September 2019**

Parents seeking a place in the Reception class for September 2019 must apply in writing using a school application form. In order to ensure consistency between admission authorities and avoid confusion on the part of parents, all admission authorities in Cardiff have common dates for the return of primary applications and decision letters being sent out.

Therefore, the closing date for applications will be in Monday 7th January 2019. The Admissions Sub Committee will meet to determine admissions and if required apply the oversubscription criteria. Parents will be notified by Tuesday 16th April 2019. Any applications received after the closing date will be considered, subject to places being available (see late applications.)

The Governing Body will admit up to the school’s admissions number. The Admissions Number for St Francis RC Primary School in September 2019 is 55. Applications received after the closing date will be considered, subject to places being available.

**Tie breaker**

Where it is possible to admit some, but not all of the children who fall within one particular category within the Oversubscriptions Criteria, preference will be given to those children whose homes are within the shortest walking distance to the main entrance of the school as determined by the ‘Strategic Planning and Performance Unit’ of the Local Authority and their use of the Geographical Information System (GIS.) This is known as a ‘tie- breaker.’

**Requirements**

All applications for the admission of children to this school should be made to the Headteacher. Certificates of Baptism or any other evidence of Baptism are required when an application is made from parents of Baptised children (categories 1 – 4.)

**Definition of sibling**

For admission purposes, a sibling is a child who is the brother/sister, half brother/sister (children who share a common parent), step brother/sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address. Evidence of permanent residence of the child at the time of application must be supplied if required. Permanent residence is considered to be the child’s along with the parent’s guardian’s main and genuine principal place of residence ie. where they are regularly and normally living. If a child is resident with friends or relatives (for reasons other than guardianship) the friend’s or relative’s address will not be considered for allocation purposes.

**Late Applications**

Only applications received by the published closing date will be considered in the initial round of allocation of places. Applications received after the published date will be processed in the same way, but will be considered only after all of the applications received on time. This could result in there not being a place available at the school.

**Waiting List**

A waiting list will be maintained until the Friday immediately prior to the autumn half term in any academic year. If a place becomes available, it will be allocated on the basis of the Oversubscriptions Criteria and not on the date the application was received.

**Right of Appeal**

 Applicants will be notified in writing as soon as possible after the determination of their application. Where a child is refused admission to the school, the Governing Body will write to the parents giving full details of why the application was refused, in light of the published criteria.

Parents have a right to appeal against the decision to refuse an application. This will be heard by an independent appeals panel. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals. Notice of the intention to appeal should be sent in writing to the Clerk of the Governors, c/o St Francis RC Primary School.

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**ST JOHN LLOYD CATHOLIC PRIMARY SCHOOL (N)**

**Oversubscription Criteria**

Children with an SEN statement naming St John Lloyd Catholic Primary School will be admitted. Where the number of applicants for admission exceeds the number of places available, places will be awarded to Applicants in the under mentioned categories in the following order of priority, with Looked After and previously Looked After Children being given priority in each of the oversubscription categories. In the event of the Governors being unable to offer all children in a particular oversubscription category a place then places will offered to multiple births and those
Admission Policies

children living closest to the school measured from the school gates at Brynbalwa Way by the safest walking route as determined by the Local Authority.

1. Baptised Catholic children living in the parish of St John Lloyd and Blessed Sacrament who have siblings in the school at the time of admission

2. Baptised Catholic children living in the parish of St John Lloyd and Blessed Sacrament.

3. The baptised Catholic children living outside the parish of St John Lloyd and Blessed Sacrament who have a sibling in the school at the time of admission

4. The baptised Catholic children living outside the parish of St John Lloyd and Blessed Sacrament.

5. Children from other Christian faiths who have a sibling in the school at the time of admission.

Right of Appeal

Where a child is refused entry to school, the Governing Body will write to the parents giving full details of why the application was refused, in light of the published criteria. Parents have the right of appeal against the decision to refuse an application. The intention to appeal must be forwarded in writing within fourteen days of the refusal letter, to the Clerk to the Governors who will present it to the Independent Appeals Committee.

Waiting List

A waiting list will be maintained until 30th September. If an additional place becomes available the governors will consider those on the waiting list on the basis of the published oversubscription criteria and not on the date the application was received.

ST JOSEPH’S CATHOLIC PRIMARY SCHOOL

Oversubscriptions Criteria

1a) Baptised Catholic children who are or have been in the care of the Local Authority (looked after children) or provided with accommodation by them e.g. foster parents (section 106 of the Education Act 2005, All Wales Education Regulations 2009)

1b) Baptised Catholic children whose families reside in St Joseph’s Parish or in the adjacent parishes of Our Lady of Lourdes and St Teilo’s, St Brigid’s or St David’s Cathedral who do not have schools of their own and who have siblings in the school at the time of admission

1c) Pupils with Statements of Additional/ Special Educational Needs where St Joseph’s RC Primary School is named on the statement will automatically be admitted

2) Baptised Catholic children residing in the areas referred to in category 1

3) Baptised Catholic children not category 1 but residing in Cardiff

4) Baptised Catholic children who reside outside Cardiff

5) Children who are not baptized Catholics who are or have been in the care of the Local Authority (LAC/ PLAC) or provided with accommodation by them, e.g. foster parents (Section 106 of Education Act 2005, All Wales Education Regulations 2009.)

6) Children baptised into other denominations (as defined in notes below) who reside in the areas referred to in Category 1 with a brother or sister in school in the September that the applicant would

Proof of baptism will be required in each of the above categories.

Definition of Sibling

Children who have a sibling on roll at St. John Lloyd Catholic Primary School in the September the applicant would begin school. Priority will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority. Any sibling connection must be stated on the application form. For admission purposes a sibling is a child who is the brother / sister, half-brother/sister (children who share one common parent), step brother / sister where two children are related by marriage. This definition also includes adopted or fostered children at the same address.

Multiple Birth Children (eg twins/triplets

If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth the governors will admit the other sibling(s).

Right of Appeal

Where a child is refused entry to school, the Governing Body will write to the parents giving full details of why the application was refused, in light of the published criteria. Parents have the right of appeal against the decision to refuse an application. The intention to appeal must be forwarded in writing within fourteen days of the refusal letter, to the Clerk to the Governors who will present it to the Independent Appeals Committee.

Waiting List

A waiting list will be maintained until 30th September. If an additional place becomes available the governors will consider those on the waiting list on the basis of the published oversubscription criteria and not on the date the application was received.

ST JOSEPH’S CATHOLIC PRIMARY SCHOOL

Oversubscriptions Criteria

1a) Baptised Catholic children who are or have been in the care of the Local Authority (looked after children) or provided with accommodation by them e.g. foster parents (section 106 of the Education Act 2005, All Wales Education Regulations 2009)

1b) Baptised Catholic children whose families reside in St Joseph’s Parish or in the adjacent parishes of Our Lady of Lourdes and St Teilo’s, St Brigid’s or St David’s Cathedral who do not have schools of their own and who have siblings in the school at the time of admission

1c) Pupils with Statements of Additional/ Special Educational Needs where St Joseph’s RC Primary School is named on the statement will automatically be admitted

2) Baptised Catholic children residing in the areas referred to in category 1

3) Baptised Catholic children not category 1 but residing in Cardiff

4) Baptised Catholic children who reside outside Cardiff

5) Children who are not baptized Catholics who are or have been in the care of the Local Authority (LAC/ PLAC) or provided with accommodation by them, e.g. foster parents (Section 106 of Education Act 2005, All Wales Education Regulations 2009.)

6) Children baptised into other denominations (as defined in notes below) who reside in the areas referred to in Category 1 with a brother or sister in school in the September that the applicant would
begin school. (Priority will not be given to applications in this category unless an accompanying letter is provided confirming baptism)

7) Children baptised into other denominations (as defined in notes below) who reside in areas other than referred to in Category 1. Priority will not be given to applications in this category unless an accompanying letter is provided confirming baptism

8) Children of other faiths who seek a Catholic Education. Priority will not be given to applications in this category unless a supportive accompanying letter from their Minister or Religious Leader is provided.

9) Non-baptised children who seek a Catholic Education

Relevant Notes and Definitions

Confirmation of Baptism will be required for Categories 1 to 4
Confirmation of Baptism will be required by the provision of a baptism certificate from the relevant parish and confirmation in writing from the current parish priest.

Looked after Children
Children who are in the care of the Local Authority (looked after children) or provided with accommodation by them e.g. foster parents (section106 of the Education Act 2005, All Wales Education regulations 2009) and Previously Looked after Children will have priority in all clauses of the oversubscription Criteria. The definition of a Looked after Child is a child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989.

Special Educational Needs
Pupils with Statements of Additional/ Special Educational Needs where St Joseph’s RC Primary School is named on the Statement will automatically be admitted

Christians of other Denominations
Children whose parents(s) or guardian(s) are active and practising members of Churches together in Wales (Cytun). This includes churches such as Presbyterian Church of Wales; Union of Welsh Independent Churches; Baptist Union of Wales; Methodist Church; United Reformed Church; Covenanted Baptist Churches; Salvation Army; Roman Catholic; Congregational Federation of Churches; Religious Society of Friends; Orthodox Church. Priority will not be given to applications in this category unless an accompanying statement of affiliation or reference signed by the minister or church’s representative is provided confirming membership of the church.

Parents of other Faiths seeking a Catholic Education
Parents of pupils in category 7 and 8 will need to provide a letter explaining the reasons they desire a Catholic education for their child. Those Parents applying in Category 7 will also need to provide a supporting letter from their Minister of Religion or Religious Leader.

Definition of Sibling
Children who have a sibling on roll at St Joseph’s Catholic Primary School in the September the applicant would begin school. Twins triplets or quads will have the priority over single siblings. The second priority in this category will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority. Any sibling connection must be stated in the application. For admission purposes a sibling is a child who is the brother/sister, half-brother/sister (children who share one common parent), step brother/step sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address.

Tie Breaker
In the event of a tie breaker being required the governors will admit those applicants who live nearest to the school. The distance will be measured from the front door of the reception entrance to the front door of the house or flat of the applicant. In the case of a child whose parents have joint shared responsibility the parent who has the greater responsibility during the school week and whose residence is nearer the school will be the determining factor. A letter from the parents will have to be provided to confirm that fact.

The school will use the Geographical Information System (GIS) to calculate home to school distances in miles.( This is the system applied to all maintained Schools in Cardiff) The shortest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant’s home address to the nearest open school gate. The co-ordinates of an applicant’s home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data

Late Applications
Applications received after the closing date will be considered when a good reason is stated such as a family moving in to the area. Looked after Children and children with SEN statements will be admitted.
Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of St Joseph’s Catholic Primary School The Appeal Panel will be independent of the school. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Welsh Assembly Government in July 2009. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties.

Appeals will be dealt with within thirty school days. Late applications will be considered and applicants notified within 15 school days if a place is available.

A waiting list will be maintained until 30th September 2019 in the school year in which the applicants applied.
Admission Policies

Should places become available then the places will be allocated on the basis of the oversubscription criteria. The school will notify the parents of where their child has been on the waiting list.

The school will notify the parent if a place has been allocated. If the applicant is rejected the parent will be notified and given the following information:

- Number of applications received
- Number available
- Oversubscription Criteria
- Right of Appeal
- Process for that Appeal
- Deadline for Response
- Reason for Rejection

Details of the procedure to be followed if an appeal against any decision of the Governors on admission is contemplated may be obtained from the Admissions Appeal Committee c/o Clerk to the Governing Body at the school St Joseph’s Catholic Primary School Appeals Process Information Notes to parents who appeal against a decision of the Governing Body not to admit an applicant.

St Joseph’s Catholic Primary School Governing Body is the Admission Authority and is required to make arrangements for the hearing of appeals against decisions not to offer a place to a child at the school.

Admission Appeals
Parents have a right to appeal in the event that their application for a place is unsuccessful. Appeals must be lodged with the Clerk to the Appeal Panel by Appeals will be heard within thirty school days.

ST MARY’S CATHOLIC PRIMARY SCHOOL (N)

Oversubscriptions Criteria
Where St. Mary’s Catholic 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 (see Medical Grounds)
- Priority will next be given to the siblings of those pupils who will be registered at St Mary’s Catholic Primary 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 and permanently reside in the catchment area of St Mary’s School*.
(3) Children who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church.
(4) Looked after children (LAC - children in the public care) or previously Looked After children who are not of the Roman Catholic Faith.
(5) Children of other Christian denominations, whose parents have demonstrated a wish for Catholic education, who permanently reside in the catchment area of St Mary’s School*.
(6) Children of other Christian denominations whose parents have demonstrated a wish for Catholic education.
(7) Children of other Faith traditions, whose parents have demonstrated a wish for Catholic education, who permanently reside in the catchment area of St Mary’s School*.
(8) Other children, whose parents have demonstrated a wish for Catholic education, who permanently reside in the catchment area of St Mary’s School*.
(9) Other children whose parents have demonstrated a wish for Catholic education.

* Catchment area of
  - Ely River, the eastern side of Western avenue (A448) Ely Road and Cardiff Road.
  - To roundabout (BBC) including Llandaff Village bounded by the River Taff to railway line parallel to Ninian Park Road.
  - Both sides of Sloper Road to both sides of Bessemer Road and Hadfield Road to the River Ely.

Terms Used
Home to School Distances
This distance is measured as the “shortest available walking route, accompanied as necessary” between the home and school. Cardiff Council uses a Geographical Information System (GIS) to calculate home to school distances in miles to the nearest 2 decimal point. The shortest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant’s home address to the nearest open school gate.

Children of UK Service Personnel and Crown Servants
The address of UK service Personnel will be accepted if their application form is accompanied by an official Ministry of Defence (MoD) letter declaring a definite return date and confirmation of the new address.

Shared Parental Responsibility
Where parents have shared responsibility for a child, and the child lives with both parents for parts of the week the home address will be determined as the property where the child lives for the majority of the school week (i.e. 3 out of 5 days) as at the stipulated closing
date for applications. Parents will be required to provide documentary evidence to support the address they wish to be considered for admission purposes.

Medical Grounds
Written recommendations from a medical consultant (not a GP) must be provided giving detailed reasons for the pupil’s admission to a particular school to be considered under this criterion. It is your responsibility to provide this information with your application by the closing date. Evidence after the closing date will not be considered until after the initial allocation of places.

Siblings
For admission purposes a sibling is a child who is the brother/sister, half-brother/sister (children who share one common parent), Step brother/sister (where two children are related by virtue of their parents being married or co-habiting). This also includes adopted or fosters children living at the same address. A school will only consider siblings attending Years 1-6 during the 2019-20 school year.

ST PATRICK’S CATHOLIC PRIMARY SCHOOL
Oversubscription Criteria
1. Baptised Catholic children resident in the area(s) defined in (i) and (ii) below, in this category priority will be given to children who are looked after by the Local Authority:
   (i) St. Peter’s Parish*
   (ii) That part of St. Brigid, St. Paul and Christ the King Parishes south of Eastern Avenue*
2. Baptised Catholic children within the parish of St. Patrick’s who have a sibling i.e. a full, half or step, adopted or fostered, brother or sister, in the school at the time of admission.
3. Baptised Catholic children within the parish of St. Patrick’s.
4. Baptised Catholic children living outside St. Patrick’s Parish, who have a sibling in the school at the time of admission.
5. Baptised Catholic children living outside St. Patrick’s Parish.
6. Non-Catholic children who are in the care of the local authority (looked after children) or provided with accommodation by them e.g. foster parents (section 106 of the Education Act 2005, All Wales Education regulations 2009).
7. Non-Catholic children who have a sibling in the school at the time of admission.
8. Children from other Christian faiths whose parents wish them to have a Catholic Education. Each application should be supported by a letter or evidence of practice of worship from their religious leader.
Non-Christian children whose parents wish them to be educated in a Catholic School.

Right of Appeal
Where a child is refused entry to the school, the Governing Body will write to the parents giving full details of why the application was refused, in light of published criteria. Details of the procedure to be followed if an appeal against any decision of the Governing Body on admission is contemplated will be provided with the letter of refusal. An ‘Independent Appeals Panel’ considers all appeals. Unsuccessful applications are given the opportunity to be placed on a waiting list until the October, half-term holidays, in 2019.

ST PETER’S CATHOLIC PRIMARY SCHOOL (N)
Oversubscription Criteria
1. Baptised Roman Catholic children resident in the area(s) defined in (i) and (ii) below, in this category priority will be given to children who are looked after by the Local Authority:
   (i) St. Peter’s Parish*
   (ii) That part of St. Brigid, St. Paul and Christ the King Parishes south of Eastern Avenue*
2. Baptised Roman Catholic children with a brother or sister currently in the school, in this category priority will be given to children who are looked after by the Local Authority**.
3. Baptised Roman Catholic children from outside the boundaries of 1 above. Here places will be allocated on the basis of proximity to the school**, in this category priority will be given to children who are looked after by the Local Authority.
4. Children with a brother or sister currently in the school, allocated on the basis of proximity to the school** in this category priority will be given to children who are looked after by the Local Authority.
5. Baptised Christians of other denominations allocated on the basis of proximity to the school**, in this category priority will be given to children who are looked after by the Local Authority.
6. Non-Catholic children who understand and accept that their child/children will be educated in an environment that reflects Christian values allocated on the basis of proximity to the school**, in this category priority will be given to children who are looked after by the Local Authority.
7. Any other applicants who do not fall into the categories outlined in 1-6 above allocated on the basis of proximity to the school**, in this category priority will be given to children who are looked after by the Local Authority.

*Maps of the Parish of St Peter and St. Bridget’s, St. Paul’s and Christ the King Parishes are available from the school. We also have street maps of the city available for any parent who wishes to use them to plot a route from home to St. Peter’s. As indicated children within St. Peter’s Parish subdivision (i) in this category will be admitted before children in subdivision (ii).

**The proximity to the school will be measured by the safest walking route to the school. The LA at the request of the Governing body will ascertain this route by using the route finder software is uses for this specific purpose. The route will be measured from the front door of the house or dwelling to the nearest school gate, either the Elm Street Gate or the Southey Street Gate whichever is the shortest distance. In the case of flats, maisonettes or other high rise residential buildings the measurement will be taken from the main entrance of the building to the nearest gate as previously described.

The Governing Body which is the Admission Authority for St. Peter’s R.C. Primary School is obliged to maintain a waiting list for admission when the school has been oversubscribed and the oversubscription criteria have been applied. For each unsuccessful application the parent/s or guardians will be asked if they wish to have the child’s name placed on a waiting list. This will be done formally as part of the letter which informs them their application has been unsuccessful. We will require in writing an indication that they want to be placed on a waiting list. This list will be maintained until 31st August in the school year in which they apply. The child’s name will be kept on the waiting list for the academic year after their application if the Governing Body receives such a request. Longer term placement on the waiting list would be discussed on an individual basis.

If additional places become available while the waiting list is in operation they will be allocated to children on the waiting list on the basis of the published oversubscription criteria and following the method that has been set out above. The waiting list will not give priority to children based on the date the application was made or the request to be added to the list was received. The Admission Authority will inform parents of where their child has been placed on the waiting list and of any alteration to this position because of applications received that have a higher priority in the oversubscription criteria.

Placing a child’s name on a waiting list does not affect the parent’s right of appeal against an unsuccessful application. Where school places become available before admissions appeals are heard these will be filled from the waiting list according to the published oversubscription criteria.

**ST PHILIP EVANS CATHOLIC PRIMARY SCHOOL (N)**

**Oversubscription Criteria**

1a. Baptised Catholic children who are in the care of the Local Authority (looked after children) or provided with accommodation by them e.g. foster parents (section 106 of the Education Act 2005, All Wales Education regulations 2009)

1b. Baptised Catholic children whose families are residing in:

   (i) St Philip Evans Parish, St Paul’s Parish.
   (ii) The area encompassed by Llanishen Reservoir, Nantfawr River, Roath Park Lake and Western Avenue motorway but excluding Glyn Eiddew, Bryn Cyn, Bryn Heulog, Glyn Collen and Pant Glas, both sides of Llandennis Road and Rhydypenu Road.

1c. Pupils with Statements of Additional/Special Educational Needs where St Philip Evans RC Primary School is named on the Statement will automatically be admitted.

2. Baptised Catholic children with a brother or sister currently in the school.

3. Baptised Catholic children not in either of the above categories but residing in the County of Cardiff.

4. Baptised Catholic children residing outside the County of Cardiff.

**Confirmation of Baptism will be required for categories 1 to 4.**

5. Children from other Christian faiths (as defined in notes below) who have a sibling at the time of admission. (see notes).

6. Children from other Christian faiths (as defined in notes below) who wish them to have a Catholic education. Written evidence of practice in that faith must be provided by the Minister confirming membership of the Church.

7. Children of other religions who seek a Catholic education. Applications in this category will not be considered unless an accompanying letter is provided from the Minister/representative outlining the reason for seeking admission to the school.
9. Non-baptised children whose parents wish them to be educated in a Catholic school. An accompanying letter outlining the reason for choosing a Catholic school must be included.

Notes for Clauses 5 and 6
Children whose parents(s) or guardian(s) are active and practising members of Churches together in Wales (Cytun). This includes churches such as Presbyterian Church of Wales; Union of Welsh Independent Churches; Baptist Union of Wales; Methodist Church; United Reformed Church; Covenanted Baptist Churches; Salvation Army; Roman Catholic; Congregational Federation of Churches; Religious Society of Friends; Orthodox Church. Priority will not be given to applications in this category unless an accompanying statement of affiliation or reference signed by the minister or church’s representative is provided confirming membership of the church.

Notes for clause 2 and 6: In considering siblings first priority will be given to applications from multiple birth siblings. For admission purposes a sibling is a child permanently resident at the same address as the pupil applying for a place who is the brother/sister, half brother/half sister, (children who share one common parent) step brother/step sister, where two children are related by virtue of their parents being married, cohabiting or in a civil partnership. This definition also includes adopted or fostered children living at the same address.

Note the following:
Confirmation of Baptism
Confirmation of Baptism will be required by the provision of a baptism certificate from the relevant parish and confirmation in writing from the current parish priest.

Christians of other denominations:
The same principle of proof of baptism or membership of the denomination from a relevant minister applies.

Residence
Evidence of permanent residence of the child must be supplied if requested.

Looked after Children
The definition of a Looked after Child is a child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989. Children who are in the care of the Local Authority (looked after children) or provided with accommodation by them e.g. foster parents (section106 of the Education Act 2005, All Wales Education regulations 2009) and Previously Looked after Children will have priority in all clauses of the oversubscription criteria.

Definition of Sibling:
Children who have a sibling on roll at St Philip Evans RC Primary School in the September the applicant would begin school. Twins triplets or quads will have the priority over single siblings. The second priority in this category will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority. Any sibling connection must be stated in the application. For admission purposes a sibling is a child who is the brother/sister, half brother/sister (children who share one common parent), step brother/step sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address. Twins triplets or quads will have the first consideration in the admission of any siblings.

Special Educational Needs: Schools cannot refuse a child with a statement of SEN even if by doing so they would exceed their admission number. Pupils with Statements of Additional/ Special Educational Needs where St Philip Evans RC Primary School is named on the Statement will automatically be admitted.

Tie Breaker
In the event of a tie breaker being required the governors will admit those applicants who live nearest to the school. The distance will be measured from the front door of the reception entrance to the front door of the house or flat of the applicant. In the case of a child whose parents have joint shared responsibility the parent who has the greater responsibility during the school week and whose residence is nearer the school will be the determining factor. A letter from the parents will have to be provided to confirm that fact.

The school will use the Geographical Information System (GIS) to calculate home to school distances in miles. (This is the system applied to all maintained Schools in Cardiff) The shortest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant’s home address to the nearest open school gate. The co-ordinates of an applicant’s home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of St Philip Evans RC Primary School. The Appeal Panel will be independent of the school. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Welsh Assembly Government in July 2009. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. Appeals will be dealt with within thirty school days.

Late applications will be considered and applicants notified within 15 school days if a place is available. A waiting list will be maintained until September 30th in the school year in which the applicants applied. Should places become available then the places will be allocated on the basis of the oversubscription criteria. The school will notify the parents of where their child has been on the waiting list.
The school will notify the parent if a place has been allocated. If the applicant is rejected the parent will be notified and given the following information:
- Number of applications received
- Number available
- Oversubscription criteria
- Right of appeal
- Process for that appeal
- Deadline for response
- Reason for rejection

ALL SAINTS CHURCH IN WALES PRIMARY SCHOOL

Oversubscription Criteria
Children with statements of Educational / Additional Learning needs naming All Saints’ Church in Wales VA Primary School will automatically be admitted before the following criteria is applied.

Over-subscription Criteria
1. Looked after children and previously looked after children (see Note 1 for definition of Looked After Child).
2. Children whose parents (see Note 2) are active and regular members of the Anglican or other covenanted Church or children whose parents are active worshipping members of any non-covenanted Christian Church (see Note 3 and 4).
3. Children who have a sibling who is a pupil at the school at the time of application and who will be a pupil at the school at the time of admission (see Note 5 for definition of sibling).
4. Children who have been baptised or formally received into church membership (see Note 6).
5. Distance lived from the school.

Multiple Birth Children
If the final place will be allocated to multiple birth children, then one place will be offered to the family. The parents will be asked to decide which child should be offered a place first or they may wish to consider an alternative setting for all children. The school will not exceed its admission number.

Children of UK Service and other Crown Servants (including diplomats)
Families of UK Service personnel and other Crown Servants are subject to frequent movement within the UK and abroad, often at relatively short notice. School places will be considered to children from families of UK Service personnel and other Crown Servants alongside all other applications if accompanied by an Official Ministry of Defence (MOD) or Foreign and Commonwealth Office (FCO) letter declaring a return date. That is, a place may be allocated in advance, if the applicant would meet the criteria when they move to their destination.

Distance Criteria/Tie Break
Where it is necessary to distinguish between two children who fulfil equal criteria, the proximity of the child’s home, as measured by the safest walking route from the front door of their home to the main school gate will be used, with those living nearer being accorded the higher priority.

The Local Authority current criteria for measuring distance will be applied.

Appeals
Parents of children not offered a place may appeal to an independent appeals panel. Details on the procedure for appeals is available from the school and will be given to parents upon refusal of a place for their child.

Moving into the area
If you are moving into the catchment area, we will ask you for evidence of your move, before considering any application for a place. Typical evidence is a letter from your solicitor confirming that you have a legally binding agreement to buy the house or a formal lease agreement.

Definitions / Explanatory Notes
For the purpose of this policy the following definitions will be used:

Note 1: Looked After Child
A Looked After Child is a child who is looked after by the local authority in Wales or England in accordance with Section 22 of the Children’s Act 1989 and whom the local authority has confirmed will be looked after at the time of the child’s admission to the school. Confirmation from the local authority will also be required for children who have previously been looked after within the last two years.

Note 2: Parent
A parent is any person who has parental responsibility for, or is the legal guardian of, the child. If you are in any doubt, please contact the school for advice.

Note 3: Anglican Church and Covenanted Churches
The Anglican Church is the Church in Wales. Covenanted Churches are the Methodist Church, the Presbyterian Church in Wales, the United Reform Church and those Baptist Churches which are covenant. Evidence of this must be provided...
by a written statement signed by the relevant priest or minister.

**Note 4: Regular worship**
This is defined as attending worship on at least one Sunday each month over the previous 12 month period. Evidence of this must be provided, at the time of application, (or near to the proposed admission date should you apply well in advance) by a written statement signed by the relevant priest or minister.

**Note 5: Sibling**
Sibling refers to brother or sister, half-brother or sister (children who share one common parent), adopted brother or sister, step brother or sister (where two children are related by marriage), foster child at the same address. If you are in any doubt, please contact the school for advice.

**Note 6: Baptism**
Baptism or Formal Reception must be supported by a Baptismal Certificate or equivalent.

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**BISHOP CHILDS CHURCH IN WALES PRIMARY SCHOOL**

**Oversubscription Criteria**
Where the number of applications received up to and including the closing date for applications is less than, or equal to, the admission number, all the children will be offered a place in the Reception class.

Where the number of applications exceeds the admission number places will be allocated in accordance with the following oversubscription criteria:

**Children with statements of special educational needs naming Bishop Childs Church in Wales VA Primary School will automatically be admitted before the over subscription criteria is applied.**

1. Looked after children (see Note 2 for definition).
2. Children who have at least one parent who regularly/habitually attends worship/Sunday School at St Mellons Parish Church (see Note 3 for definition)
3. Children who have at least one parent who regularly/habitually worship at another Anglican church (see Note 3 for definition).
4. Children who have at least one parent who regularly/habitually worship at a church of another Christian denomination (see Note 3 for definition).
5. Children who have at least one parent who regularly/habitually attend another faith place of worship (see Note 3 for definition).
6. Children who have a sibling who is a pupil at the school at the time of application and who will be a pupil at the school at the time of admission (see Note 4 for definition).
7. Children with a home address in the St Mellons Community. Please ask at the school office for a map (see Note 5 for definition)

**Multiple Birth Children (e.g. Twins or Triplets)**
Multiple Birth children will be given priority over any other children in the over-subscription criteria 2 to 7 above.

**Distance Criteria/Tie Break**
Where it is necessary to distinguish between two children who fulfil equal criteria, the proximity of the child’s home, as measured by the safest available walking route from the front door of the home to the main school gate will be applied, with those living nearer being accorded the higher priority. In the event of necessity, the method used to calculate the distance will be Google Maps.

**Appeals**
Parents of children not offered a place may appeal to an independent appeals panel. Details on the procedure for appeals are available from the school and will be given to parents upon refusal of a place for their child.

**Waiting Lists**
Children not offered a place will be placed on a waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription. No account is taken of the length of time on a waiting list. The waiting list will be maintained until 30 September each year. After this date, parents should make another application for their child to attend the school.

**Explanatory Notes**

**Note 1:** A parent is any person who has parental responsibility for, or is the legal guardian of, the child. If you are in any doubt, please contact the school for advice.

**Note 2:** A Looked After Child (LAC) is a child who is looked after by a local authority in Wales or in England in accordance with Section 22 of the Children Act 1989 and whom the LA has confirmed will be looked after at the time of the child’s admission to the school.

**Note 3:** Regular/Habitual worship is defined as attending worship on at least one Sunday each month over the previous 12 month period. Evidence of this must be provided by a written statement signed by the relevant priest or minister.

**Note 4:** Sibling refers to brother or sister, half brother of sister, adopted brother or sister, step brother or sister, foster
child, or the child of the parent/carer’s partner where the child for whom the school place is sought.

Note 5: The home address is the place the child spends the majority of the school week (Monday to Friday, including nights), at the time of application, for a place at the school. The school reserves the right to check the validity of any address given, by asking for evidence such as inclusion on the Electoral Roll, or a recent utilities bill confirming your name and address.

- Where a child’s permanent address is not the same as the parents’ (e.g. if he or she is resident with a grandparent) the school reserves the right to see official documentation, such as a child benefit book or medical card.
- Childcare arrangements are not sufficient reason for listing another address.
- If you are moving into the catchment area, we will ask you for evidence of your move, before considering any application for a place. Typical evidence is a letter from your solicitor confirming that you have a legally binding agreement to buy the house or a formal lease agreement.

LLANDAFF CHURCH IN WALES
PRIMARY SCHOOL

Oversubscription Criteria
Applications for any year group, at any time in the year (e.g. families who have recently moved home) will be considered by the Admissions Authority in accordance with the School’s Policy and oversubscription criteria:

1. Those children who are “looked after” by a local authority and whom the local authority request be admitted to the School.

2. Children who, with their parent(s) or guardian(s) are practising Anglicans and who are in weekly or fortnightly attendance at Llandaff Cathedral, or children who attend Llandaff Cathedral weekly or fortnightly alone or in the company of other practising Anglicans and have done so for at least two years prior to the closing date for applications.

3. Children who, with their parent(s) or guardian(s) are practising Anglicans living in the parish of Llandaff but who are in weekly or fortnightly attendance at another parish church, or children who attend another parish church weekly or fortnightly alone or in the company of other practising Anglicans and have done so for at least two years prior to the closing date for applications. A map of Llandaff Cathedral Parish is attached.

4. Children who, with their parent(s) or guardian(s) are practising Anglicans living outside the parish of Llandaff and are in weekly or fortnightly attendance at another parish church, or children who attend another parish church weekly or fortnightly alone or in the company of other practising Anglicans and have done so for at least two years prior to the closing date for applications.

5. Children who with their parent(s) or guardian(s) are in weekly or fortnightly attendance of churches that are members of Churches Together in Wales (Cytun) (Churches Together in Britain and Ireland (CTBI) if recently moved to Wales) or The Evangelical Alliance or children who attend churches that are members of Churches together in Wales (Cytun) (Churches Together in Britain and Ireland (CTBI) if recently moved to Wales) or The Evangelical Alliance alone or in the company of other practicing worshippers and have done so for at least two years prior to the closing date for applications. This includes Presbyterian Church of Wales; the Chinese Christian Church; the Union of Welsh Independent Churches; Baptist Union of Wales; the Methodist Church; the United Reformed Church; Covenanted Baptist Churches; the Salvation Army; the Roman Catholic; the Congregational Federation of Churches; Religious Society of Friends and Orthodox Church. Churches must be members of Cytun or The Evangelical Alliance as at the closing date for applications to the School.

6. Children who will have a brother or sister (including step-brother/step-sister living in the same house) attending the school at the time they would be admitted were their application to be successful.

7. Children who with their parent(s) or guardian(s) are in weekly/fortnightly attendance of any Christian denomination that does not fall into categories 1 to 5 above and where the denomination is in communion with the Church in Wales and whose long term participation can be substantiated by a senior representative of that faith organization, and whose families wish their child to be educated in a Church in Wales School.

8. Children living with parent(s) or guardian(s) within the parish of Llandaff.

9. Children whose parent(s) or guardian(s) are applying for admission for other reasons.

Provided always that the Governing Body reserves the right to depart from these criteria if there is before it compelling evidence that the welfare of a child will be seriously prejudiced if the child is not admitted to the School.

When considering applications from parent(s) or guardian(s) of children seeking admission on grounds of social or medical needs, the School may consult with the Special Educational Needs Co-coordinator, Headteacher and Local Education Authority as appropriate.
Criteria for categories 2, 3, 4, 5 and 7 will be determined strictly in the light of the signed recommendation from the incumbent or priest-in-charge of the church concerned.

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**ST DAVID’S CHURCH IN WALES PRIMARY SCHOOL (N)**

Where the number of applications received up to and including the closing date is less than or equal to the admissions number then all children will be offered a place in Reception class.

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

1. Looked After Children (LAC) and previously* Looked After Children (LAC) (*see Note 2). Children who have a statement of Special Educational Needs that name Saint David’s CiW VA as the preferred school.

2. Children who have a sibling who is a pupil at the school at the time of the application and who is expected to be a pupil at the school at the time of admission (see Note 3)

3. Children whose parents are active members of the Anglican or other covenanted Church or children whose parents are active worshipping members of any non-covenanted Christian Church (see Note 4 and 5)

4. Children with exceptional medical needs, supported by written evidence, normally given by an independent medical officer or other appropriate person (see Note 6)

5. Children, who have been baptised or formally received into church membership (see Note 7)

6. Distance lived from the school. This is measured using “AA route finder”.

**Multiple Birth Children (e.g. Twins, Triplets, etc):**

Multiple Birth children will be given priority over any other children in any of the over subscription criteria. Distance Criteria: Where it is necessary to distinguish between two children who equally fulfil the 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 a higher priority.

**Appeals:**

Parents/Carers of children not offered a place may appeal to an independent Appeals Panel within 14 days from the date of the letter notifying them their application has been unsuccessful. Letters of appeal should be addressed to the Clerk of the Admissions Appeals Panel and delivered to the school.

**Waiting Lists:**

Children not offered a place will be placed on a waiting list. The order of priority on the waiting list is the same as the list of criteria for over subscription. No account is taken of the length of time in a waiting list. The school periodically seeks confirmation that parents wish to be kept on the waiting list.

**Note 1:**

A parent is any person who has parental responsibility for, or is the legal guardian of, the child. If you are in any doubt, please contact the school for advice.

**Note 2:**

A Looked After Child (LAC) is a child who is looked after by the Local Authority in Wales or in England in accordance with Section 22 of the Children Act 1989 and whom the Local Authority has confirmed will be looked after at the time of the child’s admission to the school. A previously Looked After Child is a child who has been looked after within the last two years and in accordance with the above legislation.

A Statement of Special Educational Needs is a legally binding document provided by the Local Authority.

**Note 3:**

Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer’s partner where the child for whom the school place is sought. In the case where one place is available and the next child on the list is a twin, triplet or other multiple birth we would admit both twins (or all children in the case of other multiple births) even if this meant exceeding the agreed admission number of number of places in a particular year group.

**Note 4:**

The Anglican Church is the Church in Wales. Covenanted Churches are the Methodist Church, the Presbyterian Church in Wales, the United Reform Church and those Baptist Churches which are covenanted. Evidence of this must be provided by a written statement signed by the relevant priest or minister.

**Notes 5:**

Active worship is defined as attending worship on at least one Sunday each month over the previous 12 month period. Evidence of this must be provided by a written statement signed by the relevant priest or minister. Those attending most frequently will be given priority.

**Note 6:**

The Governing Body will require a letter from a registered health professional (such as a doctor) stating why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.
Admission Policies

Note 7:
Baptism or Formal Reception must be supported by a Baptismal Certificate or equivalent.

ST FAGAN’S CHURCH IN WALES PRIMARY SCHOOL (N)

School Oversubscription criteria

1. Parish children who attend an Anglican church with their parents on the majority of Sundays and whose parents have been at the heart of the church long term, as substantiated by their parish priest.

2. Children with siblings attending the school at the date of enrolment.

3. Parish children of another Christian Church for whom there is no alternative denominational education provision, who attend with their parents on the majority of Sundays and whose parents have been at the heart of the church long term, as substantiated by their minister.

4. Parish children who attend a Christian Church with their parents on the majority of Sundays and whose parents have been at the heart of the church long term, who do not meet the criteria above. (This will also include formally constituted Churches such as Bethel and Immanuel Presbyterian Churches.)

If it is not possible to offer a place to all applicants within a criterion, then the following criteria will be applied:
Proximity to school, measured as the safest walking route as advised by Cardiff Council. Any remaining places once all these criteria have been applied will also be allocated on this basis.

Definitions

The determination of being at the heart of the church is made by reference to the application form and support letter from parish priests or ministers. It will include involvement in Church life (not just the Church services) and an active contribution to the life, work and witness of the Church.

Long term participation will indicate a period of at least two years and on-going.

Parish children are children whose ordinary place of residence is within the parishes of St. Fagans and Michaelston-super-Ely, Glan Ely and Caerau with Ely. The child’s ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child’s ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

Another Christian Church will be a subscriber to the Covenanted Churches in Wales, and/or Members of Cytun and/or members of the Evangelical Alliance Wales.

Alternative denomination educational provision is presently available for members of The Roman Catholic Church.

For the sibling criteria to be applicable one of the following conditions must exist:
- a brother and/or sister is to be permanently resident at the same address
- a stepbrother and/or stepsister (including half brother/sisters) is to be permanently resident at the same address.

ST MARY THE VIRGIN CHURCH IN WALES PRIMARY SCHOOL (N)

This policy refers to the admissions in September 2019 to St Mary the Virgin Church in Wales Primary School. The Governing Body has full responsibility for admissions to the school. In accordance with the provisions of the Government of Maintained Schools (Wales) Regulations 2005, the Governing Body has delegated responsibility for determining admissions to its ‘Admissions Committee’.

Only the Governing Body may admit places to the school and no representation made by any person including a governor, staff member, clergy or anyone elected to or employed by the local authority can be regarded as an indication or offer of a place. Only a written offer from the Governing Body may be regarded as acceptance of an application to the school. The School Standards and Framework Act 1998 (as amended by the Education Act 2002) gives parents the right to express a preference as to which school their child attends.

About the School

St Mary the Virgin Church in Wales Primary School is a voluntary aided Church in Wales Primary School. Recognising the school’s Christian foundation, the importance of its ethos and character as well as its Core Values, St Mary the Virgin Church in Wales Primary School maintains faith at the heart of the school’s life, alongside a commitment to provide a setting where people of all faiths and none are valued equally. It is in this context that the human journey of faith is seen as something to be celebrated as part of the rich and diverse heritage of Butetown, Cardiff and contemporary Wales.
This policy recognises that the school draws its pupils from a variety of backgrounds, including:

- Families who are active and practising members of the Church in Wales;
- Families who are members of other Christian denominations;
- Families of other faiths who support the ethos and character of the school;
- Families living in the local community.

The school offers 60 places in each Reception and Year 1 class group, with 30 Foundation Places allocated to pupils whose families can demonstrate an active faith commitment and a further 30 Open Places for pupils from the local community who do not qualify for Foundation Places, but whose families have chosen the school for the type of education it provides.

The school offers 30 places in year groups 2 – 6, with 15 Foundation Places and 15 Open Places (as defined in 2.4 above).

The school offers 80 part time Nursery Places, with 40 Foundation Places and 40 Open Places (as defined 2.4 above).

1. Procedure for Admission

1.1 Parent(s)/carer(s) must complete the St Mary the Virgin Church in Wales Primary School application form and submit it directly to the school, indicating if a Foundation or Open Place is being applied for.

1.2 The school will adhere to Cardiff County Council admission dates and deadlines as indicated in the Admission to Schools Information for Parents booklet.

2. Oversubscription

If the school is oversubscribed, the following criteria will be applied:

2.1. Foundation Places

The governors offer 30 Foundation Places in each year group each academic year. If there are more than 30 applications received, the governors will offer places using the following criteria in the order stated:

1. Looked after, or previously looked after children. (as defined by the Welsh Government School Admissions Code (005/2013)).

2. Children with specific learning or medical needs where St Mary the Virgin Church in Wales Primary School is named as the most appropriate setting; or children with compelling social grounds for their admission. Where preferences exceed places available, criteria 3 – 4 will then be applied in order to decide which other children are admitted.

3. Children who are permanently resident within the defined catchment area of the school on the published closing date for receipt of preference forms: evidence of permanent residence of the child must be supplied if required.

4. Children who have a sibling of statutory school age who will be on roll when they are admitted. In considering siblings first priority will be given to applications from multiple birth siblings.

5. In determining applications for admission in respect of other children, the Governing Body gives priority to children living nearest to the school as measured by the shortest practicable walking route. The school makes use of Cardiff Council’s Geographical Information System (GIS) to calculate home to school distance in miles to the nearest two decimal places.

3. Appeals Procedure

3.1 In accordance with the requirements of the Schools Standards and Framework Act 1998, the Governing Body has established an Appeals Procedure.

3.2 Parent(s)/carer(s) of a child who has not been admitted to the school may appeal against the decision.

3.3 The panel is appointed by the Diocese of Llandaff and is entirely independent of the School and the Local Authority.

3.4 Notice of intention to appeal should be sent to the Clerk to the Governors, c/o the school, who will then inform the Diocesan Office for Education. Appellants will then be contacted directly by the Diocesan Office with details of an appeal hearing.

2.2 Open Places

The governors offer 30 Open Places each academic year to children who are not eligible to apply for a Foundation Place. Parent(s)/carer(s) applying for these places do so knowing that the school aims to provide an education based on its Christian Principles and Core Values. All pupils are expected to take part in the Christian and Values based life of the school. If there are more than 30 applications received, the governors will offer places using the following criteria in the order stated:

1. Looked after or previously looked after children (as defined by the Welsh Government School Admissions Code (005/2013)).

2. Children with specific learning or medical needs where St Mary the Virgin Church in Wales Primary School is named as the most appropriate setting; or children with compelling social grounds for their admission. Where preferences exceed places available, criteria 3 – 4 will then be applied in order to decide which other children are admitted.

3. Children who are permanently resident within the defined catchment area of the school on the published closing date for receipt of preference forms: evidence of permanent residence of the child must be supplied if required.

4. Children who have a sibling of statutory school age who will be on roll when they are admitted. In considering siblings first priority will be given to applications from multiple birth siblings.

5. In determining applications for admission in respect of other children, the Governing Body gives priority to children living nearest to the school as measured by the shortest practicable walking route. The school makes use of Cardiff Council’s Geographical Information System (GIS) to calculate home to school distance in miles to the nearest two decimal places.

6. Children living closest to the school would be prioritized within each criterion.
ST MELLONS CHURCH IN WALES VOLUNTARY CONTROLLED PRIMARY SCHOOL

Oversubscription Criteria
Where the number of applications received up to and including the closing date is less than, or equal to, the admission number, all the children will be offered a place in the reception class.

Where the number of applications exceeds the admission number places will be allocated in accordance with the following oversubscription criteria:

Children with statements of special educational needs naming St Mellons Church in Wales Voluntary Controlled School will automatically be admitted before the oversubscription criteria is applied.

1. Looked after children and children who have been previously looked after. (see Note 2 for definition)
2. Children who have a sibling who is a pupil at the school at the time of application and who will be a pupil at the school at the time of admission (see Note 3 for definition)
3. Children with a home address in the Old St Mellons Community. Please ask at the school office for a map (see Note 4 for definition)
4. Children who have at least one parent who regularly/habitually attends worship/Sunday School at St Mellons Parish Church (see definition of regularity of worship)
5. Children who have at least one parent who regularly/habitually attends worship/Sunday School in another Christian place of worship in the Parish of St Mellons (see definition of regularity of worship)
6. Children who have at least one parent who regularly/habitually attends worship/Sunday School at another Anglican Church (see definition of regularity of worship)
7. Children who have at least one parent who regularly/habitually attends worship/Sunday School in another Christian place of worship. (see definition of regularity of worship)

Multiple birth children
Multiple birth children will be given priority over any other children within each oversubscription criteria from 2 to 7 above.

Tie Break – distance criteria
Where it is necessary to distinguish between two children who fulfil equal criteria the proximity of the child’s home, as measured by the safest available walking route from the front door of the home to the main school gate will be used, with those living nearer being accorded the higher priority. In the event of necessity the method used to calculate the distance will be Google Maps.

Definition of regularity of worship
Regular/habitual worship/Sunday School is defined as attending worship/Sunday School on at least one Sunday a month over the previous 12 month period. Evidence of this must be provided by a written statement signed by the relevant priest or minister.

Appeals
Parents of children not offered a place may appeal to an independent appeals panel. Details on the procedure for appeals are available from the school and will be given to parents upon refusal of a place for their child.

Waiting Lists
Children not offered a place will be placed on a waiting list. The order of priority on the waiting list is the same as the list of criteria for oversubscription. No account is taken of the length of time on a waiting list. The waiting list will be maintained until 30 September 2019. After this date parents should make another application for their child to attend the school.

Explanatory Notes:
1. A parent is anyone who has parental responsibility for, or is the legal guardian of, the child. If you in any doubt please contact the school for advice.
2. A Looked After Child (LAC) is a child who is looked after by a Local Authority in Wales or England in accordance with section 22 of the Children’s Act and whom the LA has confirmed will be looked after at the time of the child’s admission to school.
3. Sibling refers to brother or sister, half brother or half sister, adopted brother or sister, step brother or sister, foster child or the child of the parent/carer’s partner.
4. The home address is the place the child spends the majority of the school week (Monday – Friday, including nights, at the time of application for a place at the school. The school reserves the right to check the validity of any address given, by asking for evidence such as inclusion on the electoral roll, or a recent utilities bill confirming your name and address.

➢• Where a child’s permanent address is not the same as the parents (eg if he or she is resident with a grandparent) the school reserves the right to see official documentation such as a child benefit book or medical card.
➢• Childcare arrangements are not sufficient reason for listing another address.
➢• If you are moving into the area we will ask to see evidence of your move, before considering any
application for a place. Typical evidence is a letter from your solicitor confirming that you have a legally binding arrangement to buy the house or a formal lease arrangement.

ST MONICA’S CHURCH IN WALES PRIMARY SCHOOL

Oversubscription Criteria
If the number of applications exceeds the available pupil places, the Governing Body will admit children whose applications satisfy the over-subscription criteria in the following order:

1. Children who, with their parents, attend an Anglican church in the Parish of Cathays on the majority of Sundays and have been practising members of the Anglican Communion and whose long-term participation is substantiated by their parish priest.

2. Children who, with their parents, attend an Anglican church in another Parish on the majority of Sundays and have been practising members of the Anglican Communion and whose long-term participation is substantiated by their parish priest.

3. Children who live in the parish of Cathays and, with their parents, attend another Christian Church (which will be a Member of Cytun and/or a church that subscribes to the historic Christian Faith as expressed in the Nicene Creed) and whose long-term participation is substantiated by their Priest or Minister.

4. Children who live outside the parish of Cathays and, with their parents, attend another Christian Church (which will be a Member of Cytun and/or a church that subscribes to the historic Christian Faith as expressed in the Nicene Creed) and whose long-term participation is substantiated by their Priest or Minister.

5. Children with siblings in the school at the date of enrolment.

6. Children who live within the Parish of Cathays of any faith whose long-term participation can be substantiated by a senior representative of that faith organisation, and whose families wish their child to be educated in a Church in Wales School.

7. Children who live within the Parish of Cathays of no faith and whose families wish their child to be educated in a Church in Wales School.

8. Children who live outside the Parish of Cathays of any faith whose long-term participation can be substantiated by a senior representative of that faith organisation, and whose families wish their child to be educated in a Church in Wales School.

9. Children who live outside the Parish of Cathays of no faith and whose families wish their child to be educated in a Church in Wales School.

10. Children whose applications are on medical or compassionate grounds. Such applications should be supported by professional references where appropriate.

11. Any children whose parents wish them to attend the school for other reasons.

(NB within each stage, looked-after children will be given priority over other children.)

In the event of oversubscription within one of the criteria, the Governing Body will give priority to children living closest to the school.

Definitions
The determination of active and practising is made by reference to the application form and support letter from parish priests or ministers. Long-term participation will indicate a period of at least 2 years and on-going. Residence is deemed to be the child’s ordinary place of residence – a residential property at which the person or persons with parental responsibility reside at the closing date for receiving applications for admission to the school.

A “parent” is defined as someone who has parental responsibility for the child or a primary carer.

Distance to school will be measured in a straight line from the main entrance of the residence to the main gate of the school.

ST PAUL’S CHURCH IN WALES PRIMARY SCHOOL

Oversubscription Criteria

Criteria for Determining Admissions
Children, whose parents wish them to attend St Paul’s Church in Wales Primary School, subject to the availability of places within current legislation, will be enabled to do so provided that the number seeking admission does not exceed the accommodation available.
The school is open to any child of statutory school age whose parents wish them to receive an education in a Church in Wales school with a clear and distinctive Christian character.

Should there be more applications than there are places available, the Governing Body will award places to applicants according to their ability to satisfy the following admissions criteria in order of priority.

The Governing Body will give priority to children whose applications are on medical or compassionate grounds. Such applications must be supported by professional evidence and references, for example a letter from a registered health professional such as a doctor or social worker and should set out the particular reasons why St Paul’s is the most suitable school and the difficulties that would be caused if the child had to attend another school.

1. **Looked After Children**  
Children who are looked after by the Local Authority (as defined by Section 22 of the Children Act 1989) or previously looked after children (as defined by the Welsh Government School Admissions Code 2013)

2. **Children with A Statement of Special Educational Needs**  
Children allocated nursery funding by the Early Years Assessment Panel, or the Case Advisory Panel or children with a statement where the school is named as the most appropriate educational setting.

3. **Practising Members of the Parish Churches of Grangetown St Paul or St Dyffrig and St Samson.**  
Children whose parents are committed and practising members of the Anglican Church in the Parish or whose children have regularly attended (majority of Sundays) Anglican Church Services and/or Anglican Sunday Schools in the Parish over a full year. Evidence must be provided.

4. **Practising Members of the Anglican Church who LIVE in the Parish.**  
Children, who live in the parish, whose parents are committed and practising members of the Anglican Church or whose children have regularly attended (majority of Sundays) Anglican Church Services and/or Anglican Sunday Schools over a full year. Evidence must be provided.

5. **Siblings***  
Children who have a sibling (full/half/step living at the same address) currently attending this school.

6. **Practising Members of the Anglican Church who DO NOT LIVE in the Parish**  
Children whose parents are committed and practising members of the Anglican Church or whose children have regularly attended (majority of Sundays) Anglican Church Services and/or Anglican Sunday Schools over a full year. Evidence must be provided.

7. **Practising Christians who LIVE in the parish**  
Children who live in the parish and whose parents are committed and practising members of other Christian denominations (which will be a Member of Cytun and/or a church that subscribes to the historic Christian Faith as expressed in the Nicene Creed) and whose children regularly attend services and/or Sunday School at other Christian churches. Evidence must be provided.

8. **Practising Members of Other Faiths who LIVE in the Parish**  
Children whose families have a regular and practising commitment within their own faith (as recognised by the Interfaith Council for Wales). Evidence must be provided.

9. **Practising Christians who DO NOT LIVE in the Parish**  
Children whose parents are committed and practising members of other Christian denominations (which will be a Member of Cytun and/or a church that subscribes to the historic Christian Faith as expressed in the Nicene Creed) and whose children regularly attend services and/or Sunday School at other Christian churches. Evidence must be provided.

10. **Practising Members of Other Faiths who DO NOT LIVE in the Parish**  
Children whose families have a regular and practising commitment within their own faith (as recognised by the Interfaith Council for Wales). Evidence must be provided.

11. **Children who have been Baptised**  
Children who have been baptised with certification. Evidence must be provided.

12. **Other Reasons**  
Any children whose parents wish them to attend the school for other reasons. Parish refers to Grangetown St Paul, St Dyfrig and St Samson.

Evidence provided refers to a signed reference from the church vicar/minister/pastor or faith leader, to include a brief history of involvement and attendance.

**Oversubscription of a category**  
In the event of over subscription, priority will be given to children who live nearest to the school in the oversubscribed category (where proximity is recognised by Cardiff County Council Transport department).

*Category 5 Siblings - priority will be giving to multiple birth children.

In cases of families with shared parental responsibility home address is the address where the child resides for the majority of the week.
TREDEGARVILLE CHURCH IN WALES PRIMARY SCHOOL (N)

Oversubscription Criteria
The Governing Body has a duty to prioritise admissions of children who are looked after by the Local Authority (as defined by Section 22 of the Children Act 1989) or previously looked after children (as defined by the Welsh Government School Admissions Code). There is also a duty to prioritise the admission of children with a Statement of Special Educational Need or note in lieu where the school has been named, or children allocated nursery funding by the Early Years Assessment Panel or Case Advisory Panel.

Priority may also be given to children where there are compelling medical or social grounds as supported by documentary evidence from a medical consultant or social worker.

If the number of remaining applications exceeds the available pupil places, the Governing Body will admit children whose applications satisfy the over-subscription criteria in the following order:

1. Children residing in Cardiff who attend an Anglican Church as substantiated by a reference from a vicar/priest.
2. Children residing in Cardiff who attend a church of another Christian denomination, as substantiated by a reference from a vicar/priest.
3. Children who already have a brother or sister at the school and whose brother/sister will be a registered pupil when the new pupil is admitted (this includes full, half or step brothers/sisters, adopted or fostered who are living in the same house).
4. Children who live closest to the school, measured as the safest walking route, as advised by Cardiff Council.

Definitions
1. The child’s ordinary place of residence will be defined as the property at which the person or persons with parental responsibility for the child reside at the closing date for receiving application.
2. Where parental responsibility is held by more than one person, and where they reside at separate properties, the child’s ordinary place of residence will be defined as the property at which the child resides for the greater part of the week, including weekends.
3. Within each admission’s category priority is given to children of multiple births who meet the admissions criteria.

Right of Appeal
Parents whose application to the Reception class has been unsuccessful have the right to appeal. To make an appeal parents must write to the Chair of Governors within 15 days of receiving notification of an unsuccessful application.

The appeal will be considered by an independent panel administered by the Llandaff Diocesan Board of Education. There is no appeal process for nursery applications as this is non-statutory education.

SECONDARY EDUCATION

ADMISSIONS CRITERIA FOR CATHOLIC HIGH SCHOOLS

For full copies of admission policies please contact the individual school.
Any enquiries should be addressed to the individual school Governing Body.

CORPUS CHRISTI HIGH SCHOOL

Catchment Area
Designated Parishes

Christ the King
Holy Family
St Telio with Our Lady of Lourdes
St Brigid and St Paul
St Joseph
St Peter
St Philip Evans
St Clare’s (but ONLY that part which is north of the railway line and north and west of Western Avenue)

The detail of external boundaries is shown on a map held at the school and copies of the relevant section may be obtained on request.

The order in which parishes and schools appear has no significance.

Oversubscription Criteria Order of Priority
Children will be admitted in accordance with the following priority. Qualification within a category is determined at the time the application is considered by the governors or, in the event of an appeal, at the date of the appeal determination. If the governors are unable to admit all applicants within a particular category, priority will be given to those residing closest to the school measured by Cardiff Council using the method set out in the Cardiff Council School Admissions Policy 2019/20 [para 7.8 Proximity].

A child with a statement of additional learning needs naming Corpus Christi as the designated school will be admitted.
Admission Policies

For categories 1; 3; 4; 5; 6 and 7 the applicant must be a Baptised Catholic.

1 Looked after or previously looked after Baptised Catholic children.
2 Looked after or previously looked after non-Catholic children
3 Baptised Catholic children
   (a) residing in the catchment area and
   (b) attending a designated Catholic Primary School.

4 Baptised Catholic brothers or sisters of pupils already in the school at the time of determination and who will be pupils at the time the applicant commences at the school.

5 Baptised Catholic children
   (a) residing in the catchment area and
   (b) attending a non-designated Catholic Primary School.

6 Baptised Catholic children residing in the catchment area.

7 Other Baptised Catholic children.

For categories 2, 8, 9, 10, 11, 12, 13, 14 and 15 a child is not required to be a Baptised Catholic.

8 Children
   (a) residing in the catchment area and
   (b) attending a designated Catholic Primary School.

9 Brothers or sisters of pupils already in the school at the time of determination and who will be pupils at the time the applicant commences at the school.

10 Children
   (a) residing in the catchment area and
   (b) attending a non-designated Catholic Primary School.

11 Children residing in the catchment area who can demonstrate with a letter of support from a minister or person in authority, that particularly in the previous year, they have actively engaged in supporting a Christian denomination.

12 Children residing in the catchment area who can demonstrate with a letter of support by a person in authority, that particularly in the previous year, they have actively engaged in supporting a non-Christian faith.

13 Other children residing in the catchment area.

14 Other children.

15 The governors may admit any child without regard to the above criteria (but not so as to give priority over any applicant in category 1) whose application shows exceptional medical reasons. Evidence in statement form supported with any documents such as a medical report or letter in support from a doctor or other health or social services professional must be supplied with the application. The application shall explain why Corpus Christi is most suitable and describe the difficulties if required to attend a different school. [code 2.39].

Brothers and sisters include children with at least one common parent [including adopted children]. Children of multiple births will all be admitted to a single year if one can be offered a place.

Proof that a child is Baptised Catholic is required with every application. A copy of the baptismal certificate is proof [and required unless not available for good reason when other evidence must be submitted].

Proof of the residential address of the child at the time of application is also required.

Further Procedures

1. The decision to offer a place to an applicant is entirely that of the governing body (subject to appeal).

2. The deadlines for the determination and communication of admissions have been decided after consultation with the Local Authority and in accordance with Welsh Government guidelines. The dates for 2019/20 are:

   | Admissions information sent to parents/schools | Week commencing Monday 24 September 2018 |
   | Closing date for receipt of preference forms | Monday 19 November 2018 |
   | Notification of results to parents of applications to Voluntary Aided Schools | Friday 1 March 2019 |
   | Closing Date for receipt of Statutory Appeals | Monday 18 March 2019 |

3. For Year 7 applications in the normal admission round, two application forms must be completed – a Local Authority (LA) form and a Corpus Christi High School form.

   a. The LA application must be submitted via the Council’s Online Application Service or by a completed preference form emailed to schooladmissions@cardiff.gov.uk or posted to School Admissions, Room 422, County Hall, Atlantic Wharf, Cardiff, CF10 4UW [refer to Cardiff Council School Admission Booklet 2019/20]
b. The Corpus Christi High School form must be submitted direct to the school. This application form can be obtained from Corpus Christi High School, the headteacher of a designated Catholic primary school or downloaded from the Corpus Christi High School website. Children at designated Catholic primary schools may submit this form through their headteacher in accordance with Archdiocesan practice.

For Year 7 applications outside the normal admission round and all other in-year applications, only the Corpus Christi High School form (para 3b above) is required.

4. Completed application forms must be received by the school and the LA on or before the specified date.

5. Information must be correct and accurate at the point of application. Default may result in a place offered being withdrawn in accordance with the Admissions code paras.3.40-3.41.

6. Applicants will be notified of the result of the application in writing by the governors on the date specified in paragraph 2 above. In the event of an application for admission being refused, the parent/carer has a right to exercise their right of appeal. Detail of the procedure will be given with every refusal and is also set out below. An applicant’s name will remain on the waiting list notwithstanding an appeal.

7. LATE APPLICATIONS made in the normal admissions round will be considered with other in time applications only if a valid reason for delay in all the circumstances is given, otherwise only after all applications made within time have been determined. Applications made outside the normal round for admissions will be considered and a decision notified in the soonest of 15 school days or 28 calendar days. All refusals may be appealed. [code 3.17].

Further Information
In September 2018, the standard admission number for entry into Year 7 is 186 and 417 pupils applied for admission. In September 2017, the standard admission number for entry into Year 7 was 186 and 343 pupils applied for admission. In September 2016, the standard admission number for entry into Year 7 was 186 and 245 pupils applied for admission. In September 2015, the standard admission number for entry into Year 7 was 186 and 234 applied for admission.

APPEALS PROCEDURE
1. A form of appeal, which can be obtained from the Clerk to the Governors, must be completed and received by the school 14 days (10 school days) after the notification of refusal.

2. An independent Appeals Panel will be convened as soon as is practicable to determine the appeal and in any event within 30 days.

3. The Appeals Panel will be composed of a minimum of three persons in accordance with Welsh Government (WG) requirements. Their independent decision will be binding on both the governors of the school and on the appellant.

4. The Appeals Panel will be provided with all previous correspondence but the appellant may also attend the hearing and speak to the panel in person.

5. The appellant will generally be given at least fourteen days’ notice of the Appeals Hearing.

6. The Appeals Hearing will take the following format as recommended by the Welsh Government:

Stage 1
(i) Representatives of the governing body of Corpus Christi High School will present the case for their decision not to admit the appellant’s child.
(ii) The appellant may question the representatives of the governing body.
(iii) The Appeals Panel will then retire to decide whether admitting all appellants would prejudice the provision of efficient education and use of resources at the school. If they decide that all appellants can be admitted, proceedings will stop and appellants will be notified that their children will be admitted to the school. If the panel decide that admitting all appellants would cause prejudice, the Appeals Proceedings will move to Stage II.

Stage 2
Proceedings at this stage are not held in a group, as in Stage 1, but on an individual basis involving the Appeals Panel, the representatives of the governing body and the appellant (and a friend or representative if the appellant wishes). The purpose of this stage is for the Panel to judge whether the individual circumstances of the appellant’s child should outweigh the prejudice which might arise to the school should more children be admitted. Proceedings will continue in the following order:

(i) The appellant or his/her representative will put the case for the appeal.
(ii) The representatives of the governing body may question the appellant.
(iii) The representatives of the governing body may sum up.
(iv) The appellant may sum up.

The Panel members may ask questions at any time if they require clarification of what is being said or if they need information in order to reach a decision.

The Appeals Panel will make a decision on the appeal in private once it has heard the cases of all appellants. Appellants will be informed of their decision in writing, usually within a week.
7 Governors will not normally consider repeat applications for the same academic year unless there has been a change of circumstances relevant to the application.

MARY IMMACULATE HIGH SCHOOL

Catchment
Mary Immaculate High School was established to serve Catholic and non-Catholic community in the West of Cardiff. The school offers a secondary education to children drawn from its Catholic family of schools and these children normally reside within the parish boundaries as outlined below.

<table>
<thead>
<tr>
<th>Designated Parish</th>
<th>Designated Catholic Primary Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holy Family</td>
<td>St Cuthbert’s</td>
</tr>
<tr>
<td>St Francis and St Clare’s</td>
<td>St Francis</td>
</tr>
<tr>
<td>St Mary of the Angels</td>
<td>St Mary’s</td>
</tr>
<tr>
<td>St Patrick’s</td>
<td>St Patrick’s</td>
</tr>
</tbody>
</table>

Note
The order in which parishes and designated schools appear has no significance.

OVERSUBSCRIPTION CRITERIA
All applications must be completed using the school’s application form. Completed forms should be returned directly to Mary Immaculate ‘Admissions Committee’. The admission number is 159. Places will be allocated up to the school’s admission number without the application of any conditions. In the event of oversubscription, i.e. the number of applications exceeds the admissions number then the following oversubscription criteria, listed in order of priority, will be used.

1. Those children who are (or have been) designated ‘Looked After’;
2. Baptised Catholic children who attend one of our designated Catholic primary schools;
3. Baptised Catholic children who do not attend one of our designated Catholic primary schools but have a sibling at Mary Immaculate;
4. Baptised Catholic children who do not attend one of our designated Catholic primary schools
5. Other children who attend one of our designated Catholic primary schools
6. Non-Catholic children who do not attend one of our designated Catholic primary schools, but who have a sibling at Mary Immaculate
7. Children of a Christian denomination, other than Catholic, who wish to receive a faith education at Mary Immaculate;
8. Children of a religious tradition, other than Christian, who wish to receive a faith education at Mary Immaculate; and
9. Any other children who wish to receive a faith education at Mary Immaculate.

Notes
1. ‘Catholic’ children are those baptised members of the Catholic Church. Evidence of baptism will be required. In the event of this request, the parish priest where a child was baptised will be able to provide certification. This certificate will be required.
2. A ‘sibling’ is defined as a biological brother or sister, half brother or sister, adopted brother or sister, step-brother or sister or foster children who live at the same address and who will still be on the school register at the time of admission. In the case of multiple birth children the Governing body will seek to ensure that all children are admitted to avoid family separation.
3. Applications from children of other Christian denominations and/or religious traditions will be required to provide evidence, such as a supporting letter from a minister or Imam.
4. In the event of a tie-breaker, i.e. where there are more applications from children with a criterion than the available capacity and the evidence requirements have been met, priority will be given to those children who reside closest to the school (defined as “closest walking distance from where the child resides as verified by Primary School and Cardiff Local Authority School Transport Department).
5. Children with an SEN Statement that clearly designates Mary Immaculate will be admitted.
6. It is important that information is correct and accurate at the time of application. If there are changes in circumstances that occur between the application process and the admission decision, these will only be considered on an individual basis. Further evidence and explanations may be required.

Late Applications
Late applications made in the normal admissions round will only be considered with in time applications if a reasonable reason for the delay in all the circumstances is given. Otherwise, late applications may be rejected.

Further Procedures
1 The decision to offer a place to an applicant is entirely that of the governing body admissions panel (subject to appeal). The deadlines for the determination and communication of admissions
have been decided after consultation with the Local Authority and in accordance with Welsh Government guidelines. The dates for 2019/20 are:

| Admissions Information sent to parents/schools | Monday 24th September 2018 |
| Closing date for receipt of applications | Monday 19th November 2018 |
| Notification of results to Local Authority | Thursday 31st January 2019 |
| Notification of result of application to parent | Friday 1st March 2019 |
| Closing date for acceptance or rejection by parent | Friday 15th March 2019 |
| Closing date for receipt of statutory appeals | Friday 22nd April 2019 |
| Appeal hearings | TBA |

2. Application must be submitted in writing, signed by a parent/carer on the application forms which can be obtained from the school or the Headteacher of a designated Catholic primary school. Children at designated Catholic primary schools will normally apply through their Headteacher in accordance with Archdiocesan practice. Applicants must express a preference in accordance with the law and will therefore have to complete two application forms - an LA form (for other schools) and a green Catholic schools form for Mary Immaculate.

3. Completed application forms must be received by the school on or before the specified date. Applications for children in designated Catholic primary schools should be returned to the primary Headteacher. All other applications should be returned to Mary Immaculate directly by the closure date.

4. Information must be correct and accurate. Failure to produce relevant documentation (e.g. Baptism certificates) may mean a place is withdrawn.

5. Applicants will be notified in writing by the governors as soon as possible after the determination of their application. In the event of an application for admission being refused, the parent/carer has a right to exercise their right of appeal.

Appeals Procedure
1. A form of appeal, which can be obtained from the Clerk to the Governors, must be completed and received by the school 21 days after the notification of refusal;

2. An independent appeals panel will be convened as soon as is practicable to determine the appeal;

3. The Appeals Panel will comprise of three persons in accordance with Welsh Assembly Government (WAG) requirements. Their independent decision will be binding on both the governors of the school and the appellant;

4. The Appeals Panel will be provided with all previous correspondence but the appellant may also attend the hearing and speak to the panel in person;

5. The appellant will generally be given at least 14 days’ notice of the Appeals Hearing.

6. An applicant’s name will remain on the waiting list notwithstanding an appeal.

ST ILLTYD’S HIGH SCHOOL

Oversubscription Criteria
Admissions Categories
176 students will be admitted to Year 7 in September 2019. Where there are more than 176 applications, then 176 places will be allocated to the children of parents whose initial applications were received by the closing date. Applications will be considered in the following order of priority:

<table>
<thead>
<tr>
<th>CATEGORY NUMBER</th>
<th>DESCRIPTION</th>
<th>EVIDENCE REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Looked After Children (presently or previously)</td>
<td>Notification from Local Authority</td>
</tr>
<tr>
<td>2</td>
<td>Baptised Catholic children who attend a designated Catholic Primary School</td>
<td>A copy of the Baptism Certificate or notification from the Church where baptised.</td>
</tr>
<tr>
<td>3</td>
<td>Baptised Catholic children who are not enrolled at a designated Catholic Primary School</td>
<td>A copy of the Baptism Certificate or notification from the Church where baptised.</td>
</tr>
<tr>
<td>4</td>
<td>Baptised Catholic brothers or sisters of pupils already in the school at the time of determination and who will be pupils at the time the applicant commences at the school.</td>
<td>A copy of the Baptism Certificate or notification from the Church where baptised.</td>
</tr>
</tbody>
</table>
11. The governors may admit any child without regard to the above criteria (but not so as to give priority over any applicant in category 1) whose application shows exceptional medical reasons. Evidence in statement form supported with any documents such as a medical report or letter in support from a doctor or other health or social services professional must be supplied with the application. The application shall explain why St. Illtyd’s is most suitable and describe the difficulties if required to attend a different school.

In all categories a copy of the birth certificate must be provided.

Notes
In the event that there are more applicants than places available within a category, the direct distance of the child’s home to the school will be the determining factor. Distance will be measured by GPS information available at the time from the front door of the child’s home address (including flats) to the main entrance of the school. If there are more applicants than places then those who are not admitted will be placed onto a waiting list until Order on the waiting list will be determined by the oversubscription policy.

In the case of children who are asylum seekers or refugees (where there may be no paper evidence of baptism or commitment to another denomination or faith) evidence may be sought from a relevant agency or otherwise.

For the purpose of this policy a “sibling” refers to brother or sister, half brother or sister, adopted brother or sister, step-brother or sister, or the child of the parent/carers partner, and in every case, the child should be living in the same family unit at the same address.

Parents who are not offered a place for their child have the statutory right to an appeal hearing before an independent panel. Parents wishing to appeal should do so by letter. The letter should be sent to the Clerk to the Governors within 14 days of notification of the decision not to admit.

Right of Appeal
Parents who are not offered a place have the statutory right to appeal against the decision of Governing Bodies in the matter of school admissions. The Appeal’s Panel is entirely independent of the Governors and of the Local Authority.

An Appeal Form can be obtained from the school office. This should be completed and returned to the Clerk to the Governors within 14 days of notification of the decision not to admit. The Appeals Panel will then meet to consider the Appeal and any supplementary information provided within 30 days of the receipt of the appeal.

ADMISSION CRITERIA FOR CHURCH IN WALES HIGH SCHOOLS

ST TEILO’S CHURCH IN WALES HIGH SCHOOL

Foundation Places
The Governors will offer 160 Foundation Places each academic year. In the event of over-subscription, places will be offered in accordance with the categories detailed below. Within each category first priority will be given to:

1. Those who fully satisfy the criterion, but also have a brother or sister already in attendance at the school (see note 1 below).
2. Those who fully satisfy the criterion, and the proximity of the family home to the school (see note 2 below).
FOUNDATION PLACE ADMISSION CRITERIA

A. Looked after Children, and children where the school is named in a statement of Special Educational Needs, whose family satisfy the requirements of a Foundation place (see note 3 below).

B. Children who have been baptised and who attend a Church in Wales Primary School and whose families are active and practising* members of the Anglican Community.

C. Children who have been baptised and attend any other Primary School whose families are active and practising* members of the Anglican Community.

D. Children who attend a Church-in-Wales Primary School.

E. Children whose families are active and practising* members of another mainstream denomination of the Christian faith.

F. Children whose families are active and practising* members of another mainstream faith.

Foundation Place notes:
Foundation places will be allocated on the basis of the evidence provided on the Application Form by the family, and confirmed by the clergy/minister or faith leader, of the frequency of attendance and contribution to the life and work and witness of their church or place of worship. Where are an application does not have a completed faith section, then the application will automatically be considered as an Open application. Applications cannot be modified once submitted.

In addition, in each category, consideration will be given to children of families who provide evidence at the time of application that the child has a particular education, social or medical need which can be met especially well within the caring Christian environment of St Teilo’s School, and who are already in support from the church in meeting those needs. Places will be allocated based on evidence provided by the family in a personal statement at the time of application and confirmed by the clergy/minister/church or faith leader and a professional consultant as appropriate.

*The determination of active and practising is made by reference to the answers to questions on the Application Form and the period of active worship is as significant as the frequency.

If there are fewer than 160 qualified applicants for Foundation Places any unfilled places will become additional Open places.

1. Sibling is defined as a biological brother/sister, a half-brother/sister, a step-brother/sister, an adopted and/or fostered brother/sister. In the case of multiple birth children the Governing Body will seek to ensure that all children are admitted to avoid family separation;

2. Proximity refers to the distance measured by calculating the miles from the school post code to the parent’s/carer’s home post code. The school uses Google maps to calculate home to school distance in miles to the nearest two decimal places;

3. Looked after children are children who are looked after by the Local Authority (as defined by Section 22 of the Children Act 1989) or previously looked after children (as defined by the Welsh Government School Admissions Code document no. 005/2-13)

The Governors have designated 80 places each year as Open Places to be offered to children who do not qualify for Foundation Places, but whose parents have chosen the school for the type of education it provides. In the event of over-subscription, places will be offered in accordance with the categories below. Within those categories the proximity of the family home to the school will (where necessary) be used to determine the allocation (see note 1 below):

OPEN PLACE ADMISSION CRITERIA

A. Looked-after Children, and children where the school is named in a statement of Special Educational Needs, whose family do not satisfy the criteria for admission to a Foundation Place (see note 2 below).

B. Children who have a brother or sister in the school whose family do not satisfy the criteria for admission to a Foundation Place (see note 3 below).

C. Children whose family home lies within the catchment areas of Bryn Celyn, Glyndyfrdwy, Llanedeyrn and Springwood Primary Schools, whose family do not satisfy the criteria for admission to a Foundation Place.

D. Any other children whose families do not satisfy the criteria for admission to a Foundation Place.

Open Place note:
In each category consideration will be given to children of families who provide professional evidence at the time of application that the child has a particular educational, social or medical need which can be met especially well within the caring Christian environment of St Teilo’s School. Places will be allocated based on evidence provided by the family in a personal statement at the time of application from a medical professional, social worker or educational psychologist which explains what specific difficulties the child has and why St Teilo’s is considered to be the most suitable school and the difficulties that would be caused by attending another school.

1. Proximity refers to the distance measured by calculating the miles from the school post code to the parent’s/carer’s home post code. The school uses Google maps to calculate home to school distance in miles to the nearest two decimal places;

2. Looked after children are children who are looked after by the Local Authority (as defined by Section 22 of
3. Sibling is defined as a biological brother/sister, a half-brother/sister, a step-brother/sister, an adopted and/or fostered brother/sister. In the case of multiple birth children the Governing Body will seek to ensure that all children are admitted to avoid family separation.

THE BISHOP OF LLANDAFF CHURCH IN WALES HIGH SCHOOL

Procedure for Admission
2.1. The standard admissions number for the school is 180 in Year 7. As a faith school, 150 places are reserved as ‘Foundation’ places (ie. those children who are considered at “the heart of the Church”); while 30 places are reserved for children within the ‘Community’.

2.2. Parents/carers must complete The bishop of Llandaff application form. Where a family wishes to be considered for a ‘foundation’ place, they will be expected to complete the relevant section. The school will seek references to verify faith commitment from the named priest/minister (see note 3). Families who wish to apply for a ‘community’ place do not need to complete this section. Where an application does not have a completed faith section, then the application will automatically be considered as a community application. Applications cannot be modified once submitted.

2.3. The governors’ admissions sub-committee meets in January of each year to consider all applications from parent(s)/carer(s) for places in Year 7 for the following September. Applications should be received by the stated admissions deadline.

2.4. Where there are 180 or fewer applications, all applicants will be allocated a place. Where there are more applications received than places available, the governors will offer places using the following oversubscription criteria in the order stated

a) Looked after, or previously looked after, children (see note 1);
b) Baptised children, or children of baptised parent(s)/carer(s), who attend a Church-in-Wales service on a weekly/fortnightly basis and have done so for (at least) the past two years;
c) Baptised or dedicated children, or children of baptised or dedicated parent(s)/carer(s), who attend an approved Christian denomination (see note 2), other than the Church-in-Wales, on a weekly basis and have done so for (at least) the past two years;
d) Children who have a sibling of statutory school age at The bishop of Llandaff High School at the time of application (see note 5);
e) Baptised or dedicated children, or children of baptised or dedicated parent(s)/carer(s), who attend a Church-in-Wales service on a monthly basis and have done so for (at least) the past year;
f) Baptised or dedicated children, or children of baptised or dedicated parent(s)/carer(s), who attend a Christian denomination (see note 2), other than the Church-in-Wales, service on a monthly basis and have done so for (at least) the past year (see note 1);
g) Children who attend a Church-in-Wales primary school;
h) Children who attend a faith-based primary school, other than Church-in-Wales;
i) Children, or children of parent(s)/carer(s), who attend a place of worship, other than Christian (see note 2), on a weekly/fortnightly basis and have done so for (at least) the past two years;
j) Children, or children of parent(s)/carer(s), who attend a place of worship, other than Christian (see note 2), on a monthly basis or occasionally and have done so for (at least) the past year;
k) Children who have compelling medical need (see note 4); and
l) None of the above.

2.5. Where The bishop of Llandaff High School is named in a statement of special educational need, governors have a duty to admit the child to the school.

2.6. Proximity of the parent’s/carer’s home address to the school will be used for each criteria where the number of applications exceeds the limit of 180 (see note 6).

3. Appeals Procedure

In accordance with the requirements of the School Standards and Framework Act 1998, the governors have established an appeals procedure. Parent(s)/carer(s) of a child who has not been admitted to the school may appeal against the decision. The panel is appointed by the Diocese of Llandaff and is entirely independent of the school and the local authority. Notice of intention to appeal should be sent to the Admissions Officer at the school who will then inform the Diocesan Office for Education. Appellants will then be contacted directly by the Diocesan Office with details of an appeal hearing.

Notes
1. Looked after children are children who are registered in the care of the local authority (under section 31 of the Children Act 1989) or who are provided with accommodation by the local authority (under section 20 of the Children Act 1989);
2. Christian/Christian denomination refers to those Christian denominations affiliated to Churches Together in Wales (Cytun) or the Evangelical Alliance, as recognised at the point governors determine places (ie. January) of the year of admission;
3. Faith commitment refers to worship attended on either Saturday or Sunday. Worship attended as part
of a primary school experience or non-formal worship (e.g. “Messy Church”) does not apply;

4. **Compelling medical need** refers to a child who has a serious medical condition/disability to the extent where the parent(s)/carer(s) feel the child must attend this school. This must be specified on the application form. Governors can only consider applications under this category if there is a written recommendation from a medical consultant providing detailed and compelling reasons for the student’s admission to the school;

5. **Sibling** is defined as a biological brother or sister, half-brother or half-sister, adopted brother or sister, step-brother or step-sister or foster children who live at the same address and who will still be on the school register at the time of admission. In the case of multiple birth children the governing body will seek to ensure that all children are admitted to avoid family separation. Governors do not give priority in the case of families whose church attendance has ‘lapsed’. This category remains subject to the limit of ‘community’ places as specified in 2.1 of the policy;

6. **Proximity** refers to the distance measured by calculating the miles from the school post code to the parent’s/carer’s home post code. The school use Google maps to calculate home to school distance in miles to the nearest two decimal places.

4. **Accuracy of Information**

Please be aware that if parents/carers are found to have provided misleading or fraudulent information as part of the application, the offer of a place will be withdrawn and is likely to lead to the

**FOUNDATION SCHOOLS**

**WHITCHURCH HIGH (FOUNDATION) SCHOOL**

1. **Admissions of pupils**

1.1 As a Foundation school Whitchurch High School will always be a comprehensive school where pupils in Years 7 to 11 will be admitted without reference to ability or aptitude. The governors are committed to ensuring the inclusive nature of the school and ensuring that admissions to the school reflect the wide diversity of the community which the school has served for a significant number of years.

1.2 Admissions are entirely the responsibility of the school’s Governing Body under the direction of the First Minister, Welsh Assembly Government. This Admissions Policy has been drawn up in accordance with the Welsh Assembly Government’s “Statutory Code Document 002/2009: Schools Admission Code” and in consultation with the Local Authority, Cardiff County Council and other interested parties.

1.3 Admissions to Whitchurch High (Foundation) School are dealt with by the Governors’ Admissions Sub Committee and are subject to the published current applicable admissions policy relevant at that point in time. There are different admission criteria for entry to:

- Years 7 to 11 (Key Stages Three and Four)
- Years 12 and 13 (Key Stage Five - The Sixth Form)
- The Special Resource Base

1.4 The admission number of Whitchurch High School is:-

- 390 pupils per year group (Years 7 to 11)
- Up to 330 pupils for Years 12 unless exceptional circumstances dictate
- 10 pupils per year group (Special Resource Base) 80 in total

2. **Admissions to the Special Resource Base**

2.1 Whitchurch High (Foundation) School operates a Special Resource Base for pupils with moderate/severe learning difficulties. The unit takes up to 80 pupils with additional learning needs from across the County Council. Pupils admitted to the Special Resource Base (SRB) will be pupils with a Statement of Educational Need which identifies the school SRB.

2.2 If the parent of a child with a SEN statement wishes to appeal against the school named in the statement, or the fact that no school has been named, the appeal is to:

**The Special Educational Needs and Disability Tribunal for Wales**

2.3 The school works closely with the Local Authority to ensure the successful entry of those admitted to the Special Resource Base once the admissions panel have agreed places.

3. **Applying for a place in Year 7**

3.1 Children transfer to secondary school in the September following their eleventh birthday. In the Autumn Term parents of Year 6 pupils, including those from primary partner schools for Whitchurch High (Foundation) School (Birchgrove Primary; Coryton Primary; Gabalfa Primary; Hawthorn Primary; Llanishen Fach Primary; Rhiwbeina Primary; and Whitchurch Primary Schools) are invited to apply for admission in the following academic year.

Parents have the right to express a preference for their child to attend Whitchurch High School which will be considered individually and complied with wherever possible. However, Whitchurch High School is normally oversubscribed in every year group. Parental preferences will still be considered but the priorities set by the governors, outlined below, will be applied. In deciding which children to admit to a school, the governors apply the criteria set out below in the order of priority shown (1. being the highest priority) and examines the merits of each case by considering any reasons put forward supporting any expressed
Admission Policies

1.0 Preference. The governors will not normally exceed the school’s Admission Number of 390.

Applications for admission to secondary schools (Year 7) can be made from the start of Autumn term 2018 and the closing date for applications is Monday 19th November, 2018.

Please note that Whitchurch High School is taking part in Cardiff Council’s pilot scheme offering a common admissions process for Year 7 applications for September 2019. This means that as a parent you can make one application and you will be able to do this on-line; you can indicate up to five different schools that you wish to apply for; if you are not offered a place at your first choice you would automatically be considered for your second choice, and so on. Please note that some faith secondary schools are not part of this pilot and you would have to apply directly to these schools if they would be one of your choices.

As Whitchurch High School is part of the common admission process pilot your application to the school can be made on-line through the Cardiff Council website www.cardiff.gov.uk. If you are not able to apply on-line you would be able to do so in writing.

3.2 Oversubscription criteria (Years 7 to 11)

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which pupils to admit:

i. Children in receipt of a statement of Special Educational Needs (SEN). Where Whitchurch High School is named in a statement of SEN the governors have a duty to admit the child to the school.

ii. Looked after children (children in public care) and previously looked after children.

iii. Pupils who are on roll in one of the school’s partner primary schools: Birchgrove Primary; Coryton Primary; Gabalfa Primary; Hawthorn Primary; Llanishen Fach Primary; Rhiwbeina Primary; and Whitchurch Primary School.

iv. Pupils who live within the school’s catchment area with older brothers/sisters attending Whitchurch High School at the time of their admission to the school. Brothers and sisters include half brothers and sisters; step brothers and sisters; and any adopted brothers and sisters who share the same home address on the date of entry to Whitchurch High School.

v. Pupils who are not on roll at any of the designated partner primary schools but who, by virtue of their address would normally expect to be taught at one of these schools.

vi. Pupils who live outside the catchment area with a sibling attending the school when they join.

General Notes

If the numbers of pupils in any one of the above categories exceeds the published admission number, the governors give particular regard to the degree of proximity of the pupil’s home to the school. Distance is measured from either the main lower school gate (Manor Way entrance) to the child’s front gate/entrance to flats, or from the lower school gate (Glan y Nant Terrace) to the child’s front gate/entrance to flats (whichever a child walking to school would use). If a child lives at different addresses during the week, the address where he/she stays overnight for the greater number of nights per week will be considered.

Admission requests by twins, triplets and other multiple births will be considered together in accordance with the above criteria. If the criteria is met both twins, all triplets, etc would be admitted to the school.

Admission requests by Children of UK services personnel moving into the area will need to meet residency requirements with confirmation of proof of posting.

3.3 Admissions Timetable Year 7

Deadline dates refer to the annual allocation of places to the Year 7 age group in September 2018.

<table>
<thead>
<tr>
<th>Admissions information issued to parents. Cardiff Council online application service opens</th>
<th>Monday 24th September, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closing date for application</td>
<td>Monday 19th November, 2018</td>
</tr>
<tr>
<td>Only applications received by this date are considered in the initial round of allocation of places. Other forms will be considered as late applications.</td>
<td></td>
</tr>
<tr>
<td>Notification of result of application by</td>
<td>Friday 1st March, 2019</td>
</tr>
<tr>
<td>Deadline for acceptance of places offered</td>
<td>2 weeks after notification, Friday 16th March 2018</td>
</tr>
<tr>
<td>Closing date for receipt of statutory appeal</td>
<td>Friday 22nd April, 2019</td>
</tr>
<tr>
<td>Appeal hearings</td>
<td>Appeals are heard by an Independent Appeals Panel arranged through Cardiff County Council.</td>
</tr>
</tbody>
</table>

3.4 Only applications received by the closing date of Monday 19th November, 2018, will be considered in the initial round of allocation of places and applicants will be notified of the result of their application on Friday, 1st March, 2019.

3.5 There is a two week window for acceptance of places/places made for example by Friday 15th March, 2019, for initial round of allocation of places.
3.6 Late applications will be considered when good reason is given for their delay or when they refer to a looked after child or a child with a Statement of Special Educational Need. Other late applications will be considered after the initial allocation of places is made on 1st March, 2019. The Admissions Sub Committee will meet in the week of 18th March, 2019 and monthly thereafter, if required, until the end of the summer term 2019. Refused applications from the first round of allocations and any subsequent late applications will be considered together for any subsequent available places.

3.7 In the case of an application for admission being refused by the governing body parents/carers have the right to appeal to an Independent Appeal Panel (see Right of Appeal below).

3.8 Where a place has been refused, Whitchurch High (Foundation) School will operate a waiting list. Applications received in the normal admission round will remain on the waiting list until 30th September, 2019. If places become available whilst the waiting list is in operation they will be allocated in accordance with the oversubscription criteria set out in section 3.2 (i to vi). Placing a child’s name on the waiting list does not affect the parent’s right of appeal against an unsuccessful application.

3.9 Any applications for admission to Whitchurch High (Foundation) School outside the normal admission round will be supplied with an application form at the first point of contact and this will be considered without delay and the decision to offer or refuse a place will be given within 15 school days or 28 calendar days, whichever is the sooner. Parents whose application is turned down are entitled to appeal to an independent appeals panel.

3.10 Applications received outside of the annual allocation of places for in year admissions will remain on the waiting list until the end of the term in which the application is made. After this time parents will be expected to make a further application for admission.

Right of Appeal

4.1 Any parent/carer (except one whose child has been permanently excluded from two schools) whose child is refused a place at Whitchurch High (Foundation) School has a statutory right of appeal to an Independent Appeal Panel. Parents/carers or young people who have had an offer of a place withdrawn also have a right of appeal. Details of the appeals procedure are provided with any letter indicating an application has been refused.

WHITCHURCH HIGH SCHOOL
ADMISSION APPLICATION FORMS 2019/20
INFORMATION FOR PARENTS

Please read these notes carefully. Where applications exceed the number of places available the following criteria will be applied, in the order set out below, to decide which pupils to admit:

1. Children in receipt of a statement of Special Educational Needs (SEN). Where Whitchurch High School is named in a statement of SEN the governors have a duty to admit the child to the school.
2. Looked after children (children in public care) and previously looked after children.
3. Pupils who are on roll in one of the school’s partner primary schools: Birchgrove Primary; Coryton Primary; Gabalfa Primary; Hawthorn Primary; Llanishen Fach Primary; Rhiwbeina Primary; and Whitchurch Primary School.
4. Pupils who live within the school’s catchment area with older brothers/sisters attending Whitchurch High School at the time of their admission to the school. Brothers and sisters include half brothers and sisters; step brothers and sisters; and any adopted brothers and sisters who share the same home address on the date of entry to Whitchurch High School.
5. Pupils who are not on roll at any of the designated partner primary schools but who, by virtue of their address would normally expect to be taught at one of these schools.
6. Pupils who live outside the catchment area with a sibling attending the school when they join.

General Notes

If the numbers of pupils in any one of the above categories exceeds the published admission number, the governors give particular regard to the degree of proximity of the pupil’s home to the school. Distance is measured from either the main lower school gate (Manor Way entrance) to the child’s front gate/entrance to flats, or from the lower school gate (Glan y Nant Terrace) to the child’s front gate/entrance to flats (whichever a child walking to school would use). If a child lives at different addresses during the week, the address where he/she stays overnight for the greater number of nights per week will be considered.

Admission requests by twins, triplets and other multiple births will be considered together in accordance with the above criteria. If the criteria is met both twins, all triplets, etc would be admitted to the school.

Admission requests by Children of UK services personnel moving into the area will need to meet residency requirements with confirmation of proof of posting.
Transfer to Secondary Education:
Only applications received by the published closing date for receipt of application will be considered in the initial round of allocation of places. Application for transfer to secondary education in September 2019 can be made on-line through the Cardiff Council website www.cardiff.gov.uk with effect from Monday 24th September, 2018. It is the responsibility of parents to ensure that an application is made by the closing date of Monday 19th November, 2018. Applications made after this date will be considered as late applications.

NOTES FOR THE GUIDANCE OF PARENTS

Permanent address
Please ensure that the details are correct and it is your child’s permanent home address; NOT the address of a business, a relative, a friend, a childminder, a temporary address or an address to which you hope to move.

Residence
If your move involves the purchase of a property you will need to provide a solicitor’s letter confirming exchange of contracts and the actual completion date. Whitchurch High School cannot accept a letter confirming your intention to purchase a property.
If your move involves the renting of a property you will need to provide a copy of your tenancy agreement from a recognised letting agency, estate agent or solicitor confirming the lease start and end date.
If your move involves returning to live in a property you already own you will need to provide written evidence of the date that you will move back into the property. If you have rented your property to someone else you will also need to provide evidence that you have given your tenants notice to leave.
If we are not satisfied with the evidence you have provided we will ask for additional information. If we do not receive satisfactory evidence Whitchurch High School will be unable to accept your application from the new address.

Late applications
Following the first round of allocations, late applications will be considered in accordance with the published admissions criteria. Applications from the first round of allocations and any subsequent late applications will be considered together for any subsequent available places that may arise.

Siblings
For admission purposes a sibling is a child who is the brother/sister, half-brother/sister (children who share one common parent), step brother/step sister where two children are related by virtue of their parents being married, co-habiting or in a civil partnership. This definition also includes adopted or fostered children living at the same address.

Shared responsibility
Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week then the home address will be determined as the address where the child lives for the majority of the school week (i.e. 3 out of 5 days available). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

Appeals process

Looked After Children
Looked After Children who fail to meet the entry requirements and wish to apply will be offered an interview to discuss suitability for further study at level 3.

Extenuating Circumstances
In cases where parents/carers believe there to be extenuating circumstance a letter (of no more than two sides of A4) providing details should be sent with the application to the Admissions Officer, Whitchurch High School - Email: whs2@whitchurch.cardiff.sch.uk for the attention of the Chair of Governors providing details. These will be considered by the Admissions Sub-Committee of the Governing Body.

Appeals
If you wish to appeal against a decision a letter (no more than two sides of A4) should be sent to the Admissions Officer, Whitchurch High School - Email: whs2@whitchurch.cardiff.sch.uk for the attention of the Chair of Governors providing details. The admissions sub-committee of the governing body will meet to consider appeals in the first week of the autumn term. This will allow for students to be clear about their learning pathways at the earliest possible opportunity at the start of the academic year.
Other Information of Interest
# SCHOOL TERM DATES

## 2018/2019 ACADEMIC YEAR

<table>
<thead>
<tr>
<th>TERM</th>
<th>TERM BEGINS</th>
<th>HALF TERM BEGINS</th>
<th>HALF TERM ENDS</th>
<th>TERM ENDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTUMN TERM</td>
<td>Monday 3 Sep 2018</td>
<td>Monday 29 Oct 2018</td>
<td>Friday 2 Nov 2018</td>
<td>Friday 21 Dec 2018</td>
</tr>
<tr>
<td>SPRING TERM</td>
<td>Monday 7 Jan 2019</td>
<td>Monday 25 Feb 2019</td>
<td>Friday 1 Mar 2019</td>
<td>Friday 12 April 2019</td>
</tr>
<tr>
<td>SUMMER TERM</td>
<td>Mon 29 April 2019</td>
<td>Monday 27 May 2019</td>
<td>Friday 31 May 2019</td>
<td>Monday 22 July 2019</td>
</tr>
</tbody>
</table>

NB: EASTER SUNDAY 21 APRIL 2019; SPRING BANK HOLIDAY 27 MAY 2019

(ii) Monday 3 September 2018 will be a designated INSET day for all Community Schools. There will be four further INSET days during the year.

(iii) All schools will be closed on Monday 6 May 2019 for the May Day Bank Holiday.

## 2019/2020 ACADEMIC YEAR

<table>
<thead>
<tr>
<th>TERM</th>
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</tr>
</thead>
<tbody>
<tr>
<td>AUTUMN TERM</td>
<td>Monday 2 Sep 2019</td>
<td>Monday 28 Oct 2019</td>
<td>Friday 1 Nov 2019</td>
<td>Friday 20 Dec 2019</td>
</tr>
<tr>
<td>SPRING TERM</td>
<td>Monday 6 Jan 2020</td>
<td>Monday 17 Feb 2020</td>
<td>Friday 21 Feb 2020</td>
<td>Friday 03 April 2020</td>
</tr>
<tr>
<td>SUMMER TERM</td>
<td>Monday 20 April 2020</td>
<td>Monday 25 May 2020</td>
<td>Friday 29 May 2020</td>
<td>Monday 20 July 2020</td>
</tr>
</tbody>
</table>

NB: EASTER SUNDAY 12 APRIL 2020; SPRING BANK HOLIDAY 25 MAY 2020

(iv) Monday 2 September 2020 will be a designated INSET day for all Community Schools. There will be four further INSET days during the year.

(v) All schools will be closed on Monday 4 May 2020 for the May Day Bank Holiday.
SECONDARY OPEN EVENING DATES

2018/2019 ACADEMIC YEAR

Parents are encouraged to attend open evenings for any school they are interested in applying for a place. These dates are set by schools and for further details or enquiries please contact each individual school.

<table>
<thead>
<tr>
<th>School</th>
<th>Day 1</th>
<th>Day 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bishop Of Llandaff C.W. High School</td>
<td>11 October, 5:30pm</td>
<td></td>
</tr>
<tr>
<td>Cantonian High School</td>
<td>2 October, 4:00pm</td>
<td></td>
</tr>
<tr>
<td>Cardiff High School</td>
<td>25 October, 4:00pm</td>
<td></td>
</tr>
<tr>
<td>Cardiff West Community High</td>
<td>11 October, 5:00pm</td>
<td></td>
</tr>
<tr>
<td>Cathays High School</td>
<td>18 Oct, 5:00pm</td>
<td></td>
</tr>
<tr>
<td>Corpus Christi R.C. High School</td>
<td>16 October, 4:15pm</td>
<td></td>
</tr>
<tr>
<td>Eastern High School</td>
<td>27 September, 4:00pm</td>
<td>28 September, 9:00am</td>
</tr>
<tr>
<td>Fitzalan High School</td>
<td>27 September, 4:00pm</td>
<td></td>
</tr>
<tr>
<td>Llanishen High School</td>
<td>3 October, 6:00pm</td>
<td></td>
</tr>
<tr>
<td>Mary immaculate</td>
<td>3 October, 5:00pm</td>
<td></td>
</tr>
<tr>
<td>Radyr Comprehensive</td>
<td>26 September, 6:00pm</td>
<td></td>
</tr>
<tr>
<td>St Illtyd’s R.C. High School</td>
<td>11 October, 5:00pm</td>
<td></td>
</tr>
<tr>
<td>St Teilo’s C.W. High School</td>
<td>4 October, 6:00pm</td>
<td></td>
</tr>
<tr>
<td>Whitchurch High School</td>
<td>20 September, 4:00pm</td>
<td></td>
</tr>
<tr>
<td>Willows High School</td>
<td>20 October, 11:00am</td>
<td></td>
</tr>
<tr>
<td>Ysgol Gyfun Gymraeg Bro Edern</td>
<td>9 October, 4:00pm</td>
<td></td>
</tr>
<tr>
<td>Ysgol Gyfun Gymraeg Glantaf</td>
<td>14 November 6:00pm</td>
<td>22 November, 6:00pm (parents only)</td>
</tr>
<tr>
<td>Ysgol Gyfun Gymraeg Plasmawr</td>
<td>8 November, 5:20pm</td>
<td></td>
</tr>
</tbody>
</table>
ARRANGEMENTS FOR THE PROVISION OF FREE TRANSPORT TO SCHOOL

Who is entitled to Free School Transport?
Parents are able to choose an English-medium, Welsh-medium or a denominational school for their child. The child may qualify for home to school transport to an appropriate school within the Cardiff Council boundary as long as the home address is more than the statutory walking distance from the school; (2 miles for a primary school pupil and 3 miles for a secondary school pupil). **No transport is provided to pupils/students aged 16+ in Year 12 and above.**

What transport is available?
If your child qualifies for free home to school transport, the Passenger Transport Team will normally give permission to travel on a special contract vehicle if there is one serving your area. In other cases a bus pass will be provided to travel on public transport.

How to apply for Free Home to School Transport
If you wish to apply or check if you are entitled to Free School Transport, please contact the Passenger Transport Team either by letter, email or telephone. The contact details are below.

For information on Public Bus Services and Public Transport available for pupils and to students please contact Traveline Cymru telephone number 08712002233 or visit their web site www.traveline-cymru.org.uk

Full details of Cardiff Council School Transport Policy can be found on the Council’s website: www.cardiff.gov.uk/schooltransport

If you have any enquiries regarding free school transport, please contact

**Passenger Transport Team**
City Operations
Cardiff Council
County Hall
Cardiff CF10 4UW
Tel No 029 20872808
www.cardiff.gov.uk/schooltransport
E-mail: schooltransport@cardiff.gov.uk

POLICY ON FREE SCHOOL MEALS AND MILK

The Council in addition to providing Free Meals to pupils legally entitled to receive them operates a catering service available to all pupils in all primary schools. The price of the meal is constant throughout the County but the type of service offered varies in accordance with the individual requirements of each school.

In secondary schools a cashless cafeteria system operates offering a wide choice of food at affordable prices. Cardiff is currently investing in upgrading the catering facilities for the benefit of pupils. Children entitled to a free school meal receive an entitlement enabling them to purchase food to a certain value. Free milk is only supplied to the following pupils:

a) All children under five.

b) Children under the age of seven who would normally be entitled to free meals.

c) All pupils in Key Stage 1

FREE SCHOOL MEALS

The provision of free school meals is confined to families in receipt of Income Support, Income Based Job Seekers Allowance, Child Tax Credit with an income less than £16,190 (Any Families in receipt of Working Tax Credit Do Not Qualify).

If you think that your child or children might qualify for free school meals, You Must Apply.

Further information is available from the following:

**By Phone:** 029 20537250
**By Post:**
Benefits Section,
FREEPOST CF429,
PO Box 6000,
Cardiff, CF11 0WZ

**By Fax:** 029 20877034
**By Email:** Freeschoolmeals@cardiff.gov.uk

In person at:
Central Library Hub,
Second Floor,
The Hayes,
Cardiff,
CF10 1FL.
EDUCATION MAINTENANCE ALLOWANCE (EMA)

The Welsh Government has introduced an Education Maintenance Allowance (EMA) which is an income assessed weekly allowance of £30 to help students with the cost of further education.

It provides young people, who wish to continue in education after school leaving age, with an incentive to earn awards through good attendance and achieving agreed objectives.

Further information can be obtained by contacting the EMA Wales Customer Services on 0300 2004050.

PUPILS WITH SPECIAL EDUCATION NEEDS

General Arrangements
Most pupils with special needs go to their local school. Children with more complex needs may be offered a place in a Specialist Resource Base in an ordinary school or one of the Special Schools.

Places in a specialist resource base or a special school are arranged by the Special Educational needs casework team and all pupils will have a statement of special educational needs. The decision to offer children with special educational needs a place in a special school or specialist resource base is made by the Council following full consultation with parents, teachers, medical and other support services.

Fuller information on the Council’s special educational provision is available from:-
Jennie Hughes,
Senior Achievement Leader (Inclusion)
County Hall,
Cardiff
CF10 4UW

If your child has a statement and you believe they might need a place in a Specialist Resource Base or Special School, please talk to the teacher in charge of special needs at your child’s school (SENCO) or contact the casework team.

The Special Educational Casework Team is based at:
County Hall
Cardiff CF10 4UW
Telephone Number: 029 20033 0711

CHARGING FOR SCHOOL ACTIVITIES

Information regarding a school’s policy for charges for school activities can be obtained from the Headteacher of the School concerned.

SCHOOL LEAVING DATE

Pupils may leave school on the last Friday in June in the school year in which a pupil reaches age 16 (Year 11).

THE EDUCATIONAL WELFARE SERVICE

The Education Welfare Service (EWS) works in partnership with schools, school based Attendance Officers, pupils, parents/carers and other appropriate agencies to promote and enforce regular school attendance and ensure children and young people gain access to the educational opportunities available to them.

Each secondary school has a School Attendance Officer who is also responsible for working with pupils from their cluster primaries. They undertake work with children and families in the early stages of absence. If no improvement is made, pupils will be referred to the Education Welfare Service for further specialist support and intervention. If appropriate, the Education Welfare Service will instigate legal proceedings against parents who fail to meet their legal obligations.

If you are worried, concerned or feel there is a problem with your child’s attendance it is always best to speak to the School Attendance Officer in the first instance. If you feel unable to do this or you would like further help please contact:
Education Welfare Service
County Hall
Cardiff
CF10 4UW
Tel: 029 20873619
Email us at ewsreferrals@cardiff.gov.uk.
SCHOOL DIRECTORY AND INFORMATION

All schools in Cardiff are co-educational and are listed below. The Published Admission Number describes the annual intake for each school. As a result of legislation affecting class sizes at Foundation Phase, infant class sizes are restricted to 30 pupils or less. The Number on Roll relates to the total pupils in attendance in January 2018.

COMMUNITY NURSERY SCHOOLS

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<thead>
<tr>
<th>School</th>
<th>Tel No.</th>
<th>Headteachers</th>
<th>Number on Roll (January 2018)</th>
<th>Number of Places</th>
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## COMMUNITY PRIMARY SCHOOLS

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<th>Preferences of Reception age group received by the closing date (8th January 2018)</th>
<th>Total Reception age group preferences authorised for 2017/2018 (As at 16/04/18)</th>
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School address details:
- **Gladstone Primary School**: Whitchurch Road, Cathays, Cardiff, CF14 3JL, gladstoneprm@cardiff.gov.uk
- **Glan-Yr-Afon Primary School**: Browning Close, Llanrumney, Cardiff, CF3 5NJ, glanyrafonprm@cardiff.gov.uk
- **Glyndwr Primary School**: Glyn Coed Road, Pentwyn, Cardiff, CF23 7DW, glyndwrprm@cardiff.gov.uk
- **Grangetown Primary School**: Bromsgrove Street, Grangetown, Cardiff, CF11 7XS, grangetownprm@cardiff.gov.uk
- **Greenway Primary School**: Llanstephan Road, Rumney, Cardiff, CF3 3JG, greenwayprm@cardiff.gov.uk
- **Gwaelod Y Garth Primary School (English-medium stream)**: Main Road, Gwaelod-Y-Garth, Cardiff, CF1 5HJ, ysoglwaelodygarth@cardiff.gov.uk
- **Hawthorn Primary School**: Hawthorn Road East, Llandaff North, Cardiff, CF14 2FL, hawthornprm@cardiff.gov.uk
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*It may be necessary for the Council to vary the Admission Number of Moorland Primary school for the 2017/18 school year, retaining an Admission Number of 60.*
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### Approval has been given for this school to open on a phased basis and in due course admit pupils in the range 3-11 yrs

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<td>Steve Davies</td>
<td>451</td>
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<td>60</td>
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<tr>
<td>Sandbrook Road, St. Mellons, Cardiff, CF3 0ST <a href="mailto:willowbrookprm@cardiff.gov.uk">willowbrookprm@cardiff.gov.uk</a></td>
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<tr>
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## WELSH-MEDIUM PRIMARY SCHOOLS

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<th>Tel No.</th>
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<th>Age Range</th>
<th>Published Admission Number</th>
<th>Preferences of Reception age group received by the closing date (8th January 2018)</th>
<th>Total Reception age group preferences authorised for 2017/2018 (As at 18/04/18)</th>
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<tr>
<td>Ysgol Bro Eirwg</td>
<td>029 2077 7124</td>
<td>Iwan Ellis</td>
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<td>Ridgeway Road, Llanrumney, Cardiff, CF3 4AB</td>
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<td>Ysgol Gymraeg Coed-Y-Gof</td>
<td>029 2056 4585</td>
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<td>Beechley Drive, Pentrebane, Cardiff, CF5 3SG</td>
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<td>Ysgol Gymnadd Creigiau</td>
<td>029 2089 1045</td>
<td>Mrs Delyth Kirkman</td>
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<tr>
<td>(Welsh-medium stream) Tregarth Court, Creigiau, Cardiff, CF15 9NN <a href="mailto:creigiauprm@cardiff.gov.uk">creigiauprm@cardiff.gov.uk</a></td>
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<td>Ysgol Glan Ceubal</td>
<td>029 2062 6650</td>
<td>Lisa Mead</td>
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<td>Ysgol Glan Morfa</td>
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<td>Meilir Tomsos</td>
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<td><em>It may be necessary for the Council to vary the Admission Number of Glan Morfa for 2017/18 school year, retaining the previous number of 30</em></td>
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<tr>
<td>Ysgol Gymnadd Gwaedol Y Garth</td>
<td>029 2081 0489</td>
<td>Jannette Jones</td>
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<td>4-11 yrs</td>
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<td>Total Reception age group preferences authorised for 2017/2018 (As at 16/04/18)</td>
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<td>Illtud James</td>
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<td>Nursery</td>
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<td>Total Reception age group preferences authorised for 2017/2018 (As at 16/04/18)</td>
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<tr>
<td>Ysgol Pen Y Pil</td>
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<td>Iwan Ellis (Executive Headteacher)</td>
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<td>Virgil Street, Grangetown, Cardiff, CF11 8TF</td>
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Ysgol Hamadryad will transfer to new premises on Hamadryad Road, Butetown, Cardiff, in the 2017/18 school year.
## Community Secondary Schools

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<tr>
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<th>Tel No.</th>
<th>Headteachers</th>
<th>Number on Roll (January 2018)</th>
<th>Age Range</th>
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<th>Preferences for Year 7 age group received by the closing date (4th December 2017)</th>
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<td>Cantonian High School</td>
<td>029 2041 5250</td>
<td>Diane Gill</td>
<td>589</td>
<td>11 - 16 Yrs (Sixth Form)</td>
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<td>Cardiff West Community High School</td>
<td>029 2075 7741</td>
<td>Martin Hulland</td>
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<td>11-16 Yrs (Sixth Form)</td>
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<td>Stephen Jones</td>
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<td>11 - 16 Yrs (Sixth Form)</td>
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<td>Tracey Stephens</td>
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<td>11 - 16 Yrs (Sixth Form)</td>
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<tr>
<td>Eastern High</td>
<td>029 2079 2751</td>
<td>Armando Di-Finizio</td>
<td>730</td>
<td>11 - 16 Yrs</td>
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Cantonian High School: Fainwater Road, Fairwater, Cardiff, CF5 3JR
Cantonianhigh@cardiff.gov.uk

Cardiff West Community High School: Michaelston Road, Ely, Cardiff, CF5 4SX
Cardiff West Community High School will transfer to new premises on Perilly Road, Caerau, Cardiff, in the 2018/19 school year.

Cardiff High School: Llandennis Road, Cyncoed, Cardiff, CF23 6WG
Cardiffhigh@cardiff.gov.uk

Cathays High School: Crown Way, Gabalfa, Cardiff, CF14 3XG
Cathayshigh@cardiff.gov.uk

Eastern High: Newport Road, Rumney, Cardiff, CF3 3XG
EasternHigh@cardiff.gov.uk
Eastern High will transfer to new premises on Trowbridge Road, Trowbridge, Cardiff, in the 2017/18 school year.
# COMMUNITY SECONDARY SCHOOLS

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<th>Preferences for Year 7 age group received by the closing date (4th December 2017)</th>
<th>Total for Year 7 age group preferences authorised for 2017/2018 (as 01/03/2018)</th>
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<td>Cath Bradshaw</td>
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<td>11 - 16 Yrs</td>
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<td><strong>Llanishen High School</strong></td>
<td>029 2068 0800</td>
<td>Sarah Parry</td>
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<td>11 - 16 Yrs</td>
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<td>Andrew Williams</td>
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<td>11 - 16 Yrs</td>
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<tr>
<td><strong>Willows High School</strong></td>
<td>029 2041 4243</td>
<td>Christopher Norman</td>
<td>581</td>
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<td>029 2048 9445</td>
<td>Iwan Pritchard</td>
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<td>Alun Davies</td>
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## VOLUNTARY AIDED PRIMARY SCHOOLS

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<thead>
<tr>
<th>School</th>
<th>Tel No.</th>
<th>Headteachers</th>
<th>Number on Roll (January 2018)</th>
<th>Age Range</th>
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<tbody>
<tr>
<td>All Saints C.W Primary School</td>
<td>28 2073 5106</td>
<td>Eleri Williams</td>
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<td>Rachel Woodward</td>
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<td>Rachel Woodward</td>
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<td>Ceri Hawkins</td>
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### Published Admissions Number

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<tr>
<td>St John Lloyd R.C Primary School</td>
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<td>Crescent, Trowbridge, Cardiff, CF3 1TA</td>
<td><a href="mailto:stjohnlloydprm@cardiff.gov.uk">stjohnlloydprm@cardiff.gov.uk</a></td>
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<tr>
<td>St Joseph's R.C Primary School</td>
<td>029 2062 1625</td>
<td>Catherine Power</td>
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<td>St Josephs Primary School, 204 North</td>
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<tr>
<td>Road, Gabalfa, Cardiff, CF14 3BL</td>
<td><a href="mailto:stjosephsprm@cardiff.gov.uk">stjosephsprm@cardiff.gov.uk</a></td>
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<tr>
<td>St Mary The Virgin C.W Primary School</td>
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<td>Nicola Prichard</td>
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<td>St Mary The Virgin Primary School, North</td>
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<tr>
<td>Church Street, Butetown, Cardiff, CF10 5HB</td>
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<tr>
<td>St Mary's Catholic Primary School</td>
<td>029 2022 5680</td>
<td>Clare Russel</td>
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<td>St Marys Primary School, Wyndham Crescent,</td>
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<tr>
<td>Canton, Cardiff, CF11 9EF</td>
<td><a href="mailto:stmarysprm@cardiff.gov.uk">stmarysprm@cardiff.gov.uk</a></td>
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<tr>
<td>St Monica's C.W Primary School</td>
<td>029 2023 3925</td>
<td>Abigail Beacon</td>
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<td>St Monica's Church In Wales School, Whitchurch</td>
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<tr>
<td>Road, Cathays, Cardiff, CF14 3JL</td>
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<tr>
<td>St Patrick's R.C Primary School</td>
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<td>Paul M Catris</td>
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<td>St Patricks Primary School, Lucknow</td>
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<tr>
<td>Street, Grangetown, Cardiff, CF11 6NA</td>
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<td>St Paul's C.W Primary School</td>
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<tr>
<td>St Peter's R.C Primary School</td>
<td>029 2049 7847</td>
<td>Mike Flynn</td>
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<td>St Peters Primary School, Southey Street, Roath</td>
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<tr>
<td>Cardiff, CF24 3SP</td>
<td><a href="mailto:stpetersprm@cardiff.gov.uk">stpetersprm@cardiff.gov.uk</a></td>
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<td>St Philip Evans R.C Primary School</td>
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<td>St Philip Evans Primary School, Coed-Y-Gores,</td>
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<tr>
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<tr>
<td>Tredegarville C.W Primary School</td>
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<td>Tredegarville Primary School, Glossop Road,</td>
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<tr>
<td>Adamsdown, Cardiff, CF24 0JT</td>
<td><a href="mailto:tredegarvilleprm@cardiff.gov.uk">tredegarvilleprm@cardiff.gov.uk</a></td>
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**VOLUNTARY CONTROLLED PRIMARY SCHOOLS**

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<th>Number on Roll (January 2018)</th>
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<td>St Mellons Primary School, Dunster Road, Llanrum</td>
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<td>mey, Cardiff, CF3 5TP</td>
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### VOLUNTARY AIDED SECONDARY SCHOOLS

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<td>Patrick Brunnock</td>
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<td>Corpus Christi R.C High School, Ty-Draw Road, Pontprennau, Cardiff, CF23 6XL <a href="mailto:corpuschristirchigh@cardiff.gov.uk">corpuschristirchigh@cardiff.gov.uk</a></td>
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<td>Mary Immaculate High School</td>
<td>029 2059 3465</td>
<td>Huw Powell</td>
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<tr>
<td>Mary Immaculate High School, Caerau Lane, Caerau, Cardiff, CF5 5QZ <a href="mailto:maryImmaculatehs@cardiff.gov.uk">maryImmaculatehs@cardiff.gov.uk</a></td>
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<td>St Illtyd’s Catholic High School</td>
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<td>David Thomas</td>
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<tr>
<td>St Illtyds High School, Newport Road, Rumney, Cardiff, CF3 1XQ <a href="mailto:stilltydshigh@cardiff.gov.uk">stilltydshigh@cardiff.gov.uk</a></td>
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<td>029 2054 7180</td>
<td>Ceri Weatherall</td>
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<td>The Bishop Of Llandaff C.W High School</td>
<td>029 2056 2485</td>
<td>Marc Belli</td>
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<td>11 - 16 Yrs (Sixth Form)</td>
<td>180</td>
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<tr>
<td>Bishop Of Llandaff High School, Rookwood Close, Llandaff, Cardiff, CF5 2NR <a href="mailto:bishopofi@cardiff.gov.uk">bishopofi@cardiff.gov.uk</a></td>
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<td>Whitchurch High Lower School</td>
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<td>Whitchurch High Lower School, Glan-Y-Nant Terrace, Whitchurch, Cardiff, CF14 1WL <a href="mailto:Whitchurch.HighSchool@cardiff.gov.uk">Whitchurch.HighSchool@cardiff.gov.uk</a></td>
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<td>029 2025 0250</td>
<td>M James</td>
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<td><a href="mailto:info@cavc.ac.uk">info@cavc.ac.uk</a></td>
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<tr>
<td>St David’s Catholic Sixth Form College, Ty Gwyn Road, Penylan, Cardiff, CF23 5QD <a href="mailto:enquiries@stdavidscollege.ac.uk">enquiries@stdavidscollege.ac.uk</a></td>
<td>029 2049 8555</td>
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## SPECIAL SCHOOLS

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<td><strong>Greenhill School</strong></td>
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<td>Jane Counsell</td>
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<td>11 - 16 Yrs</td>
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| Greenhill School, Heol Brynglas, Rhiwbina, Cardiff, CF14 6UJ  
greenhillsp@cardiff.gov.uk  
Vulnerable learners with significant social, emotional and behavioural needs. Many pupils also have related needs such as speech and language disorders or delays; delayed literacy and numeracy. | | | | | |
| **Meadowbank School**      | 029 2061 6018 | Claire Hardy (Interim Headteacher) | 14             | 4-11Yrs  | 20     |
| Meadowbank School, Colwill Road, Gabalfa, Cardiff, CF14 2QQ  
meadowbanksp@cardiff.gov.uk  
Pupils with significant and specific language impairments. | | | | | |
| **Riverbank School**       | 029 2056 3860 | Kevin Tansley (Executive Head Teacher) | 70             | 4-11Yrs  | 70     |
| Riverbank Special School, Vincent Road, Caerau, Cardiff, CF5 5AQ  
riverbanksp@cardiff.gov.uk  
Pupils with significant learning delays. Many pupils also have related needs such as delayed development of language and communication; medical or sensory needs. | | | | | |
| **The Court School**       | 029 2075 2713 | Jamyn Beesley                     | 37             | 4-11Yrs  | 42     |
| The Court Special School, Station Road, Llanishen, Cardiff, CF14 5UX  
thecourtsp@cardiff.gov.uk  
Vulnerable learners with significant social, emotional, and behavioural needs. Many pupils also have related needs such as speech and language disorders or delays; delayed literacy and numeracy. | | | | | |
| **The Hollies School**     | 029 2073 4411 | Lisa Marshall                     | 90             | 4-11Yrs  | 96     |
| The Hollies Special School, Brynheulog, Pentwyn, Cardiff, CF23 7XG  
theholliessp@cardiff.gov.uk  
Pupils with autism spectrum conditions who have significant sensory, social communication and learning needs. | | | | | |
| **Ty Gwyn School**         | 029 2083 8560 | Kevin Tansley (Executive Head Teacher) | 172            | 3-19Yrs  | 182    |
| Ty Gwyn Special School, Vincent Road, Caerau, Cardiff, CF5 5AQ  
tygwynsp@cardiff.gov.uk  
Pupils with profound and multiple learning needs: more than one area of significant need significant learning delay difficulty communicating need high levels of support with most aspects of daily life may have: additional sensory or physical needs, or complex health needs; or: may have an autism spectrum condition | | | | | |
### SPECIAL SCHOOLS

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<td>Kevin Tansley (Executive Head Teacher)</td>
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<tr>
<td>Woodlands High Special School, Vincent Road, Caerau, Cardiff, CF5 5AQ</td>
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<td><a href="mailto:WoodlandsHighSchool@cardiff.gov.uk">WoodlandsHighSchool@cardiff.gov.uk</a></td>
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<tr>
<td>Many pupils also have related needs such as delayed development of language and communication; medical or sensory needs.</td>
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### PUPIL REFERRAL UNIT

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<tr>
<td>Bryn y Deryn</td>
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<td>Fiona Simpson</td>
<td>11-16 Yrs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bryn y Deryn Pupil Referral Unit, Cefn Road, Mynachdy, Cardiff, CF14 3HS</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><a href="mailto:brynyderyn@cardiff.gov.uk">brynyderyn@cardiff.gov.uk</a></td>
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</tr>
</tbody>
</table>
# SCHOOL TERM DATES

## 2018/2019 ACADEMIC YEAR

<table>
<thead>
<tr>
<th>TERM</th>
<th>TERM BEGINS</th>
<th>HALF TERM BEGINS</th>
<th>HALF TERM ENDS</th>
<th>TERM ENDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTUMN TERM</td>
<td>Monday 3 Sept 2018</td>
<td>Monday 29 Oct 2018</td>
<td>Friday 2 Nov 2018</td>
<td>Friday 21 Dec 2018</td>
</tr>
<tr>
<td>SPRING TERM</td>
<td>Monday 7 Jan 2019</td>
<td>Monday 25 Feb 2019</td>
<td>Friday 1 Mar 2019</td>
<td>Friday 12 April 2019</td>
</tr>
<tr>
<td>SUMMER TERM</td>
<td>Mon 29 April 2019</td>
<td>Monday 27 May 2019</td>
<td>Friday 31 May 2019</td>
<td>Monday 22 July 2019</td>
</tr>
</tbody>
</table>

**NB: EASTER SUNDAY 21 APRIL 2019; SPRING BANK HOLIDAY 27 MAY 2019**

(ii) Monday 3 September 2018 will be a designated INSET day for all Community Schools. There will be four further INSET days during the year.

(iii) All schools will be closed on Monday 6 May 2019 for the May Day Bank Holiday.

## 2019/2020 ACADEMIC YEAR

<table>
<thead>
<tr>
<th>TERM</th>
<th>TERM BEGINS</th>
<th>HALF TERM BEGINS</th>
<th>HALF TERM ENDS</th>
<th>TERM ENDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTUMN TERM</td>
<td>Monday 2 Sep 2019</td>
<td>Monday 28 Oct 2019</td>
<td>Friday 1 Nov 2019</td>
<td>Friday 20 Dec 2019</td>
</tr>
<tr>
<td>SPRING TERM</td>
<td>Monday 6 Jan 2020</td>
<td>Monday 17 Feb 2020</td>
<td>Friday 21 Feb 2020</td>
<td>Friday 03 April 2020</td>
</tr>
<tr>
<td>SUMMER TERM</td>
<td>Monday 20 April 2020</td>
<td>Monday 25 May 2020</td>
<td>Friday 29 May 2020</td>
<td>Monday 20 July 2020</td>
</tr>
</tbody>
</table>

**NB: EASTER SUNDAY 12 APRIL 2020; SPRING BANK HOLIDAY 25 MAY 2020**

(iv) Monday 2 September 2020 will be a designated INSET day for all Community Schools. There will be four further INSET days during the year.

(v) All schools will be closed on Monday 4 May 2020 for the May Day Bank Holiday.
SECONDARY OPEN EVENING DATES

2018/2019 ACADEMIC YEAR

Parents are encouraged to attend open evenings for any school they are interested in applying for a place. These dates are set by schools and for further details or enquiries please contact each individual school.

<table>
<thead>
<tr>
<th>School</th>
<th>Day 1</th>
<th>Day 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bishop Of Llandaff C.W. High School</td>
<td>11 October, 5:30pm</td>
<td></td>
</tr>
<tr>
<td>Cantonian High School</td>
<td>2 October, 4:00pm</td>
<td></td>
</tr>
<tr>
<td>Cardiff High School</td>
<td>25 October, 4:00pm</td>
<td></td>
</tr>
<tr>
<td>Cardiff West Community High</td>
<td>11 October, 5:00pm</td>
<td></td>
</tr>
<tr>
<td>Cathays High School</td>
<td>18 Oct, 5:00pm</td>
<td></td>
</tr>
<tr>
<td>Corpus Christi R.C. High School</td>
<td>16 October, 4:15pm</td>
<td></td>
</tr>
<tr>
<td>Eastern High School</td>
<td>27 September, 4:00pm</td>
<td>28 September, 9:00am</td>
</tr>
<tr>
<td>Fitzalan High School</td>
<td>27 September, 4:00pm</td>
<td></td>
</tr>
<tr>
<td>Llanishen High School</td>
<td>3 October, 6:00pm</td>
<td></td>
</tr>
<tr>
<td>Mary immaculate</td>
<td>3 October, 5:00pm</td>
<td></td>
</tr>
<tr>
<td>Radyr Comprehensive</td>
<td>26 September, 6:00pm</td>
<td></td>
</tr>
<tr>
<td>St Illtyd’s R.C. High School</td>
<td>11 October, 5:00pm</td>
<td></td>
</tr>
<tr>
<td>St Teilo’s C.W. High School</td>
<td>4 October, 6:00pm</td>
<td></td>
</tr>
<tr>
<td>Whitchurch High School</td>
<td>20 September, 4:00pm</td>
<td></td>
</tr>
<tr>
<td>Willows High School</td>
<td>20 October, 11:00am</td>
<td></td>
</tr>
<tr>
<td>Ysgol Gyfun Gymraeg Bro Edern</td>
<td>9 October, 4:00pm</td>
<td></td>
</tr>
<tr>
<td>Ysgol Gyfun Gymraeg Glantaf</td>
<td>14 November 6:00pm</td>
<td>22 November, 6:00pm (parents only)</td>
</tr>
<tr>
<td>Ysgol Gyfun Gymraeg Plasmawr</td>
<td>9 November, 6:00pm</td>
<td></td>
</tr>
</tbody>
</table>
ARRANGEMENTS FOR THE PROVISION OF FREE TRANSPORT TO SCHOOL

Who is entitled to Free School Transport?
Parents are able to choose an English-medium, Welsh-medium or a denominational school for their child. The child may qualify for home to school transport to an appropriate school within the Cardiff Council boundary as long as the home address is more than the statutory walking distance from the school; (2 miles for a primary school pupil and 3 miles for a secondary school pupil). No transport is provided to pupils/students aged 16+ in Year 12 and above.

What transport is available?
If your child qualifies for free home to school transport, the Passenger Transport Team will normally give permission to travel on a special contract vehicle if there is one serving your area. In other cases a bus pass will be provided to travel on public transport.

How to apply for Free Home to School Transport
If you wish to apply or check if you are entitled to Free School Transport, please contact the Passenger Transport Team either by letter, email or telephone. The contact details are below.

For information on Public Bus Services and Public Transport available for pupils and to students please contact Traveline Cymru telephone number 08712002233 or visit their web site www.traveline-cymru.org.uk

Full details of Cardiff Council School Transport Policy can be found on the Council’s website: www.cardiff.gov.uk/schooltransport

If you have any enquiries regarding free school transport, please contact

Passenger Transport Team
City Operations
Cardiff Council
County Hall
Cardiff CF10 4UW
Tel No 029 20872808
www.cardiff.gov.uk/schooltransport
E-mail: schooltransport@cardiff.gov.uk

POLICY ON FREE SCHOOL MEALS AND MILK

The Council in addition to providing Free Meals to pupils legally entitled to receive them operates a catering service available to all pupils in all primary schools. The price of the meal is constant throughout the County but the type of service offered varies in accordance with the individual requirements of each school.

In secondary schools a cashless cafeteria system operates offering a wide choice of food at affordable prices. Cardiff is currently investing in upgrading the catering facilities for the benefit of pupils. Children entitled to a free school meal receive an entitlement enabling them to purchase food to a certain value. Free milk is only supplied to the following pupils:

a) All children under five.
b) Children under the age of seven who would normally be entitled to free meals.
c) All pupils in Key Stage 1

FREE SCHOOL MEALS

The provision of free school meals is confined to families in receipt of Income Support, Income Based Job Seekers Allowance, Child Tax Credit with an income less than £16,190 (Any Families in receipt of Working Tax Credit Do Not Qualify).

If you think that your child or children might qualify for free school meals, You Must Apply.

Further information is available from the following:

By Phone: 029 20537250
By Post:
Benefits Section,
FREEPOST CF429,
PO Box 6000,
Cardiff, CF11 0WZ

By Fax: 029 20877034
By Email: Freeschoolmeals@cardiff.gov.uk

In person at:
Central Library Hub,
Second Floor,
The Hayes,
Cardiff,
CF10 1FL.
EDUCATION MAINTENANCE ALLOWANCE (EMA)

The Welsh Government has introduced an Education Maintenance Allowance (EMA) which is an income assessed weekly allowance of £30 to help students with the cost of further education.

It provides young people, who wish to continue in education after school leaving age, with an incentive to earn awards through good attendance and achieving agreed objectives.

Further information can be obtained by contacting the EMA Wales Customer Services on 0300 2004050

PUPILS WITH SPECIAL EDUCATION NEEDS

General Arrangements
Most pupils with special needs go to their local school. Children with more complex needs may be offered a place in a Specialist Resource Base in an ordinary school or one of the Special Schools.

Places in a specialist resource base or a special school are arranged by the Special Educational needs casework team and all pupils will have a statement of special educational needs. The decision to offer children with special educational needs a place in a special school or specialist resource base is made by the Council following full consultation with parents, teachers, medical and other support services.

Fuller information on the Council’s special educational provision is available from:-
Jennie Hughes,  
Senior Achievement Leader (Inclusion)  
County Hall,  
Cardiff  
CF10 4UW

If your child has a statement and you believe they might need a place in a Specialist Resource Base or Special School, please talk to the teacher in charge of special needs at your child’s school (SENCO) or contact the casework team.

The Special Educational Casework Team is based at:  
County Hall  
Cardiff CF10 4UW  
Telephone Number: 029 20033 0711

CHARGING FOR SCHOOL ACTIVITIES

Information regarding a school’s policy for charges for school activities can be obtained from the Headteacher of the School concerned.

SCHOOL LEAVING DATE

Pupils may leave school on the last Friday in June in the school year in which a pupil reaches age 16 (Year 11).

THE EDUCATIONAL WELFARE SERVICE

The Education Welfare Service (EWS) works in partnership with schools, school based Attendance Officers, pupils, parents/carers and other appropriate agencies to promote and enforce regular school attendance and ensure children and young people gain access to the educational opportunities available to them.

Each secondary school has a School Attendance Officer who is also responsible for working with pupils from their cluster primaries. They undertake work with children and families in the early stages of absence. If no improvement is made, pupils will be referred to the Education Welfare Service for further specialist support and intervention. If appropriate, the Education Welfare Service will instigate legal proceedings against parents who fail to meet their legal obligations.

If you are worried, concerned or feel there is a problem with your child’s attendance it is always best to speak to the School Attendance Officer in the first instance. If you feel unable to do this or you would like further help please contact:  
Education Welfare Service  
County Hall  
Cardiff  
CF10 4UW  
Tel: 029 20873619  
Email us at ewsreferrals@cardiff.gov.uk.