

# 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](http://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:

Possible reasons	Steps you should take	Advice we can provide
Dissatisfaction with the school	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.	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.
Non school attendance	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?	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).
School bullying and emotional wellbeing	Contact your school and ask for a copy of their safeguarding, bullying or emotional wellbeing policies. If you feel these policies have not been 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.	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: <ul style="list-style-type: none"> <li>• Move classes</li> <li>• Mediate</li> <li>• Arrange family meetings</li> </ul>
Unresolved issues	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.	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.
To avoid exclusion	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.	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.
Additional learning or Special Educational Needs (SEN)	Talk to the teacher in charge of Special Needs (SENCO) at the school. Contact the SEN Casework Team (Tel: 029 2233 0711).	We recommend that parents engage dialogue with the school's pastoral support team.

## 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.**

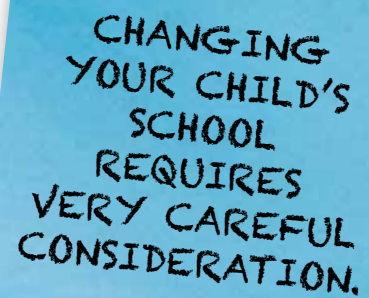
If your child has arrived from outside the UK within the last two years it will be necessary for you to provide documentation confirming your child's residence in the UK. A copy of the photo-page of your child's UK/EEA passport, or if your child is a non-UK/EEA national, your child's UK Visa or other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



CHANGING YOUR CHILD'S SCHOOL REQUIRES VERY CAREFUL CONSIDERATION.

- 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:

### 1. Parents complete an application for an In-Year Transfer request

#### Steps we will take

2. We check the application to ensure that it is filled in correctly and that we have all the information

3. We check to see what school the application is for

4. We look at the application and evidence submitted and determine which Admissions Criteria apply

5. We will allocate a school based on school availability and the Admission Criteria

#### Further steps that we will take to process your application

If the form is incomplete or incorrect, we will send it back to complete

Parents need to complete a pupil Information form signed by their Headteacher

Please include your phone number and email. If we have an update or need more information we will contact you

If the application is for a faith school, we inform the parents to apply directly to the school

If the application is for a Cardiff Community School, we will process it

If the Cardiff Community school is full, we will contact the parent to inform them of where there are places available

We check if the child has a statement of Special Education Needs or if they are a Looked After child

We will make an admissions offer if there are places available at the school

If there are no places available at your preferred school you will be placed on the waiting list

The allocated school will review your application and Pupil Information sheet

If your child is from outside the UK, you will need to provide a copy of your child's UK Visa and passport

The allocated school will schedule a pupil interview. This is to help them understand the child's needs

### 6. Your child will be given a start date by the new school