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Coordinated
Admissions
Scheme

**CARDIFF COUNCIL
EDUCATION & LIFELONG
LEARNING**

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1 Introduction

1.1 Coordinated Scheme

Cardiff Council is required by the Education (Co-ordination of School Admission Arrangements and Miscellaneous Amendments) (Wales) Regulations 2024 ("the 2024 Regulations") to have a qualifying scheme to coordinate the admissions process for all maintained schools in Cardiff.

The scheme does not apply to applications for nursery places, sixth form places, or places at maintained special schools. The scheme does not apply to applications made after the closing date of the normal admission rounds.

Coordinated admission arrangements are intended to simplify the process of school admissions by allowing applicants to apply for community schools, foundation schools and voluntary aided schools using one common application form and ensuring that they receive only one offer of a school place.

The scheme is separate from Cardiff Council's School Admissions Policy, which sets the admission arrangements for community and voluntary controlled schools within Cardiff.

The rights of the Governing Bodies of foundation and voluntary aided schools to consult on and determine their own admissions arrangements and to rank the order of applicants against their own oversubscription criteria are not affected by their participation in the coordinated admissions scheme.

1.2 Participants in the Scheme

Cardiff Council, as the Admission Authority for all community schools, and the single voluntary controlled school, St Mellons C.W Primary School, in Cardiff.

The Admission Authorities for the following voluntary aided primary schools in Cardiff.

All Saints C.W Primary School
Bishop Childs C.W Primary School
Christ The King R.C Primary School
Holy Family R.C Primary School
Llandaff C.W Primary School
St Alban's R.C Primary School
St Bernadette's R.C Primary School
St Cadoc's Catholic Primary School
St Cuthbert's R.C Primary School
St David's C.W Primary School
St Fagan's C.W Primary School
St Francis RC Primary School
St John Lloyd R.C Primary School
St Joseph's R.C Primary School
St Mary The Virgin C.W Primary School

St Mary's Catholic Primary School
St Monica's C.W Primary School
St Patrick's R.C Primary School
St Paul's C.W Primary School
St Peter's R.C Primary School
St Philip Evans R.C Primary School
Tredegarville C.W Primary School

The Admission Authorities for the following foundation and voluntary aided secondary schools in Cardiff.

Corpus Christi RC High School
Mary Immaculate High School
St Illtyd's Catholic High School
St Teilo's CW High School
The Bishop of Llandaff CW High School
Whitchurch High (Foundation) School.

2. Submitting An Application

2.1 How to Apply

All parents and carers must complete the common application form. Parents and carers can express a preference for their child to be admitted to any maintained mainstream school within the Cardiff Local Authority area.

Parents and carers wishing to apply for a place at a school in another Local Authority will need to apply to that Local Authority.

The Council accepts applications via the Council's Online Application Service or by a completed preference form submitted at a Council Hub, emailed to schooladmissions@cardiff.gov.uk or posted to School Admissions, Room 463, County Hall, Atlantic Wharf, Cardiff, CF10 4UW. A copy of the common application form is available on the Council website. Paper copies will also be issued on request by the School Admissions team. The Council takes no responsibility for any loss of data as a result of the method chosen by the applicant to deliver the information.

2.2 On-time Applications (considered during the 'normal admissions round')

Parents and carers must use the common application form to express a preference for any maintained school in Cardiff. The common application form cannot be used to express a preference for an independent school.

All applications must be submitted to the School Admissions Team by the published closing date. Any applications received after this time will be considered as 'late applications' and will be considered alongside unsuccessful 'on-time' applications in later admission rounds.

Parents and carers applying for a voluntary aided school may also be required to submit supplementary information to the individual school. The requirement will be stated in the relevant school's admissions arrangements. This information must be submitted directly to the school's Governing Body.

Relevant information concerning a preference for a school as part of the coordinated admissions scheme, will be shared securely with the Governing Bodies of foundation and voluntary aided schools. This is in line with the General Data Protection Regulations.

2.4 Late Applications

Applications submitted after the closing date will be considered as 'late' applications. Late applications for community and voluntary controlled schools can be submitted via the Council website or by a completed preference form and will be processed alongside unsuccessful 'on-time' applications in later admission rounds.

Late applications for Foundation and voluntary aided schools must be submitted directly to the school.

2.5 Changing School During The Academic Year (In Year Admissions)

Where applications are outside the normal admissions round (also referred to as an 'in-year transfer'), Cardiff Council will only be responsible for processing applications for community and voluntary controlled schools within Cardiff.

Parents and carers wishing to apply for a place at a Foundation or voluntary aided school outside the normal admissions round will need to obtain an application form from the school. Applications to these schools are considered by the Governing Body of the School.

3. Admission to Primary School (Reception Year)

The Common Application Form will allow parents and carers to list up to five preferences for admission to Reception. These are ranked preferences (i.e. first preference, second preference, etc) but the determination of places against preferences are treated equally (the Equal Preference Scheme). In other words, the applications are considered under the admission rules for each school and the rank order of the school is not used as a criterion if the preferred school is oversubscribed. Parents and carers who wish to list more than five preferences can do so by emailing schooladmissions@cardiff.gov.uk.

Where there are places available the highest ranked preference must be met. Where there are more applications than places available oversubscription criteria are used to rank order applications. Pupils are offered only the highest preference school place that they are eligible for. Where a pupil can be offered a place at more than one school they will receive a single offer for the one ranked highest on the application.

3.1 Allocations Process

Cardiff Council will send to the relevant voluntary aided primary schools in Cardiff by the Data Send Date, details of applications where the school has been listed as a preference. Application details will include all information provided by the parent in support of the application but **will not** include the rank of the preference (first, second, third, fourth or fifth). The Governing Bodies of

these schools retain the responsibility for applying the oversubscription criteria, if there are more applicants than places, and for determining the ranked order in which children will be offered places.

The Governing Bodies of the voluntary aided primary schools will apply their published admission arrangements and provide the ranked list to Cardiff Council by Data Receive Date. The ranked list will include all applicants for the school, irrespective of whether the Admission Authority believes a place can or should be offered during the allocation process.

The allocation process will begin when Cardiff Council has received the ranked list from every voluntary aided primary school. All preferences will initially be considered equally regardless of ranking. The ranking will be used to ensure each child that can be offered a place receives only a single offer for the highest ranked preference school for which they qualify. Any applicant that can be offered a place at their first preference school will have that place allocated. Any lower preferences that they could have been offered as well will be released to be available as part of the allocation process to an applicant who was previously not able to be offered a place at that school.

The allocation process will automatically refill spaces that become available at oversubscribed schools with the next ranked applicant on that school's list. This process will be run until all applicants have a provisional offer status for every preferred school listed on their application and no further changes can be made. For some applicants it may not have been possible to offer a place at any of the schools listed as preferences on their application.

Using the ranked lists received from voluntary aided primary schools in Cardiff, Cardiff Council will:

- Where the applicant is eligible for a place at only one of the preference schools, allocate a place at that school to the applicant
- Where the applicant is eligible for a place at two or more of the preference schools, allocate a place at whichever school is the highest ranked preference
- Where the applicant is not eligible for a place at any of the preference schools, not allocate a place

By the Admission Authority Notification Date, all voluntary aided schools in Cardiff will be informed of all final offers which will be made up to the admission number for each school. Schools will not notify parents and carers of the results of the application process.

When the allocation process is completed, Cardiff Council will create a report of the community and voluntary controlled primary schools that still have places available so that the information can be published on Offer Day and copies of the report sent to parents of children who were not offered a school listed as a preference on their application.

3.2 Offers Process

On the National Offer Day, Cardiff Council will make the offer of one place at a primary school to the parents and carers of children due to start school in September or advise that a child has not been offered any of their school preferences. Parents and carers will be notified of the outcome of their application by first class post or email.

All parents and carers refused a place for their child at any preferred school will be provided with an alternative preference form, details of schools with vacancies and information regarding their right to appeal against the Council's decision.

Parents and carers will be requested to respond to the offer of a place directly to the Local Authority not later than 14 days after the National Offer Day.

3.3 Waiting Lists

Where an applicant has been refused admission to a community or voluntary controlled primary school, the applicant will be placed on the waiting list for the preference school until 30 September unless the applicant informs the Council to remove their child from the waiting list.

Once the waiting list expiry date has been reached, should a parent wish their child to continue to be considered for admission a new application must be submitted.

For voluntary aided primary schools in Cardiff, the Governing Body of the school will administer the waiting list.

4. Admissions to Secondary School (Year 7)

The Common Application Form will allow parents and carers to list up to five preferences for admission to Year 7. These are ranked preferences (i.e. first preference, second preference, etc) but the determination of places against preferences are treated equally (the Equal Preference Scheme). In other words, the applications are considered under the admission rules for each school and the rank order of the school is not used as a criterion if the preferred school is oversubscribed. Parents and carers who wish to list more than five preferences can do so by emailing schooladmissions@cardiff.gov.uk.

Where there are places available the highest ranked preference must be met. Where there are more applications than places available oversubscription criteria are used to rank order applications. Pupils are offered only the highest preference school place that they are eligible for. Where a pupil can be offered a place at more than one school they will receive a single offer for the one ranked highest on the application.

4.1 Allocations Process

Cardiff Council will send to the relevant foundation and voluntary aided secondary schools in Cardiff by the Data Send Date, details of applications where the school has been listed as a preference. Application details will include all information provided by the parent in support of the application but **will not** include the rank of the preference (first, second, third, fourth or fifth). The Governing Bodies of these schools retain the responsibility for applying the oversubscription criteria, if there are more applicants than places, and for determining the ranked order in which children will be offered places.

The Governing Bodies of the Foundation and voluntary aided secondary schools will apply their published admission arrangements and provide the ranked list to Cardiff Council by the Data Receive Date. The ranked list will include all applicants for the school, irrespective of whether the Admission Authority believes a place can or should be offered during the allocation process.

The allocation process will begin when Cardiff Council has received the ranked list from every foundation or voluntary aided secondary school. All preferences will initially be considered equally regardless of ranking. The ranking will be used to ensure each child that can be offered a place receives only a single offer for the highest ranked preference school for which they qualify. Any applicant that can be offered a place at their first preference school will have that place allocated. Any lower preferences that they could have been offered as well will be released to be available as part of the allocation process to an applicant who was previously not able to be offered a place at that school.

The allocation process will automatically refill spaces that become available at oversubscribed schools with the next ranked applicant on that school's list. This process will be run until all applicants have a provisional offer status for every preferred school listed on their application and no further changes can be made. For some applicants it may not have been possible to offer a place at any of the schools listed as preferences on their application.

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- Where the applicant is eligible for a place at only one of the preference schools, allocate a place at that school to the applicant
- Where the applicant is eligible for a place at two or more of the preference schools, allocate a place at whichever school is the highest ranked preference
- Where the applicant is not eligible for a place at any of the preference schools, not allocate a place

By the Admission Authority Notification Date, all foundation and voluntary aided schools in Cardiff will be informed of all final offers which will be made up to the

admission number for each school. Schools will not notify parents and carers of the results of the application process.

When the allocation process is completed, Cardiff Council will create a report of the community secondary schools that still have places available so that the information can be published on Offer Day and copies of the report sent to parents of children who were not offered a school listed as a preference on their application.

4.2 Offers Process

On the National Offer Day, the Local Authority will make the offer of one place at a secondary school to the parents and carers of children due to start school in September or advise that a child has not been offered any of their school preferences. Parents and carers will be notified of the outcome of their application by first class post or email.

All parents and carers refused a place for their child at any preferred school will be provided with an alternative preference form, details of schools with vacancies and information regarding their right to appeal against the Council's decision.

Parents and carers will be requested to respond to the offer of a place directly to the Local Authority not later than 14 days after the National Offer Day.

4.3 Waiting Lists

Where an applicant has been refused admission to a community secondary school, the applicant will be placed on the waiting list for the preference school until 30 September unless the applicant informs the Council to remove their child from the waiting list.

Once the waiting list expiry date has been reached, should a parent wish their child to continue to be considered for admission a new application must be submitted.

For foundation and voluntary aided secondary schools in Cardiff, the Governing Body of the school will administer the waiting list.

5 Timetable for Coordinated Admissions for the Academic Year 2027/2028

The following timetable sets out the final deadline dates for the stages of the coordinated admissions process. These dates are agreed by and consulted on each year by Cardiff Council.

The submission dates and national offer day dates are as published in the Education (Co-ordination of School Admission Arrangements and Miscellaneous Amendments) (Wales) Regulations 2024.

Date	Primary	Secondary
Closing Date for all 'on time' applications	15 January 2027	30 October 2026
Data Send Date Cardiff Council to send the details of applications received to foundation and voluntary aided schools. Details of number of applications received to be sent to community and voluntary controlled schools.	5 March 2027	18 December 2026
Data Receive Date Governing Bodies of foundation and voluntary aided schools to send a ranked list of applicants to Cardiff Council.	19 March 2027	29 January 2027
Admission Authority Notification Date Finalise Allocations and notify Governing Bodies of voluntary aided and foundation schools of places to be offered to their applicants.	02 April 2027	12 February 2027
National Offer Day Emails and letters sent to applicants.	16 April 2027	01 March 2027