

# **ADMISSIONS POLICY**

**(2018 - 2019)**

## For admission in 2018 / 2019

**This policy is drafted in accordance with the Welsh Assembly statutory guidance 'School Admissions Code 005 / 2013'.**

Ysgol Bryn Elian will act in accordance with the School Admissions Code and the School Admissions Appeal Code when determining applications for admission to the School.

In addition Ysgol Bryn Elian will, in its admissions arrangements, seek to work co-operatively with the Education Department of Conwy County Borough Council to secure school places for children in Conwy.

Each school has an overall capacity which is calculated in accordance with the Welsh Government guidelines. The methods used are set out within the Welsh Government Circular 021/2011 - Measuring the Capacity of Schools in Wales. At Ysgol Bryn Elian, the overall capacity for the school has been calculated at 994 pupils.

The overall capacity is in turn used to calculate the admission number, which will determine the maximum number of pupils that should be admitted to each year group. The admission number reflects the school's ability to accommodate pupils and should therefore only be exceeded in exceptional circumstances.

It would not be appropriate to exceed the admission number of a school where there are places available at a suitable alternative school which is within reasonable travelling distance of the pupil's home address.

The admission number for Year 7 at Ysgol Bryn Elian is 163.

### **Application procedure**

Prospectuses and application forms for admission in September 2018 will be available from 18/09/17.

Applications forms will be provided to all primary schools listed later in this policy. A supply of prospectuses will also be available in local libraries, and applicants will receive a prospectus and application form on request.

Applications should be returned by the agreed Local Authority deadline, either directly to Ysgol Bryn Elian or via the applicant's primary school.

For admission in September 2018, all applications **must** be received by **10<sup>th</sup> November 2017**. An acknowledgement letter will be sent upon receipt of the application form.

Applicants will receive notification of whether or not they have been successful on March 1st 2018 or the next working day.

Parents will be required to confirm their acceptance of the place by the date stipulated in their offer letter. Thereafter, the school will contact those who have been accepted to inform them of procedures to follow, the specific date of the induction day and other induction activities.

All unsuccessful applicants will be informed of the outcome of their application and the reasons

why they were unsuccessful on March 1st 2018, or the next working day. In addition, this communication will contain details of the appeal process.

### **Over-subscription criteria**

The school has a duty to comply with parental preference when the admission number has not been reached.

In the event of more applications being received than there are available places, the following criteria will apply in rank order:

- 1 Applicants who are looked after children / previously looked after children.
- 2 Applicants who live in the catchment area, or who have attended one of the primary schools listed below:
  - Ysgol Cynfran, Llysfaen
  - Ysgol Hen Golwyn
  - Ysgol Llanddulas
  - Ysgol Swyn y Don
  - Ysgol y Plas, Llanelian
- 3 Applicants who have siblings who already attend Ysgol Bryn Elian but do not live within the catchment area.
- 4 Applicants who live outside the catchment area, who are not eligible under categories 1-3 above.

If following the oversubscription criteria above being applied, there are still more applications than available places, the remaining places will be allocated in accordance with the distance criteria below.

\*'looked after children'

- A child who is 'looked after' by a local authority is a child who is in their care

\*\*\*'catchment'

- Each school has a defined 'catchment' area, and official maps showing the relevant boundaries can be seen at Conwy CBC Education Services offices or Ysgol Bryn Elian.

- If more pupils apply to the school than there are places available, priority will be given to pupils who reside in the 'catchment' area.

'siblings'

- A sibling is classified as a full, half, step (whether by marriage or cohabitation), adopted or fostered brother or sister. In considering siblings, priority will be given to applications from multiple birth siblings (e.g. twins, triplets etc).

### **Distance criteria**

When the distance criteria is used to determine any application, the School will use Routefinder, a network analysis system fully integrated into the Geographical Information System (GIS) software, to calculate home to school distance in miles. The shortest distances from home to school will be prioritised.

The shortest walking route is calculated from the front door of the applicant's home address to the recognised main entrance of the School.

The School will only accept an applicant's home address, and not for example the address of a friend or relative. Parents may be asked to provide verification of their home address when the

distance criteria is to be applied.

Parents should be aware that a school place may be withdrawn if the information provided in the application form is incorrect, fraudulent or deliberately misleading, and the consequences of this may be that no place is available for their child at the next nearest school.

Where a place is withdrawn, the application may be resubmitted and if refused, the parent is entitled to appeal against the decision in accordance with the provisions below.

If the home address changes before a place is allocated, the School **MUST** be notified.

If two parents cannot agree which school their child is to attend, they must seek independent legal advice, and if necessary a Court Order, before submitting their application to the school. The school will only accept one application for each child.

### **Waiting lists**

If the school reaches the admission number following the allocation of places during the normal admissions round, any unsuccessful applicants will remain on a waiting list until the 30<sup>th</sup> September 2018.

Should any places become available whilst the waiting list is in operation, and before any appeals are heard, those places will be allocated to those on the waiting list in accordance with the oversubscription criteria. The waiting list **WILL NOT** give priority to applications based on the date they were added to the list.

Placing a child's name on the waiting list is also no guarantee of an eventual place at Ysgol Bryn Elian, and does not affect the parent's right of appeal.

### **Applications outside the normal admissions round / late applications**

Late applications are those received after the closing date of the 10<sup>th</sup> November 2017.

Late applications will only be considered after those that are received by the closing date, unless the School considers there are good reasons for the application being submitted late. Such reasons **MUST** be included with the application form.

If the School is oversubscribed, any late applications which are received without good reasons will be considered after those which were received by the closing date, and will be ranked in accordance with the admissions criteria. Any available places will be offered to the highest ranking application up to the end of the allocation period.

Looked after children / previously looked after children / Children with Statements of Special Educational Needs that name a specific school must be admitted regardless of when their application was received.

Where an application outside the normal admission round is made some time in advance of the requested start date (e.g. when the child is not due to move in to the area for several months), the School will carefully consider the circumstances of the individual case, and the length of time which would be reasonable to hold open a place for the pupil. It would not normally be considered appropriate to hold open a place for more than a school term.

Once an application form is received parents will be formally notified of the school's decision to

either offer or refuse a place within 15 days.

### **'Twice Excluded' pupils**

Where a child has been permanently excluded from two or more schools, the school will exercise its right not to comply with a parental request for admittance to Ysgol Bryn Elian, within two years of the most recent exclusion.

### **Gypsy and traveller children**

Children from the Gypsy and traveller community or travelling groups will be treated in accordance with Welsh Assembly Government circular 003/2008 'Moving Forward – Gypsy Traveller Education'.

### **Children of UK Service personnel and other Crown servants (including Diplomats)**

Families of UK Service personnel and other Crown servants are subject to frequent movement within the UK and from abroad. School places will be allocated to children and their families in advance of the approaching school year if (1) accompanied by an official Ministry of Defence or Foreign and Commonwealth Office letter confirming a return date, and (2) if the applicant would meet the criteria when they move into the area.

### **Admissions to the Sixth Form**

Admissions to the Sixth Form are dealt with as above with the following additions:

- Priority will be given to pupils who already attend at Ysgol Bryn Elian when allocating Sixth Form places, providing their qualifications are suitable for their proposed courses and providing the school offers courses suitable to their needs and aptitudes.
- Entrants to the Sixth Form will normally possess at least 5 higher grade GCSE passes for inclusion on advanced courses.
- Applications from students from other schools / colleges will also be considered, subject to the availability of places.

### **Appeals**

As Ysgol Bryn Elian is a Foundation School, all admissions to the school are decided by the school which is its own admissions panel.

Any applicant who is refused a place at the School has a statutory right of appeal to an Independent Admissions Appeals Panel.

If an unsuccessful applicant wishes to appeal to an Independent Admissions Appeals Panel against the School's decision to refuse the application, the applicant will be permitted at least 14 days [10 school days] from the date of being notified that their application was unsuccessful, to prepare and submit a written appeal for consideration by the Independent Panel.

The appeal must be in writing and set out the reasons for the appeal. All appeals should be sent to:

Mr Brian Crossland,  
Clerk to the Governors,  
Ysgol Bryn Elian, Windsor Drive,  
Old Colwyn,  
Colwyn Bay.  
North Wales  
LL29 8HU

who will then initiate the Independent appeals procedure.

The parent will be given the opportunity to attend the appeal hearing, if they so wish, and address the Panel.

The decision of an Independent Appeal Panel is final.

**Further information** regarding admissions can be accessed from the school website, by letter or telephone call to the Head Teacher at the school.

A copy of the Home / School Contract of Partnership is attached to this policy document.

**This document will be reviewed annually to ensure compliance with legislation and any Welsh Assembly statutory guidance which may be issued from time to time.**