# Pendoylan Church in Wales Primary School

#  *‘Growing Together Towards the Light’*

**Admission Policy**

Pendoylan Church in Wales Primary is a voluntary aided, English medium co-educational school with a distinctively Christian character.

It serves as the local village school for the communities of Welsh St Donats and Pendoylan but also draws pupils from a wider area including parts of RCT such as Miskin, Llantrisant and Pontyclun. It is the nearest Church in Wales school serving that area. One of the school’s foremost aims is to provide a Christian education in accordance with the denominational teaching , doctrines and practice of the Church in Wales. It also accepts and welcomes pupils of all faiths and denominations and none.

The Governing Body is the admissions authority for the school and reviews its admissions policy annually.

**Admissions Number**

All maintained schools must admit pupils up to their published admission number. An admission may not be refused to any school until a school’s admission number has been reached. The published admission number has been calculated in accordance with the Welsh Governments school capacity calculation methodology “Measuring the Capacity of Schools in Wales (MCSW)”. As this number is based on the physical capacity of the school to accommodate pupils it should not be exceeded in normal circumstances.

The standard number of children that may be admitted to the Reception class each year is

30. This number is based on the capacity of the school ( 210 FTE and 30 part- time nursery places, subject to review ) also reflects the statutory class size limit.

**Equality**

Every child is given an equal opportunity to take up a place at Pendoylan Church in Wales Primary, irrespective of gender, ethnicity, attainment, disability, cultural, social or linguistic background. Discrimination of any kind towards these protected characteristics is unacceptable and Governors welcome applications for admission from all sections of the community, providing that applicants meet the Admissions Policy criteria.

# Admission to the Nursery

Pendoylan has a nursery class to which children are admitted in the Autumn Term of the academic year of their fourth birthday ( The academic year runs from 1st September to the 31st of August).

Nursery places are available in the mornings. The school admits up to 30 nursery pupils each year. In the event of more than 30 applications for nursery places, the same oversubscription criteria would be applied as are set out below for the allocation of places in the Reception Class. Application for places in the morning nursery class should be submitted by the end of December of the academic year prior to their entry to the school. The Admission Committee will notify parents of their decision by the last day of the following Spring Term.

Attendance in the Nursery has no bearing on the admission to the main school: securing a place in the nursery does not guarantee or increase the chances of securing a place in the Reception class. A fresh application form will need to be completed for admission to Reception.

**The school also offers a Sessional Day Care facility in the afternoons on a fee paying basis.** If eligible, parents can also apply for the Wales Childcare Offer, partly funded 30 hours, for a place in the afternoons. Children are admitted to our Sessional Day Care facility the term after their 3rd Birthday and applications for afternoon sessions should be made separately.

**As nursery education is non-statutory provision parents have no right of appeal under the School Standards and Framework Act if they are unsuccessful in gaining a nursery place.**

# Admission to Reception

Children are admitted to the Reception Class in the Autumn Term of the academic year of their 5th birthday. Application forms will be available from November of the academic year prior to their entry to the school and should be returned by the following January. Decisions will be made by the Admissions Committee and offers of places will be issued by the end of the Spring Term . Exact dates may change annually to coincide with other schools in the Vale and across Wales.

**Late Applications** received after the deadline date (except in exceptional circumstances) will not be considered until offers have been made to those who applied on time and responses have been received to those offers. This means that if the school is oversubscribed a late applicant may fail to secure a place even if they score more highly under the oversubscription criteria than applicants who applied by the deadline.

**In-Year Admission**

Any pupils wishing to attend the school in-year will be subject to the same admission and over subscription criteria. If the year group being applied for is full to capacity, the child will be placed on a waiting list for a term and priority will be given in relation to the over subscription criteria. Any applicant who is unsuccessful has the same right of appeal as stated in this policy.

# Over Subscription Criteria

If the number of applicants should exceed the number of places available, the Governing Body will apply the criteria set out below in order of priority, to allocate places up to the published admission number.

1. ‘Looked after children’, previously ‘looked after children’
2. Children who have a sibling who is a pupil registered at the school on the date when the applicant child is due to commence school.
3. Children living in the parish\* whose parents are practising members of the Church in Wales
4. Children living in the parish\* whose families are practising members of another Christian denomination
5. Children living in the parish\* who are practising members of another faith community
6. Other children in the parish\* who wish to attend a Church in Wales Primary School
7. Children living outside the parish\* catchment area whose families are practising members of the Church in Wales
8. Children living outside the parish\* catchment area whose families are practising members of another Christian denomination
9. Children living outside the parish\* who are practising members of another faith community

11.Other children living outside the parish\* who wish to attend a Church in Wales Primary School

\* **parish= previously known as the ecclesiastical parish of Pendoylan and Welsh St Donats which now sits in the Rectorial Benefice of the East Vale.**

**Please note that children with a Statement of Educational Need which names the school as the most appropriate setting, will automatically be admitted.**

The distance between family home and the school will be the determining factor if there are more applicants in any category than the number of places remaining. Multiple birth children will be submitted together even if this takes the intake over the admission number if it means splitting children because one would be the 31st child.

**Appeals Procedure**

Should your application be unsuccessful, you have the right to appeal. Such an appeal should be made to the clerk of governors, c/o the school, within three calendar weeks of receiving the letter refusing a place. An appeal form will be enclosed with the letter. The appeal will be considered by an independent Admission appeal Panel administered by the Llandaff Diocesan Board of Education , according to the Welsh Government Code of Practice on School Admission Appeals.

In the event that the school is oversubscribed, all children who are not offered a place will be put on the waiting list until the end of the Autumn Term of the school year for which they applied. Parents/guardians will be contacted should a place become available.

**Transportation**

The Vale of Glamorgan Council does not provide free school transport for nursery-age children other than those children who have a Statement of Special Educational Needs (SEN). The Council has a statutory duty to provide free school transport for pupils of statutory school age who reside beyond walking distance to the nearest appropriate school.

*“This is defined as more than 2 miles to the nearest suitable school for Primary Pupils. Distances are measured by the nearest available walking route.”*

# Definitions

**‘ Families who are practising members of the Church in Wales’**, means where at least one parent is a regular attendee of the Church in Wales and attends church at least once a month. Confirmation will be required from the relevant parish clergy.

**‘Families who are practising members of another Christian denomination’** means where at least one parent is a regular worshipper ( at least once a month) within another Christian community( registered with CYTUN- Churches Together in Wales). Confirmation will be required from an appropriate faith leader.

**‘Families who are practising members of another Faith Community’** means where at least one parent is a regular worshipper ( at least once a month) within another recognised Religious community( recognised by the Interfaith Council of Wales). Confirmation will be required from an appropriate faith leader

A map of **parish boundaries** which delineate the **catchment area** is available at the school. Distance between home and school will be measured by an approved GIS system. (Please see Map attachment- Appendix 1)

**‘Sibling’** includes half or step brothers or sisters who are permanently resident at the same address. The older sibling must still be a registered pupil at the school on the date that the pupil applying for a place would start school.