



# **Ysgol Clywedog Statutory Policy**

## **Admissions Policy**

(Adopting WCBC's policy)

## **Admissions Policy**

***The governing body accepts and approves the County Borough of Wrexham document on Admissions (as follows):-***

### Criteria

The LEA will comply with its duty to ensure the provision of efficient education and the efficient use of resources. In so doing, the LEA will have regard to the total resources, including accommodation and staffing, available to each school and any constraints imposed by the school organisation and curriculum. It will also consider the resource implications for the authority and the impact on other education policies.

The LEA's criteria for admission to school are subject to:-

- The LEA's obligation to comply with the limitation on class sizes;
- The LEA's obligation to ensure the provision of efficient education and the efficient use of resources;
- Any limitation which may arise in relation to a particular school, resulting from the application of the Standard Number.

### **Oversubscription**

Consequently, in considering parental preferences, the criteria will be applied unless the LEA has agreed with an individual governing body an alternative order of priority, as published in the school's prospectus. Where more parents have expressed a preference for a school in a particular year than there is room for, selection criteria will be applied in the following rank order:-

- The LEA will maintain the links between designated infant and junior schools and between designated junior or primary schools and specific secondary schools, as determined by the County Borough Council;
- The LEA will allow younger siblings to attend the school at which the older child is registered, where that older child is expected to continue at the school in the following year when the younger child would be starting;
- The LEA will consider the special educational needs of children (including those in respect of whom statements have been made under Section 324 of the Education Act 1996) and other special circumstances, including medical reasons;

- The LEA will take full account of the proximity of the child's home to the school for which a preference has been expressed. The LEA will ensure, as far as possible, that a place will be offered at the child's nearest suitable Wrexham school. In implementing this criteria, account will also be taken of transport arrangement and any potentially hazardous route between home and school.

## **Admission**

Pupils will normally be transferred from a junior/primary to secondary school in the September following their 11<sup>th</sup> birthday.

The LEA will invite parents to express their preference of secondary school for their child. An admission form will be sent to each parent/guardian via the junior/primary schools. The completed forms will be forwarded to the LEA for allocation. It must be noted that parents who select a school other than the nearest suitable secondary school will be responsible for transporting their children to and from school (free transport will only be provided if the applicant meets the criteria of the County Borough's transport policy). Each admission form will have a printed list of designated secondary schools. Parents may express a preference for any of the schools listed or may insert the name of another school as their first preference. If the Authority is unable to admit according to parents' first preference and parents do not wish to accept a place at an alternative school, then they are entitled to appeal against that decision. Parents will be provided with details of this process within a reasonable time scale.

## **Appeals**

If the LEA is unable to allocate a place at the school for which the parent has expressed a preference, the parent will be offered a place for their child at an alternative school. The parent may then accept the alternative placement or make representation to the LEA in terms of their preferred school. If still dissatisfied, parents may give notice of their wish to appeal against the LEA's decision to refuse to offer a place at the preferred school. Further details regarding this process will be made available to parents with a reasonable timescale. Parents will need to contact the Admissions Office, Wrexham County Borough Council, Ty Henblas, Queen's Square, Wrexham LL13 8AZ.

Appeals must be made in writing, giving the reason(s) for instigating the process. Appeals relating to admission into Clywedog should be made to The Director of Education, Wrexham County Borough Council, Ty Henblas, Queen's Square, Wrexham LL13 8AZ. In cases of appeal, the LEA will initiate the statutory appeals procedure. Parents may be accompanied by a friend at the hearing and will be given the opportunity to present their case to an independent Appeals Panel. The decision of this panel will be binding on all parties.

### **Transfer between schools outside of normal admission times**

The LEA is prepared to consider requests for transfer between schools other than at normal admission times when it is in the best interest of the child(ren). Normally, a change of school can only be effected at the beginning of a school term but changes arising from exceptional circumstances may be effected during the course of a school term.

Parents seeking transfer, other than at normal transition times, are advised, as a first step, to discuss their child's progress with the Headteacher of the child's present school. Following these discussions, parents who still seek a transfer should make the transfer request, in writing, to the LEA. The transfer request will be considered within the context of the LEA's admission policy. If the authority is unable to admit in accordance with the parent's preference, then the parents are entitled to appeal against the decision (see Appeals above).

Signed: \_\_\_\_\_ on behalf of the governing  
body

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ on behalf of the governing  
body

Date: \_\_\_\_\_