1. PURPOSE:

Monmouthshire has recently undertaken a review of its School Admissions policy and entered into a consultation on the proposed changes. The review proposes the following changes for implementation for admissions from September 2016.

1.1 The consultation process proposed an amendment to the current oversubscription criteria to be applied to school admission applications where the number of applications received for a school exceeds the number of places available.

The proposals include the oversubscription criteria offering priority to children residing within the catchment area, over those children residing outside of the catchment area but with older siblings on roll at the preferred school.

Details of the current and proposed oversubscription criteria are available in appendix 1.

1.2 To amend School catchment areas for Monmouthshire Secondary Schools

The purpose of this report is to provide members with information on the results of the recent consultation exercise undertaken as part of the review, and in turn seek approval from members as to whether the proposed changes should be implemented.
2. RECOMMENDATIONS:

2.1 To agree to continue with the current oversubscription criteria for the 2016/17 Admission Round subject to the removal of prioritisation for multiple birth children under each category of the oversubscription criteria. The full criteria can be found on page 10/11 of appendix 2.

2.2 To agree to undertake a further consultation process on proposed changes to the admission policy for implementation during the 2017/18 academic year.

2.3 To agree to adopted the School Admission Policy 2016/17 as presented in appendix 2, which incorporates the recommendation outlined in 2.1.

2.4 To agree the catchment areas for Monmouthshire’s two Welsh medium primary schools, Ysgol Y Ffin (Caldicot) and Ysgol Y Fenni (Abergavenny) Primary schools as per proposal 4 of appendix 3.

2.5 To agree not to proceed with all remaining proposals outlined in appendix 3 for changes to Secondary School catchment areas, in light of:

   a) The consultation responses received.
   b) The estimated significant transport costs anticipated should the proposals be approved.

3. KEY ISSUES:

School Admission Policy and Oversubscription Criteria

In line with the School Admissions Code of Practice (2013), parents are provided with the opportunity to express a preference for a School in which they would like their child(ren) to attend. This can include a School outside of their designated catchment area.

Monmouthshire’s current School Admissions policy includes an oversubscription criterion that offers a priority to children residing outside of the catchment area (and outside of Monmouthshire in some instances) but with siblings in attendance at the preferred School, above children residing within the catchment area for the preferred School but without relevant siblings.
An analysis of previous years data demonstrates that, where a school reaches a point of oversubscription during the admission round process, the Local Authority is able in the majority of instances to accommodate both children with siblings (point 3 of the current oversubscription criteria) and those residing within catchment (point 4 of the current oversubscription criteria).  

The Local Authority however has experienced occasions whereby children have been unsuccessful in obtaining a place at their catchment school following application of the current oversubscription criteria, which has been enhanced by the current criteria of prioritising siblings out of catchment. The frequency of this occurrence could rise going forward due to the managed reduction in surplus capacity in our schools in line with Welsh Government (WG) advice.

A summary of the consultation results has been included in appendix 3, which shows that the majority of responses voting against the proposed changes to the admission oversubscription criteria. A full copy of the responses received can be found in the Member's library, County Hall, Usk.

Concerns are held by officers towards the poor response from parents on the proposed changes, which questions whether parents fully understand the impact of the proposals. In addition, of those responses received, the majority appear to be heavily influenced by the proposals put forward for changes to Secondary School catchment areas. Members will, therefore, need to consider whether an appropriate response has been received in order to inform any change to existing policy.

The current School Admissions Policy for academic year 2015/16 offers a priority to multiple birth children under each category of the oversubscription criteria. This has presented issues whereby children residing closer to the preferred School have been unsuccessful in their application through this criterion. The Wales Government School Admissions Code of Practice now allows a permitted exception to class size regulations to accommodate multiple birth children in the circumstance that one of the children qualify for the final school place following the application of the oversubscription criteria. The suggested amendment would provide an equal application of the criteria to all pupils.

School Catchment areas

Monmouthshire's current Secondary School catchment areas do not in all cases align to those that are in place for the feeder Primary Schools. There are also areas within Monmouthshire that do not have a Monmouthshire Secondary School designated within its catchment. The following issues have been highlighted:
Transitional arrangements between Primary and Secondary have previously caused concern amongst parents as children attending a relevant Primary School cannot in all cases transfer as a peer group to the feeding Secondary School. There are instances where the catchment area for a Primary School feed more than 1 Secondary School Catchment.

Children that reside within an area where the catchment school is outside of Monmouthshire are considered very low down on the oversubscription criteria for applications into a Monmouthshire School, should parents wish for their children to be educated in Monmouthshire. This is on the assumption that they do not satisfy criterion 1-4 over the current oversubscription criteria.

Monmouthshire’s current transport policy allows free home to School transport for Monmouthshire children to the catchment or nearest suitable School. Some Monmouthshire children would not be in receipt of free home to school transport to a Monmouthshire School where the catchment school is not one that falls within Monmouthshire.

A member advisory panel was established in September 2014 to consider the above and formulate the consultation options provided in appendix 3.

In addition to the above, Monmouthshire does not yet have in place formulised School catchment areas for our Welsh Medium Primary Schools. With the proposed establishment of a new Welsh Medium Secondary school on the Duffryn site in Newport, it is necessary to establish catchment areas for our Welsh Medium Primary Schools in order to ensure that Monmouthshire children secure Secondary provision delivered through the medium of Welsh. It is intended that pupils residing within the catchment area for Ysgol y Fenni will feed into Ysgol Gyfun Gwynllyw (North of the County), and pupils residing within the catchment area for Ysgol Y Ffin will feed into the new secondary seedling school in Newport (South of the County). The proposals for change will commence from September 2016 but subject to Newport City Council’s consultation that is due to commence from March 2015, to include Members.

An eight week consultation was undertaken and concluded on the 30th January 2015, with 583 responses received, the majority of which voted against the proposed changes. The Member advisory panel considered the results of this consultation together with the significant estimated transport costs provided by the Passenger Transport Unit and concluded that the majority of proposals outlined in appendix 3 should not be progressed, other than proposal 4 regarding the formulation of catchment areas for welsh medium primary Schools.

A full copy of the consultation responses received on the proposals highlighted in appendix 3 can be found in the Member’s library, County Hall, Usk.
4. **REASONS:**

**School Admission Policy Oversubscription Criteria**

To comply with the Welsh Government School Admissions Code of Practice (2013) which requires admission Authorities to consult upon its arrangements on an annual basis, seeking political approval for any significant changes proposed to existing arrangements.

**School Catchment areas**

Monmouthshire is geographically comprised of four in county Secondary School catchment areas serving in the region of 4749 children in years 7 to 13. These include:

- King Henry VIII Comprehensive School in the Northwest
- Monmouth Comprehensive School in the Northeast
- Chepstow School in the East
- Caldicot School in the Southeast

And one out of county Secondary School catchment area:

- Caerleon Comprehensive School in the Southwest

These catchment areas have not been reviewed since the reorganisation of Local Government in 1996 and it is thought that they have been in place for many years prior to this. A review of School catchment areas was undertaken with the view to addressing the following issues:

- To ensure that where possible, Secondary School catchment areas within Monmouthshire align with feeding Primary Schools with the view to support transitional arrangements between Primary and Secondary Schools.

- To provide a catchment area for a School within Monmouthshire for those children whose current Secondary School catchment resides outside of Monmouthshire, enabling them to be prioritised for School places within Monmouthshire if this is to be their wish.

- To formulate catchment areas for the two Welsh Medium Primary Schools aiding transitional arrangements from Primary to Secondary School
The consultation process was undertaken with the view to address the above, however, the results of the consultation exercise together with the estimated significant transport costs have formulated the recommendation 2.5 above.

5. RESOURCE IMPLICATIONS:

There are no resource implications associated with the proposals to the School Admissions Policy.

There are no resource implications associated with the formulisation of catchment areas for the two Welsh Medium Primary Schools within Monmouthshire. The resource implications including home to School transport costs for the proposed Secondary provision will be considered through the consultation exercise to be undertaken by Newport City Council on their proposals to establish a new Welsh Medium Secondary School on the Duffryn site.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS

6.1 A sustainability and equality challenge has been undertaken on the proposals to continue to apply the current oversubscription criteria within the School admission policy, with neutral impact.

6.2 A sustainability and equality challenge has been undertaken on the proposals to establish catchment areas for our two Welsh medium primary schools. A positive impact has been identified through the implementation of this change, providing formal arrangements for the publication of both English and Welsh medium catchment areas.

Please refer to appendix 4

7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

Safeguarding and corporate parenting implications have been considered as part of the review with no issues identified should the recommendations in section 2 of this report be agreed.

This will remain under review.
8. CONSULTEES

The following have been consulted on the changes to the Admission Policy.

Parents of pupils on roll at Monmouthshire Primary Schools
Admission Forum Members
Directorate Management Team
Member Panel
CYP Scrutiny Committee
Chairs of Governing Bodies
Neighbouring Local Education Authorities
Headteachers of all schools affected
Voluntary Aided Admission Authorities
Diocesan Directors

9. BACKGROUND PAPERS:

School Standards and Framework Act 1998
School Admissions Policy - March 2015
School Admission Code of Practice – July 2013
School Admission Appeals Code – February 2012

10. AUTHOR

Matthew Jones, Acting Access Unit Manager

11. CONTACT DETAILS:

Tel: 01633 644508
E-mail: matthewdjones@monmouthshire.gov.uk
Appendix 1

Date/Dyddiad: 10 March 2015

Dear Parent/Carer,

Catchment Area & School Admissions Policy Consultation

The Local Authority is undertaking a review to amend the catchment areas for a number of Schools within Monmouthshire. In addition, changes to the School Admission policy are proposed. Should the proposals be agreed, the changes would come into force from September 2016 onwards.

As part of this process, the Local Authority would like to consult with you on the proposed changes. This letter provides a brief on both the current arrangements and those that are being proposed. It also provides advice on how to access more comprehensive information on the proposed changes and how to provide us with your feedback on this consultation.

Catchment Area Review

How are the current Secondary school catchment areas arranged?

Monmouthshire County Council (MCC) is geographically comprised of four in county Secondary School catchment areas serving in the region of 4749 children in years 7 to 13. These include:

- King Henry VIII Comprehensive School in the Northwest
- Monmouth Comprehensive School in the Northeast
- Chepstow School in the East
- Caldicot School in the Southeast

And one out of county Secondary School catchment area:

- Caerleon Comprehensive School in the Southwest

These catchment areas have not been reviewed since the reorganisation of Local Government in 1996 and it is thought that they have been in place for many years prior to this.

If you would like to see a detailed map showing the current catchment boundaries, please visit our website www.monmouthshire.gov.uk/schoolconsultation

What is being proposed?

Section 198 of the Education Act 2002 imposes a requirement upon the Governing Bodies of maintained Secondary schools and Primary schools to collaboratively draw up Transition Plans. A Primary school is only formally linked to the Secondary school that receives the majority of its year 6 leavers. Therefore we are proposing to realign some of the catchment areas within Monmouthshire to support transitional arrangements between Primary and Secondary schools, where possible, i.e. villages that serve a particular primary school catchment area will serve the same secondary school catchment area.

This will maintain the important links established between secondary schools and their feeder primary schools. The proposed changes are listed below:

- The catchment area for the villages of Caerwent and Crick will change from Chepstow School to Caldicot School.
• The catchment area for the villages of Penperlleni will change from Caerleon Comprehensive to King Henry VIII School.
• The catchment area for the villages of Usk, Llangybi, Tredunnock and Llanhennock will change from Caerleon Comprehensive to Monmouth Comprehensive. In addition to this the primary catchment area for Tredunnock and Llanhennock will change from Caerleon Endowed to Usk CIW Primary.
• The catchment area for the village of Tintern will change from Chepstow School to Monmouth Comprehensive School.
• The catchment area for the village of Trellech Grange will change from Chepstow School to Monmouth Comprehensive School.
• The catchment area for the village of Portskewett will change from Caldicot School to Chepstow School.

In addition to the above we propose to establish catchment areas for our Welsh Medium primary schools to assist with the increased demand for Welsh Medium Education:

• Establish a catchment boundary for Ysgol Gymraeg Y Fenni
• Establish a catchment boundary for Ysgol Gymraeg Y Ffin

If you would like to see a detailed map showing the proposed catchment boundaries, please visit our website www.monmouthshire.gov.uk/schoolconsultation

Significance of a Catchment Area

Catchment areas are significant in two respects:

1. Although we are unable to guarantee School places at a catchment school, they are currently used to prioritise schools places in the event of oversubscription. In real terms, they can only be applied when a school becomes over-subscribed. Therefore, when a school has more places than admissions requests, a child will be admitted even if they live outside of the schools catchment area.
2. Catchment areas are a qualifying for the award of free home to school transport in line with the Local Authority's current Home to School Transport Policy.

| It is important to note that these proposals only relate to admission intake for September 2016 onwards. This proposal will not affect any children starting school in September 2015. |

| Why is this being proposed? |
| Aligning primary schools to one secondary school catchment area will service to support and develop stronger and more effective transition arrangements between primary and secondary school and provide our children with the best start as they continue their learning journey in their new secondary school. |

School Admissions Policy Consultation

In line with the School Admissions Code of practice, the Local Authority has an approved criteria to be applied where the number of applications received for a School exceeds the number of available places. This criteria will be applied to all applications for the preferred School to determine which children are to be offered places.
The Local Authority’s current School Admission Policy has been approved and will be applied to all applicants that are applying for School places during the academic year 2015/16. A summary of the criteria is below however detailed information is available on the above website.

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<thead>
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<tbody>
<tr>
<td>1</td>
<td>Looked after children or children previously looked after</td>
</tr>
<tr>
<td>2</td>
<td>Children with exceptional medical circumstances</td>
</tr>
<tr>
<td>3</td>
<td>Children with brothers and sisters at the school at the date of admission</td>
</tr>
<tr>
<td>4</td>
<td>Children residing within the preferred school’s catchment area</td>
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<tr>
<td>5</td>
<td>Closeness to the preferred school, measured using the shortest safe walking route</td>
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</tbody>
</table>

The Local Authority proposes to introduce a new School Admission Policy to accommodate a change to the criteria to be applied in the event of oversubscription. **This proposed change, if approved, will be applied for all applicants applying for School places as part of the 2016/17 academic year and onwards.**

The significant change to the criteria proposes to offer priority to children residing within the catchment area for the preferred school, over those that may have a sibling in attendance at the preferred school, but reside outside of the catchment area for the preferred School.

A summary of the proposed criteria is below, however, detailed information is available on our website.

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<tbody>
<tr>
<td>1</td>
<td>Looked after children or children previously looked after</td>
</tr>
<tr>
<td>2</td>
<td>Children with exceptional medical circumstances</td>
</tr>
<tr>
<td>3</td>
<td>Children residing within the catchment area for the preferred school with relevant siblings at the school at the date of admission</td>
</tr>
<tr>
<td>4</td>
<td>Children residing within the preferred schools catchment area</td>
</tr>
<tr>
<td>5</td>
<td>Children residing outside of the catchment area for the preferred school, but with relevant siblings at the school at the date of admission</td>
</tr>
<tr>
<td>6</td>
<td>Children residing outside of the preferred schools catchment area and closeness to the preferred school, measured using the shortest safe walking route</td>
</tr>
</tbody>
</table>

In addition to this letter we have provided the following information for you to access on line via our website: [www.monmouthshire.gov.uk/schoolconsultation](http://www.monmouthshire.gov.uk/schoolconsultation)
  - On-line questionnaire (our preference is for on-line responses).
  - Detailed catchment maps (current and proposed arrangements).
  - This consultation letter.
  - The admission arrangements for 2015/16 and 2016/17.

If you do not have access to the internet, the above information is available in paper format if requested.

It is anticipated that a decision will be made regarding this consultation during the spring term 2015. Please check the above website for updates. The closing date for the questionnaire is the **30th January 2015**.

Yours sincerely

**Debbie Morgan**

**Senior Officer, Children & Young People’s Directorate**

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E-mail/E-bost:schoolandstudentaccessunit@monmouthshire.gov.uk
School Admissions Policy

2016/17

Jones, Matt
Monmouthshire County Council
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Introduction

The School Admissions Code (2013) gives parents the right to express a preference for their child to be admitted to any school maintained from public funds. The Authority’s admission policy sits within the parameters of the School Admissions Code of Practice and School Admissions Appeals Code of Practice July 2013

This policy is in place to cover the following:

i) Admission Round applications

- The application process to be followed for children that are eligible to start Primary School
- The application process to be followed for children eligible to transfer from Primary to Secondary School.

ii) In year transfers between Schools

The application process to be followed for children that are already of school age, but wish to transfer from one school to another.

The Local Authority is required to consult on its admission arrangements on an annual basis. The content of this policy and the changes within are proposed for implementation for the 2016/17 academic year.

The Local Authority’s current School Admission Policy has been approved and will be applied to all applicants that are applying for School places during the academic year 2015/16. This document does not affect the admission process for the 2015/16 academic year, and existing arrangements will apply.
Consultation Process

In accordance with the School Admissions Code of practice (2013) the Local Authority consults upon its admission arrangements on an annual basis, attempting where possible to mirror the admission round timescales of neighbouring admission authorities.

The coordinated admission arrangements will determine the date at which application forms are sent to parents as well as the publication of an agreed closing date. The Authority will ensure that this timeframe between distribution and closing date is no shorter than six weeks.

Consultation will take place between 1st September and 1st March beginning two years before the school year in which the arrangements will apply. The arrangements will then be set and published by 15th April.

The Local Authority will ensure that the following information is provided during the consultation process:

i) Admission numbers for each school
ii) Application procedures and the timetable for the admission process
iii) The criteria to be applied to applications in the event that there are more applications than places for a School
iv) Arrangements for waiting lists and how they operate
v) Arrangements for the processing of late applications
vi) Details of how parents will be notified of a decision on their application, as well as appeal procedures should their application be unsuccessful.

The Local Authority will consult with the following parties on its admission arrangements:

<table>
<thead>
<tr>
<th>Governing body of relevant Schools</th>
<th>All governing bodies of community Schools in Monmouthshire</th>
</tr>
</thead>
<tbody>
<tr>
<td>All neighbouring Local Authorities</td>
<td>Torfaen County Council</td>
</tr>
<tr>
<td></td>
<td>Newport City Council</td>
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<tr>
<td></td>
<td>Powys County Council</td>
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<tr>
<td></td>
<td>Blaenau Gwent County Council</td>
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<td></td>
<td>Gloucestershire County Council</td>
</tr>
<tr>
<td></td>
<td>Herefordshire County Council</td>
</tr>
<tr>
<td>Admission Authorities for all other schools in the area</td>
<td>All governing bodies of voluntary Aided schools in Monmouthshire</td>
</tr>
<tr>
<td></td>
<td>Brynmawr Foundation School</td>
</tr>
<tr>
<td></td>
<td>St Albans RC School</td>
</tr>
</tbody>
</table>
In the case of Schools with a religious character, such body or person representing the religion or religious denomination in question

<table>
<thead>
<tr>
<th>Diocesan Director, Church in Wales</th>
<th>Diocesan Director, Roman Catholic</th>
</tr>
</thead>
</table>

Admission Numbers

Prior to the consultation, the admission numbers for all schools are determined and form part of this consultation. The admission numbers for the schools are derived from the physical capacity of the school which is calculated in accordance with the Welsh Government’s ‘Measuring the Capacity of Schools in Wales’.
Provision of Education in Monmouthshire

Local Authority is proud to offer the following educational provision within its County:

Nursery Education
The Local Authority has eleven nursery units attached to mainstream Schools. The Authority maintains these nurseries that provide free part time early years education for pupils from the term following their third birthday, if there are spaces available. Monmouthshire also supports many private day nurseries, preprep Schools, Playgroups, crèches and cylchoedd meithrin (playgroups using the medium of welsh). These settings are approved providers of early year's education.

Admission to Primary School (4-11)
The Local Authority offers a number of educational establishments at Primary level:

Primary Community (English) - 20
Primary Community (Welsh) - 2
Primary Church in Wales VC - 4
Primary Church in Wales VA - 3
Primary Roman Catholic VA - 2

The Local Authority is the admitting authority all Primary Community Schools (English and Welsh) and Voluntary Controlled Schools within Monmouthshire, and responsible for the admission arrangements at each of these Schools.

The Governing Bodies of the 5 Voluntary Aided Schools in Monmouthshire are responsible for the admission arrangements within their schools.

The Authority will admit a child to a maintained primary/infant school at the start of the academic year in which he/she will be 5 years old. The legal requirements confirm that parents are able to delay the admission of their child until the term following their 5th birthday; however, it is a Local Authority Policy that the child will continue to follow their chronological year group unless exceptional circumstances apply.

When considering admission into the Reception year group as part of the admission round, parents should be aware that attendance at a nursery provision within the preferred School does exclude the need for parents to make an application for a Reception place. The Local Authority is unable to guarantee that children within the nursery can be guaranteed a place in Reception.

Special Primary Education
Overmonnow Primary School (Monmouth), Pembroke Primary School (Chepstow), and Deri View Primary School (Abergavenny) have Additional Educational Needs Units to accommodate those children whose needs cannot be met in mainstream education.
Admission to these settings will be determined via the child’s Statement of Special Educational Needs

Secondary Education (11-19)
All mainstream secondary schools in Monmouthshire are mixed Comprehensive Schools and serve 11 – 19 year olds. These are situated close to the four major towns in Monmouthshire.

Attendance at a Primary or Junior school does not guarantee that a place will be made available for your child at the feeder Comprehensive school. Although every effort will be made to accommodate parental preference, where the number of applications for a school exceeds the number of available places, the over-subscription criteria will be applied.

Special Secondary Education
Mounton House Special School is located in Chepstow and accommodates 11-16 year old boys with Additional Learning and Behavioural Needs. Caldicot Comprehensive School has an Additional Educational Needs Unit to accommodate those children whose needs cannot be met in mainstream education.

Admission to these settings will be determined via the child’s Statement of Special Educational Needs

Welsh Medium Secondary Education
Monmouthshire have developed close links with neighbouring Authorities, in particular Torfaen County Council with Ysgol Gyfun Gwynllyw, to ensure that Welsh Medium Education is available at Secondary level to the children within our County.
Admission Round process in Monmouthshire

Expressing a preference

In line with the School Admissions code of practice 2013, parents must complete an application form in order to obtain a School place. Parents will have the opportunity to complete an application online or alternatively via a paper application.

All parents will be invited to express a preference on a common application form, regardless of the status of the schools for which they wish to apply and whether the school is in/out of county. The form will provide an opportunity for parents to give reasons for their preferences. All completed forms should be sent directly to the School & Student Access Unit (SSAU). **An exception to this is if parents wish to apply for a School that resides within Newport City Council – in such circumstances the parent is required to apply directly to Newport City Council under their admission arrangements.**

Although individual school admission authorities (Voluntary Aided) may require you to complete their own admission forms, all applicants must also complete a “Common Application Form”.

The Local Authority operates an equal preference scheme, which means that all preferences are considered equally in line with the Local Authority’s oversubscription criteria, and not on the basis of the order in which they are listed on the application. In the event that more than one preference can be met, the highest rank preference as declared on the application form will be offered.

**Timetable for admissions**

The Local Authority will consult and agree on a timetable for the Admission Round intake on an annual basis. This will outline the date by when application forms will be made available to parents, the closing date for applications, as well as the date by when parents will be informed of a decision on their application.

The proposed dates for the Admission Round 2016/17 are:

<table>
<thead>
<tr>
<th>Admission Phase</th>
<th>Application packs available to parents</th>
<th>Closing Date</th>
<th>Local Authority Allocation Period</th>
<th>Parents informed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary to Secondary</td>
<td>2nd October 2015</td>
<td>27th November 2015 at 4.30pm (8 weeks)</td>
<td>28.11.15 – 28.02.16</td>
<td>1st March 2016</td>
</tr>
<tr>
<td>Reception</td>
<td>6th November 2015</td>
<td>15th January 2016 at 4.30pm (10 weeks)</td>
<td>16.01.16 – 31.03.16</td>
<td>1st April 2016</td>
</tr>
</tbody>
</table>
Distribution of application forms

The Local Authority will distribute application packs directly to home addresses on the dates published above. Parents/ carers will be given the opportunity to choose to apply online or to complete a paper form. Details of how to apply online will be included in the application pack circulated to parents.

Whilst the Authority endeavours to capture the details of those parents / carers who have children that are eligible for admission to school, it still remains the parent’s / carer’s responsibility to obtain an application pack to apply for a school place within the required timescales.

Address Validations

Parents are required to submit their Council Tax reference number on their child’s admission application form. The Local Authority will use this information to validate that the address submitted on the application form coincides with the information held on the Local Authority’s Council Tax database.

If the information provided by the parent does not coincide with the council tax database, a further check will be undertaken using the electoral register. If this does not verify the address, the Local Authority will contact the parent.

Parents in the process of moving property

Parents who are in the process of moving property, will be required to notify the Local Authority at the time of application of the proposed move and submit evidence to validate their new address, in order for this address to be considered. Suitable evidence would be a copy of the exchange of contracts (for purchases) or long term tenancy agreement (for rental arrangements), which must be received prior to the published closing date in order to be considered as an “in time” application. Failure to notify the Local Authority of a move to a new address prior to the published closing date will result in the application being determined as a “late application”.

Where the Local Authority accepts evidence to validate a property move and uses the new property for allocation purposes, the offer of a school place will be based on the applicant being resident at this property at the time of the child’s entrance into the School. Any offer of a school place could be withdrawn if it is found that the applicant is not resident at the property at the time of child’s entrance into the school.

The offer of a school place will be based upon the applicant being resident at the address declared on the application form, as at the published offer date. However, if the parent / carer is aware prior to the published offer date that they will be moving from the address declared on the application, they must inform the Local Authority prior to
the published offer date, where their application details will then be amended. Notification of a change of address received after the published closing date will result in the application being determined as late, if it is likely to impact upon their position within the oversubscription criteria for the preferred school.

Any offer of a school place could be withdrawn as a result of non-compliance of the above.

Shared residency

In the event that the residency of a child is shared between two parents, the address where the child concerned resides for the majority of the school week will be used for allocation purposes. This is the address that should be declared on the application.

However, if the residency with both parents during the school week is equal, the address for where the child benefit is paid will be used for allocation purposes.

School catchment areas

Whilst residing within the catchment area for a School forms an element of the oversubscription criteria, it does not guarantee a placement on this basis. The Local Authority will refuse to admit above the School’s admission number, unless the application complies with the permitted exceptions listed on page 19.

Admission of Multiple birth children (e.g. twins or triplets)

If when applying the over-subscription criteria, the last child to be admitted is one of a multiple birth, then the Local Authority will admit the other sibling(s).
Allocation of School places

When the number of applications received for a preferred School is less or equal to the number of available places, all children will be admitted assuming that the school concerned can meet the needs of all applicants.

However, when there are more applications than places in a school, the admission number is exceeded and the over subscription criteria will be applied to select which children are to be offered places at the School concerned. For children with a Statement of Special Educational Needs, the Authority must admit the child concerned to the School specified on their statement.

When applying the oversubscription criteria to determine who is to be awarded places, all parental preferences will be considered equally and allocated in line with the criteria below. The highest preference school, as listed on the application form, will be offered in the event that one or more preferences can be met.

When considering the remaining available places, the following criteria will be used to determine the children that are to be offered places:

1. Looked After Children or previously Looked After Children. i.e. children who are in the care or have previously been in the care of the Local Authority, will be given priority over those fulfilling points 2-5 below.
2. Children with exceptional medical circumstances will be given priority over those fulfilling points 3-5 below. (please see note 1 below)
3. Children with relevant siblings (please see note 3 below) at the preferred School will be given priority over points 4-5 below.
4. Children residing within the preferred school’s catchment area (please see note 2 below) will be given prior consideration over point 5 below.
5. Children residing outside of the catchment area
6. After applying the categories above, or should the school continue to be in a position of over-subscription in any of the above categories, priority will be based on closeness to the preferred school, measured using the shortest safe walking route. (Please see note 4 below)

To clarify, any over-subscription in the above criteria will result in the final determination of the allocation of a place being made on distance. So for example, if there are more applications than places available after applying point 4 above, places will firstly be allocated to Multiple births within catchment, then to those on the basis of distance from the home address to the preferred school.
Notes:

1. Applicants wishing for their application to be prioritised on the child's medical needs must be supported by a medical consultant’s report (obtained by the parents at the time of application) outlining why the preferred School is the only viable option when compared with other Schools that the Authority may be able to offer.

2. The Local Authority will consider the child’s home address to be the place where the child resides for the majority of the School week. In the event that the residency of a child is shared between two parents, the address where the child concerned resides for the majority of the school week will be used for allocation purposes. This is the address that should be declared on the application. However, if the residency with both parents during the school week is equal, the address for where the child benefit is paid will be used for allocation purposes.

3. Brothers and sisters, whether half, full, step, or foster will be considered relevant where living in the same household and where they will still be registered at the school when the applicant is eligible to attend.

4. The Local Authority will use Geographical Information Systems (GIS) to calculate home to school distances. Determination of the shortest safe walking route will be calculated using official routes known to the Local Authority and Highways agencies, from the main entrance of the applicant’s home address to the nearest official open school gate. The coordinates of an applicant address will be determined using the Local Land and Property Gazetteer (LLPG) and Ordnance Survey Address Point data.

Where a safe walking route cannot be determined for an applicant, the shortest driving route will be used for allocation purposes.
Late Application Arrangements

Any application that is received after the published closing date, or applications that remain incomplete (e.g. without evidence to validate a new address) on the closing date but received prior to the closing date, will be dealt with under the late application arrangements.

Applications where a change in circumstances have occurred, which have an impact upon the application’s status within the oversubscription criteria (i.e. change of address), will also result in the application being treated as late if these changes are brought to the Authority’s attention after the closing date.

A change of preference received by the Local Authority after the published closing date will result in the application being determined as late.

Late applications are collated and processed monthly, with prioritisation given based on the month in which they are received. A timetable for the processing of late applications for the 2016/17 admission round can be found below:

<table>
<thead>
<tr>
<th>Month application Received</th>
<th>Decision issued to Parents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applies to Secondary only</strong></td>
<td>November 2015 (after 4.30pm) – 31 December 2015</td>
</tr>
<tr>
<td>January 2016</td>
<td></td>
</tr>
<tr>
<td><strong>Applies to Primary and Secondary</strong></td>
<td>January 2016 (after 4.30pm) – 31 January 2016</td>
</tr>
<tr>
<td>February 2016</td>
<td>8th April 2016</td>
</tr>
<tr>
<td>March 2016</td>
<td>15th April 2016</td>
</tr>
<tr>
<td>April 2016</td>
<td>6th May 2016</td>
</tr>
<tr>
<td>May 2016</td>
<td>10th June 2016</td>
</tr>
<tr>
<td>June 2016</td>
<td>8th July 2016</td>
</tr>
<tr>
<td>July 2016</td>
<td>5th August 2016</td>
</tr>
<tr>
<td>1st to 7th August 2016</td>
<td>12th August 2016</td>
</tr>
<tr>
<td>8th to 14th August 2016</td>
<td>19th August 2016</td>
</tr>
<tr>
<td>15th to 21st August 2016</td>
<td>6th August 2016</td>
</tr>
<tr>
<td>22nd to 31st August 2016</td>
<td>Within 1 week</td>
</tr>
</tbody>
</table>
In the event that the preferred School is oversubscribed, places will be allocated in line with the oversubscription criteria during the first week of the month following the month of receipt. Parents will be informed of the outcome of their applications by the end of this week.

The arrangements for late applications continue up until the last week of August. After this date, any admissions received are then processed as a casual admission.

**Notifying Parents**

Parents will be notified of a decision on their application on the published offer date. For the 2016/17 admission round, the date by when parents will be informed of decisions on their applications will be 1st March 2016 (Secondary) and 1st April 2016 (Primary).

Any offer of a school place will be based on the applicant being resident at the address declared on the application form as at the published offer date. Parents who are aware prior to the offer date that they are unlikely to remain resident at the address declared on their application must inform us so that their application can be amended. Any offer of a school place could be withdrawn if it is later found that this is not the case.

Where parents advise us, at the time of application, that they are moving property and provide the Local Authority with evidence to validate this move, any offer of a school place on this basis would be under the circumstance that the applicant is resident at the new property at the time the child concerned commences School. Any offer of a school place could be withdrawn if it is later found that this is not the case.

**Acceptance of a school place**

On receipt of an offer of a school place, parents are required to confirm their acceptance of this school place in writing within 14 days of notification of the school place offer. Failure to do so could result in the offer of a school place being withdrawn.
In Year Transfers (admissions outside the normal admission round)

In Year Transfers refer to requests from parents to transfer their children between schools outside of the normal admission round. Applications will not be considered until the requested start date is within 4 weeks.

All In Year Transfers are dealt with in date order of receipt, and where more applications are received on the same day than the number of places available, the Local Authority’s over subscription criteria will be applied to determine the child(ren) to be offered places.

Applications are usually processed within 7 working days of receipt. However in certain circumstances, for example where the child has been identified as having specific needs, it may not be possible to process the admission within the timeframe. The parent will be advised of this.

As part of the consideration process, the Local Authority will contact the child’s current school to obtain information to share with the receiving school. This is to ensure that the preferred School is in a position to support appropriate transition between schools.

Allocated places will be held open for a period of 4 weeks from the date of authorised admission, after which time the place may be withdrawn. Once a school place has been offered, School’s will have 7 working days to arrange the enrolment of the child concerned, where an immediate start is required.

If an application is received for a Looked After Child (LAC), in accordance with the protocol that has been agreed with schools, a LAC meeting will be arranged, to which all interested parties are invited. In advance of this meeting the placing authority is required to share relevant information including the Personal Education Plan, School records and Statement of Educational Needs, if the child has one.

Where the request for admission into school is as a result of a move into the county the parent is required to send proof of residence. Until this evidence is received the application will not be processed or considered as complete. Suitable evidence would be a copy of the exchange of contracts or long term tenancy agreement. This is to ensure that parents do not apply too far in advance of their move and subsequently deny others a place requiring a more instant admission.

Requests received for an immediate transfer (within 4 weeks of receipt of application) are given priority over requests for a transfer on a date that exceeds 4 weeks from the date of application.

Admission into other year groups – September 2016

Where requests are received for a change of school in September 2016, into year groups other than the normal year of entrance, these will not be considered until the
start of the second half of the summer term i.e. after the Whitsun break. Parents will be notified no earlier than 4 weeks prior to the end of the 2015 academic year.

These requests will be collated on a monthly basis and are processed as per the oversubscription criteria, in the event that the number of applications received exceeds the number of available places. However it should be noted that preference will be given to those parents who are seeking a place during the current term as opposed to the new academic year.

**Refusal of Admission**

The majority of pupils in Monmouthshire are allocated a place at the parents’ first choice of school. A refusal for admission to a school is made in line with the School Admissions Code of Practice 2013 and is based on the following decisions;

- Whether to admit a child would prejudice the provision of efficient education or the efficient use of resources
- Where an Admission Number has been met
- Welsh Government Class size regulations

If it is not possible to allocate a place at the preferred school, an alternative school place will be offered. This will either be an alternative preference (as declared on the application form) or the next nearest available school. It is then for parents to decide whether or not to accept the place at the alternative school.

If a place is offered at the next nearest available school, the child concerned may be entitled to free home to school transport should the distance criteria between home and school address be met. For more information on home to school transport entitlement please refer to the home to school transport policy.

However, it is recognised that parents may not want a place at the next nearest available school and will be provided with details of other schools with available places within the area. In these circumstances, free home to school transport would not normally be provided.

Following refusal of a school place, the child’s details will be held on a waiting list until 31 August of the academic year for which they are applying. If any places are handed back during this time places will be allocated from the waiting list as per the oversubscription criteria.

**Waiting Lists**

For those applicants that have been unsuccessful in obtaining a place at their preferred school(s), waiting lists will be held up until the end of the academic year for which the application is made. After such time, the existing waiting lists will be cleared and a fresh application will be required. The child’s details will automatically be added onto the waiting list for the preferred school(s) at the time of refusal.
Waiting lists will be prioritised as per the oversubscription criteria and not based upon the date that the application was submitted. **It is the responsibility of the applicant to inform The School and Student Access Unit of any change in circumstances which impacts on the oversubscription criteria and therefore their child's place on the waiting list. An example of this would be a change of address.**

Should a place become available at the preferred school(s), the waiting list will be “frozen” in order to allow the School and Student Access Unit to fill the vacancy. The date at which the waiting list is frozen shall be determined as the date that the Local Authority is satisfied that the place becomes available.

The parent concerned will be contacted by the School and Student Access Unit within 7 working days of the place becoming available, if their child qualifies for consideration of the place. The parent will be given 7 days to formally accept or decline the offer of the school place in writing. After such time, the child’s name will be withdrawn from the waiting list, and the place will be offered to the next child on the waiting list, as the Local Authority will assume that the place is no longer required.

**Appeals**

In accordance with the School Admissions code of practice and the School Admission appeals code of practice 2013, the Local Authority will make arrangements to enable the parent of a child to appeal against a decision to refuse a place at the preferred School.

The appeal will be determined by an Appeals Panel established in accordance with School Admission Appeals code 2013. The panel must consist of three to five members appointed by the Local Authority from the following categories:

- People who are eligible to be lay members (persons without personal experience in the management of a school or the provision of education in any school, disregarding experience as a governor or in any other voluntary capacity).
- People who have experience in education; who are familiar with educational conditions in the LA’s area or who are parents of registered children at a school (other than the school at which the appeal is made).

Independent Appeal Panels must consider each case individually on its merits and they cannot limit themselves, in advance, to the admission of any particular number of pupils.

Consideration by an Appeal Panel should be in two distinct stages:

1. The Factual Stage, where the panel decides as a matter of fact whether there was a lawful reason to refuse admission; if there was not, the child must be admitted; if there was, the committee must move on to:

2. The Balancing Stage, where the panel exercises its judgement to balance the degree of prejudice to efficient education which would result from admitting the child, and the strength of the parents' case, so as to arrive at a decision which is binding on the admissions authority.
The decision of the appeal panel will be binding on the Local Authority.

Time frame for Hearing Appeals
Parents will receive a letter refusing admission and will be advised of their right of appeal. The decision to appeal does not prevent the parent / carer accepting a place at an alternative school whilst the hearing is convened, as the panel will determine the appeal on the basis of application.

Appeal Hearings are convened by the Chief Executive Officer's representative, and will be heard within 30 School days of the date of application for appeal.

Infant Class Size Initiative

The Welsh Government is committed to ensuring that no child in Key Stage 1 will be in a class where the pupil teacher ratio is more than 1:30. The Infant Class Size Initiative was a phased programme between September 1999 and September 2001 thus ensuring that all children up to the age of 7 will be taught in classes containing no more than 30 pupils.

Two main changes arose from the class size legislation. Firstly, admission authorities will not be required to admit a child to an infant class if in doing so would result in a class operating at a greater than 30:1 pupil/teacher ratio.

An admission authority can refuse to admit a child to a school where to do so would require the school to take 'qualifying measures' (i.e. employing an additional teacher, building an additional classroom) to meet the statutory class size limit.

Secondly, when dealing with admission appeals under class size legislation, Appeal Panels do not follow the two stage process as outlined above.

Instead, an Appeal Panel will be able to uphold a parental appeal only if the decision to not admit the child was due to the admission arrangements being incorrectly implemented or the decision of the admission authority was not one which a reasonable admission authority would make in that particular case.

Key Stage 2 class size limits

Whilst there are no regulations to limit class sizes to 30 in Key Stage 2, the Local Authority is committed to complying with the Welsh Government target to ensure that the 1:30 pupil teacher ratio in Key stage 2 is maintained.
Exceptions to the Infant class size initiative

Welsh Government Regulations require Authorities to limit infant class sizes to no more than 30 pupils and to ensure that junior classes do not exceed 30 pupils. There are however exceptions to these regulations (called “excepted pupils”) which may allow the 30 pupil class limit to be exceeded. Excepted pupils are:

i. Children whose statements of SEN specify that they should be educated at the school concerned, and who are admitted to the school outside a normal admission round;

ii. Looked after children or previously looked after children admitted outside the normal admissions round;

iii. Children initially refused admission to a school, but subsequently offered a place outside a normal admission round by direction of an admission appeal panel, or because the person responsible for making the original decision recognises that an error was made in implementing the school’s admission arrangements;

iv. Children who cannot gain a place at any other suitable school within a reasonable distance of their home because they move into the area outside a normal admission round;

v. Children for whom education at a school which is Welsh speaking is desired where the school concerned is the only such school within a reasonable distance of their home;

vi. Children for whom education at a school with a designated religious character is desired where the school concerned is the only such school within a reasonable distance of their home;

vii. Pupils admitted to the school within an age group in which children are normally admitted and
   • admitted after the first day of the relevant school year; and
   • where the school has not yet reached its admission number but has already organised its classes; and
   • where admission of the child would mean that the school would have to take a relevant measure;

viii. Children of armed forces personnel who are admitted outside of the normal admission round.

ix. Children whose twin or sibling from a multiple birth are admitted as non-excepted pupils, as the final pupil(s) allocated a place before the admission number is reached.
x. Children who are registered pupils at special schools, but who receive part of their education at a mainstream school; and

xi. Children with SEN who are normally educated in a special unit in a mainstream school, but who receive some of their lessons in a non-special class.

Excepted pupils will remain so, once admitted, for the remainder of their time in the infant class or until class numbers fall back and they can be organised to comply with the infant class size limit.
APPENDIX A

MONMOUTHSHIRE COUNTY COUNCIL

DIRECTORATE FOR CHILDREN AND YOUNG PEOPLE

CO-ORDINATED ADMISSION SCHEME FOR SEPTEMBER 2016
PRIMARIES SCHOOLS

INTRODUCTION

This scheme applies to all admission authorities, (Local Authority (LA) and Voluntary Aided Schools (VA), in the area with regard to parents with children wishing to join the normal year of entry at a maintained primary school in Monmouthshire from September 2016. (A glossary of terms is also shown in Appendix C).

All parents will be invited to express a preference on a common application form, regardless of the status of the schools for which they wish to apply and whether the school is in/out of county. The form will provide an opportunity for parents/carers to give reasons for their preferences. All completed forms should be sent directly to the School & Student Access Unit (SSAU). An exception to this is if parents wish to apply for a School that resides within Newport City Council – in such circumstances the parent is required to apply directly to Newport City Council under their admission arrangements.

Although individual school admission authorities (Voluntary Aided) may require you to complete their own admission forms, all applicants must also complete a “Common Application Form”.

Pupils with a Statement of Special Education Needs will be admitted to the school named on their Statement.

1. Consideration of Applications and Allocation of Places (Normal Admission Round)

When applying the oversubscription criteria to determine who is to be awarded places, all parental preferences will be considered equally and allocated in line with the criteria below. The highest preference school will be offered in the event that one or more preferences can be met.

If none of the preferences can be met, the Local Authority will ensure that as far as is reasonably possible, an offer can be made.
The closing date for the first stage of applications is **4.30 pm Friday 15th January 2016** and written notification of the outcome of each application will be given via the School & Student Access Unit by **1st April 2016**.

If a parent applies for a place outside Monmouthshire, the Authority to which they have applied will inform the parent and Monmouthshire of the decision to offer or refuse.

Late applications or changes to the order of preference will be considered after the first stage has been completed. Where a parent expresses a preference within the first stage and then changes a preference after 4:30pm on 15th January 2016, this will be deemed as a late application.

Similarly, applications where a change of circumstance have occurred, which have an impact upon the application’s status within the oversubscription criteria, will result in the application being treated as late if these changes are brought to the Authorities attention after the closing date.

### 2. TIMETABLE FOR PRIMARY CO-ORDINATED ADMISSIONS FOR SEPTEMBER 2016

**PRIMARY SCHOOL (including Voluntary Aided Schools)**

#### 2.1 Stage 1

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications made available to parents</td>
<td>6th November 2015</td>
</tr>
<tr>
<td>Applications received either paper or on line</td>
<td>By 15th January 2016 (10 weeks)</td>
</tr>
<tr>
<td>Details of applications sent to Voluntary Aided Schools and other LAs, as appropriate. Details of applications made to Voluntary Aided Schools returned to School and Student Access Unit</td>
<td>By 22nd January 2016</td>
</tr>
<tr>
<td>Voluntary Aided Schools and neighbouring LAs return ranked lists of pupils to School &amp; Student Access Unit indicating the over-subscription criterion that each child has been considered under and identifying refusals</td>
<td>By 19th February 2016</td>
</tr>
<tr>
<td>School &amp; Student Access Unit / Voluntary Aided Schools allocate the highest preference place available and notifies other LA’s, as appropriate</td>
<td>By 11th March 2016</td>
</tr>
<tr>
<td>School &amp; Student Access Unit allocates places to Monmouthshire children without an offer</td>
<td>By 18th March 2016</td>
</tr>
<tr>
<td>School &amp; Student Access Unit sends list of pupils to be offered places to each Monmouthshire School</td>
<td>By 25th March 2016</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>School &amp; Student Access Unit / Voluntary Aided Schools send notifications to parents/carers</td>
<td>On 1st April 2016</td>
</tr>
<tr>
<td>Appeals</td>
<td>May – July 2016</td>
</tr>
</tbody>
</table>

**Stage 2**

Following the first stage of allocations, late applications will be considered and slotted in where possible using the admissions criteria. However there is no guarantee that late applications will be dealt with before **1st April 2016**.

At this stage, parents/carers will be able to apply for reconsideration to a school they placed as a higher preference to the one offered.

The processing of late applications will be done on a monthly basis, so, for example, applications received in April 2016 will be collated and processed during the first full week in May 2016 with schools and parents being notified by the end of the second full week. These will be processed as per the over-subscription criteria.
INTRODUCTION

This scheme will apply to all schools in the area for parents with children wishing to join the normal year of entry at a secondary school in Monmouthshire from September 2016.

All parents will be invited to state three preferences on a common application form, regardless of the status of the schools for which they wish to apply and whether the school is in/out of county. The form will provide an opportunity for parents/carer to give reasons for their preferences. All completed secondary transfer forms should be returned directly to the School & Student Access Unit. An exception to this is if parents wish to apply for a School that resides within Newport City Council – in such circumstances the parent is required to apply directly to Newport City Council under their admission arrangements.

Pupils with a Statement of Special Educational Needs will be admitted to the school named on their statement.

1 Consideration of Applications and Allocation of Places (Normal Admission Round)

When applying the oversubscription criteria to determine who is to be awarded places, all parental preferences will be considered equally and allocated in line with the criteria in Appendix 1. The highest preference school will be offered in the event that one or more preferences can be met.

If none of the preferences can be met the Local Authority will ensure, as far as is reasonably possible, that an offer can be made at the next nearest available School.

The closing date for the first round of applications is 4.30 pm on 27th November 2015 and written notification of the outcome of each in county application will be given via the School & Student Access Unit on 1st March 2016.

For preferences to attend a School outside of Monmouthshire, written notification on the decision to offer / refuse a place at the chosen School will be given by the relevant Local Authority / Admission Authority in line with their offer date.

Monmouthshire will have regard to any offer made by another Local Authority. If the other Local Authority can offer a higher preferred school, Monmouthshire will not make an offer.
Late applications or changes of order of preference will be considered after the first stage has been completed. Where a parent expresses a preference within the first stage and then changes a preference after 27th November 2015, this will be deemed as a late application.

Applications where a change of circumstance have occurred, which have an impact upon the application’s status within the oversubscription criteria, will result in the application being treated as late if these changes are brought to the Authorities attention after the closing date.

2. TIMETABLE FOR CO-ORDINATED ADMISSIONS FOR SEPTEMBER 2016 SECONDARY SCHOOLS

2.1 Stage 1

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications available to Parents</td>
<td>2nd October 2015</td>
</tr>
<tr>
<td>Applications received</td>
<td>By 27th November 2015 (8 weeks)</td>
</tr>
<tr>
<td>Details of applications sent to Monmouthshire schools and other LA’s, as appropriate</td>
<td>By 4th December 2015</td>
</tr>
<tr>
<td>Consultation with neighbouring LAs on cross border preferences</td>
<td>By 11th December 2015</td>
</tr>
<tr>
<td>School &amp; Student Access Unit allocates the highest preference place available and notifies other LA’s, as appropriate</td>
<td>By 29th January 2016</td>
</tr>
<tr>
<td>School &amp; Student Access Unit allocates places to Monmouthshire children without an offer</td>
<td>By 12th February 2016</td>
</tr>
<tr>
<td>School &amp; Student Access Unit sends list of pupils to be offered places to each Monmouthshire school</td>
<td>On 19th February 2016</td>
</tr>
<tr>
<td>School &amp; Student Access Unit sends notifications to parents/carers</td>
<td>On 1st March 2016</td>
</tr>
<tr>
<td>Appeals</td>
<td>May – July 2016</td>
</tr>
</tbody>
</table>
2.2  Stage 2

Following the first round of allocations, late applications will be considered and slotted in where possible using the admissions criteria. There is no guarantee that late applications will be dealt with before the 1st March 2016.

The processing of late applications is undertaken on a monthly basis, so applications received in April 2016 will be collated and processed during the first full week in May 2016 with schools and parents/carers being notified by the end of the second full week. These will be processed as per the over-subscription criteria.
APPENDIX C

ADMISSION AUTHORITIES

- Monmouthshire County Council
- Voluntary Aided Schools (Monmouthshire)
  - Archbishop Rowan Williams Church in Wales Primary School
  - Llanfair Kilgeddin Church In Wales Primary School
  - Magor Church In Wales Primary School
  - Our Lady & St Michaels Roman Catholic Primary School
  - St Mary’s Roman Catholic Primary School, Chepstow
- Blaenau Gwent County Borough Council
- Gloucestershire County Council
- Herefordshire County Council
- Newport City Council
- Powys County Council
- Torfaen County Borough Council
- Brynmawr Foundation School
- St Albans RC School
- St Josephs RC Schools

Glossary

Normal Year of Entry  The year in which a pupil is scheduled to commence / change school

Maintained School  A school maintained either by the LA or the Diocese

Common Application  Pre-printed form with pupil details and unique pupil reference Number
## School admission numbers

### Secondary

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>Capacity</th>
<th>AN</th>
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</thead>
<tbody>
<tr>
<td>Caldicot Comprehensive</td>
<td>1590</td>
<td>270</td>
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<tr>
<td>Chepstow Comprehensive</td>
<td>1203</td>
<td>188</td>
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<tr>
<td>King Henry VIII Comprehensive</td>
<td>1293</td>
<td>215</td>
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<tr>
<td>Monmouth Comprehensive</td>
<td>1671</td>
<td>263</td>
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</table>

### Primary

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>Capacity</th>
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</thead>
<tbody>
<tr>
<td>Archbishop Rowan Williams C in W Primary</td>
<td>210</td>
<td>30</td>
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<tr>
<td>Cantref Primary</td>
<td>210</td>
<td>30</td>
</tr>
<tr>
<td>Castle Park Primary</td>
<td>210</td>
<td>30</td>
</tr>
<tr>
<td>Cross Ash Primary</td>
<td>210</td>
<td>30</td>
</tr>
<tr>
<td>Deri View Primary</td>
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<td>42</td>
</tr>
<tr>
<td>Dewstow Primary</td>
<td>210</td>
<td>30</td>
</tr>
<tr>
<td>Durand Primary</td>
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<td>30</td>
</tr>
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<td>Gilwern Primary</td>
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<td>Goytre Fawr Primary</td>
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<td>30</td>
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Appendix 3

**Summary of results on the School Admission Policy Consultation including catchment review**

**Proposal 1**

Amend Caldicot’s catchment boundary so that Rogiet primary catchment area (Caerwent and Crick) feeds entirely into Caldicot’s catchment area, this supports transition arrangements and is also the nearest school.

(A map of the proposed area is attached)

We received 39 responses to the proposal to change the catchment area:
- 27 disagreed with the proposal
- 11 agreed with the proposal
- 1 didn’t know

**Proposal 2**

Amend Caerleon’s catchment boundary and consider whether Goytre Fawr primary catchment area (Penperlleni, Little Mill, Glascoed and Mamhalid) feeds entirely into King Henry VIII catchment area, this supports transition arrangements and is also the nearest Monmouthshire School.

(A map of the proposed area is attached)

We received 28 responses to the proposal to change the catchment area:
- 21 disagreed with the proposal
- 7 agreed with the proposal

**Proposal 3**

Amend Caerleon’s catchment boundary so that the areas of Usk, Llangybi, Tredunnock and Llanhennock feed entirely into Monmouth’s catchment area, this supports transition arrangements and would also support the aim that Monmouthshire children are educated in Monmouthshire Schools.

(A map of the proposed area is attached)

We received 92 responses to the proposal to change the catchment area:
- 75 disagreed with the proposal
- 15 agreed with the proposal
- 2 didn’t know
- 15 respondents were not Monmouthshire residents.
**Proposal 4**

Establish Catchment Areas for Ysgol Gymraeg Y Fenni and Ysgol Gymraeg Y Ffin, currently these schools do not have a catchment boundary it is assumed that pupils in the North will attend Y Fenni and pupils in the south will attend Y Ffin. However with the establishment of a new welsh Medium Secondary school in Newport County Council we need to be clear on which pupils should feed into the new school and which pupils will continue to feed into Ysgol Gyfun Gwynllyw. (Maps of the proposed areas are attached)

We received 12 responses to the proposal to change the catchment area:
1 disagreed with the proposal
6 agreed with the proposal
5 didn’t know

**Proposal 5**

Amend Monmouth’s catchment boundary so that Llandogo primary catchment area feeds entirely into Monmouth’s catchment area, this supports transition arrangements. The current catchment area is split between Monmouth and Chepstow. (Maps of the proposed areas are attached)

We received 8 responses to the proposal to change the catchment area:
3 disagreed with the proposal
5 agreed with the proposal

**Proposal 6**

Amend Monmouth’s Catchment boundary so that Trellech primary catchment area feeds entirely into Monmouth’s catchment area, this supports transition arrangements. The current catchment area is split between Monmouth and Chepstow. (Maps of the proposed areas are attached)

We received 1 response to the proposal to change the catchment area:
1 disagreed with the proposal

**Proposal 7**

Amend Caldicot’s catchment boundary so that the catchment area for Archbishop Rowan Williams feeds into Chepstow School instead of Caldicot School. (A map of the proposed area is attached)

We received 248 responses to this proposal via our online questionnaire.
227 disagreed with the proposal
21 agreed with the proposal

We also received 60 paper copies of the questionnaire all of which disagreed with the proposal.

We also received 9 email/letter responses all of which disagreed with the proposal.

**Proposal 8**

Amend the catchment boundary for Usk CIW Primary to include the areas of Tredunnock and Llanhennock which currently have a catchment area of Caerleon Endowed Primary.

(A map of the proposed area is attached)

We received 13 responses to this proposal via our online questionnaire.
12 disagreed with the proposal
1 agreed with the proposal

**Proposal 9A & 9B**

Realign Chepstow’s catchment area so the whole of Shirenewton primary catchment area feeds into it. There are currently two anomalies in Shirenewton’s Catchment area one area feeds into Monmouth and one area feeds into Caerleon.

(Maps of the proposed areas are attached)

We received 10 Reponses
9 disagreed.
1 agreed.

**Admissions Policy Responses**

We received 66 responses to the admissions policy consultation
36 disagreed with the proposal
24 agreed with the proposal
6 didn’t know

We also received 466 responses to the criteria change as part of the catchment consultation questionnaire, the comments are listed on the previous document.
285 disagreed
70 agreed
97 didn’t know
14 didn’t answer.

In total there were 532 responses:
321 disagreed
94 agreed
103 didn’t know
14 didn’t answer
The “Equality Challenge” (Screening document)

<table>
<thead>
<tr>
<th>Name of the Officer</th>
<th>Deb Mountfield/Matthew Jones</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Admission into Schools Policy is consulted on an annual basis where the changes being proposed are not significant.</td>
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<tr>
<td>If the changes being proposed are significant then consultation must take with all parties affected, with approval to the changes subject to political process.</td>
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<tr>
<td>In addition to the above Members have been reviewing the secondary school catchment areas to realign with primary catchment and aid transition working.</td>
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<td>Consultation included:</td>
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<td>Letters to parents in all Monmouthshire Primary Schools.</td>
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<td>Out of County Pupils on roll at Monmouth Comprehensive</td>
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What are the potential negative Impacts.

Idea as to how we can look to MITIGATE the negative impacts (include any reasonable adjustments or engagement with affected parties).
Catchment for Welsh Primary Schools in the County will be established.

The next steps

- If you have assessed the proposal/s as having a **positive impact** please give full details below:
  
  Parents are provided with clear information for both English and Welsh Medium catchment schools.

  Monmouthshire will now have formalized catchment areas for Welsh Medium Primary Schools with the proposed establishment of a new Welsh Secondary Medium School in Newport, it is necessary to establish catchment areas for these primaries to ensure that Monmouthshire children secure secondary provision delivered through the medium of Welsh.

- If you have assessed the proposal/s as having a **Negative Impact** could you please provide us with details of what you propose to do to mitigate the negative impact:

  Deb Mountfield  Head of Resources – CYP  8th March 2015
  Matthew Jones  Access Manager – CYP  8th March 2015

Signed  Designation  Dated