



2024-2025



Starting School



A GUIDE FOR PARENTS & CARERS



monmouthshire
sir fynwy

www.monmouthshire.gov.uk/applying-for-a-school-place

Publication date July 2023

IMPORTANT DATES RELATING TO YOUR CHILD'S ADMISSION TO SCHOOL

SCHOOL ADMISSIONS ON-LINE

Primary School

Application Available
6th November 2023

Closing date for applications:

9th January 2024
at 5pm

Offer date:

16th April 2024

Secondary School

Application Available
25th September 2023

Closing date for applications:

13th November 2023
at 5pm

Offer date:

1st March 2024



Please ensure that you complete an application form either on-line or on a paper application form which can be obtained from The School and Student Access Unit on 01633 644508.

Please ensure that your completed application is returned prior to the above closing dates. Failure to do so will disadvantage your child's application and increase the risk of them not obtaining a place at your preferred School.



For more information on the application process and the evidence that we require, please refer to pages 20 - 23 of this booklet.



Is your child eligible to start School (Reception) in September 2024?

Or maybe you have a child currently in year 6, getting ready to move up to Secondary School in 2024? If so...

Why not take advantage of our online application system?



Primary to Secondary Applications

System available to use from
25th September 2023 until closing
date of 13th November 2023 at 5pm.

Admission (Reception) Applications

System available to use from
6th November 2023 until closing date
of 9th January 2024 at 5pm.

Secondary offer date

1st March 2024

Primary offer date - 16th April 2024

What are the benefits of the system?

- Saves on postage costs and guarantees the safe delivery of your child's application
- Get an automatic acknowledgement once your application has been submitted and received by us
- Ability to view and amend your application online up until the published closing date
- Ability to log onto our system on the published offer date to find out if your child's application has been successful

For further information on School Admissions and to access the online application system, please visit:

www.monmouthshire.gov.uk/applying-for-a-school-place



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DEAR PARENT/CARER



At this important time in your child's life this booklet is provided to support you in your next steps.

Monmouthshire is proud of its achievements for all its children and young people. We aim to provide learning opportunities and experiences that allow pupils and students to achieve their potential in all aspects of their life and the future.

The Directorate for Children and Young People has an excellent record of achieving a very high percentage of first preferences for school places. We are proud of this achievement and want to continue to work with you and our schools to meet your needs wherever possible. We are also determined to ensure that when your child starts school, this very important time for your family is supported with clear information. This booklet is designed to provide you with the detail you need to ensure that the process is a positive experience from the start. Staff in the Directorate will be pleased to help and support in any way they can.

We are sure that you appreciate that the information offered here is for general guidance only. Each year we forecast the demands for places in schools. From time to time external and unexpected factors can challenge the accuracy of our projections.

To assist you in deciding on your preferences there are specific details in relation to the Primary and Secondary schools in Monmouthshire and surrounding areas contained in this booklet.

This is a milestone event for you and your child. We are here to help.

Will Mclean
Chief Officer for Children and Young People

County Councillor Martyn Groucutt
Cabinet Member for Children & Young People.

Please see below our confirmed School Term Dates and Holidays for the 2024/25 academic year.

Within Monmouthshire, we ensure that appropriate consultation is held with our neighbouring Authorities with the view to ensuring compliance and consistency of dates, although this is not always possible. We acknowledge the importance of consistency of term dates across neighbouring Authorities and how this relates to a variety of implications for parents, staff and children.

These dates comply with those dates being put forward by our immediate neighbouring Authorities which include Newport, Torfaen, Blaenau Gwent and Cardiff.

Term	Start	Half Term Starts	Half Term Ends	Term Ends
Autumn	Mon 2nd Sep 2024	Mon 28th Oct 2024	Fri 1st Nov 2024	Fri 20th Dec 2024
Spring	Mon 6th Jan 2025	Mon 24th Feb 2025	Fri 28th Feb 2025	11th Apr 2025
Summer	Mon 28th Apr 2025	Mon 26th May 2025	Fri 30th May 2025	Mon 21st July 2025
Easter Sunday		Sunday 20th April 2025		
May Day		Monday 5th May 2025		
Autumn Term		40 days and 35 days = 75 days		
Spring Term		35 days and 30 days = 65 days		
Summer Term		19 days and 35 days = 54 days		

Monmouthshire is proud to offer the following educational provision within it's County:

Early Years Education

Monmouthshire has thirteen nursery units attached to mainstream schools and a number of non-maintained settings approved to provide early education to 3-year-olds. The authority maintains these nurseries which provide free, part time early years education (if there are spaces available) for pupils from the term following their third birthday.

Details of both maintained and approved non-maintained nurseries in Monmouthshire can be found on pages 105 -106

Primary Education (4 to 11 years)

There are 31 primary schools in Monmouthshire made up of the following linguistic and denominational characteristics

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

Details of the above Schools are on pages 109 - 115



Welsh Medium Primary Education

The Authority has three Welsh-medium Primary Schools. Ysgol Gymraeg Y Fenni located in Abergavenny, Ysgol Gymraeg y Trefynwy located in Monmouth and Ysgol Gymraeg Y Ffin in Caldicot which also has an immersion unit supporting learners late to Welsh to access a Welsh-medium education.

Children wishing to be educated through the medium of Welsh will receive free Home to School Transport to their nearest Welsh-medium school.

Voluntary Controlled Schools

These co-educational day schools, whilst under the control of the Local Authority as far as admissions are concerned, offer an education which is founded on Christian principles and values.

Voluntary Aided Schools

These are voluntary aided co-educational day schools which are maintained jointly by the Local Authority and voluntary bodies. All aided schools in the County are either part of Catholic or Church in Wales denominational groups.

Children wishing to be educated at a school which offers denominational education will receive free Home to School Transport to their nearest denominational setting.

Special Primary Education

Overmonnow Primary School (Monmouth), Pembroke Primary School (Chepstow), and King Henry VIII 3-19 School (Abergavenny) have Special Needs Resource Bases (SNRB) to accommodate those children whose needs cannot be met in mainstream education.

Secondary Education (11-19)

Three of the mainstream secondary schools in Monmouthshire are mixed Comprehensive Schools and serve 11 - 19 year olds. These are situated close to three of the major towns in Monmouthshire.

All Through School (3-19)

There is an all through mainstream school in Abergavenny, which is a mixed school that will serve pupils of primary age (3-11), secondary age (11-16) children in years 7-11 and sixth form students (16-19).

All schools provide a broad and balanced curriculum and offer many additional opportunities through a wide range of extra-curricular activities which take place outside lesson times offering children the best opportunity to develop themselves as an individual, socially and academically.

Historically, GCSE, AS and A level results in Monmouthshire schools are consistently above the Welsh average.

Monmouthshire Secondary Schools and their sixth form provision continues to equip individuals with a good range of life skills to enable them to successfully continue their education in the future.

Special Secondary Education

Caldicot School, Monmouth Comprehensive School and King Henry VIII 3-19 School have a Special Needs Resource Base (SNRB) to provide for children who have additional learning needs.

Welsh Medium Secondary Education

Monmouthshire has developed close links with neighbouring authorities Torfaen County Council and Newport City Council to provide Welsh Medium Education at Ysgol Gyfun Gwynllyw for the North of the County and Ysgol Gyfun Gwent Is Coed for the South of the County.

Children wishing to be educated through the medium of Welsh will receive free Home to School Transport to their nearest Welsh medium school.

Denominational Secondary Education

Monmouthshire, in addition to its mainstream primary schools, offers the opportunity for parents to educate their children in a setting complimentary to their religious beliefs and understanding.

WHAT WILL MY CHILD STUDY IN SCHOOL?

Whilst Monmouthshire does not currently offer denominational secondary educational settings, we appreciate that you may wish to continue to educate your child in such a school and we would support this.

Children wishing to be educated at a School which offers denominational education will receive free Home to School Transport to their nearest denominational setting.

Please see pages 114 - 115 for details of local denominational secondary schools outside of Monmouthshire.

Post 16 Education

Monmouthshire 14-19 Learning Pathways Network is a collaborative network of learning providers dedicated to broadening the choice and flexibility available to young people aged between 14 and 19.

The network ensures that the individual needs of young people are met and provides greater opportunities and experiences that will help learners develop the wider skills they need for life and work.



Vision

To provide our learners in Monmouthshire with an educational provision that prepares them to participate fully in today and tomorrow's society.

Within Monmouthshire, we are fortunate to have 4 Comprehensive Schools offering Post 16 facilities for those wishing to continue their education through to the age of 19. We have strong links with Ysgol Gyfun Gwynllyw in Torfaen and Ysgol Gyfun Gwent Is Coed in Newport for pupils continuing their education through the medium of Welsh. We also have close links with Coleg Gwent to broaden the options available to the children of Monmouthshire.

The Curriculum for Wales

Education in Wales is changing to reflect changes and challenges in our world now, and in the future. To address these challenges, the Welsh Government wants to make sure that your child has the knowledge, skills, experiences, and confidence to make the most of life.

Teacher and education experts have been working together to develop the Curriculum for Wales. This aims to prepare children to thrive in a future where digital skills, adaptability and creativity are crucial, and that is rooted in Welsh values and culture.

The new Curriculum for Wales is statutory for all maintained schools in Wales and will be followed by children from the ages of three to 16. The Curriculum for Wales has been designed with learner progression at the heart and provides a continuum of learning across all ages.

All primary schools in Monmouthshire are developing their individual approaches to the Curriculum for Wales. At the same time, all Monmouthshire secondary schools introduced the Curriculum for Wales for all Year 7 pupils in 2022 and from 2026, the Curriculum for Wales will be delivered for all secondary school pupils.

Many schools in Monmouthshire continue to design their own approach to the Curriculum for Wales to reflect the needs of their pupils and the context of the school and realise the four purposes which are the foundation of the curriculum. This means that all pupils, whatever the school will be supported to become:

- ambitious, capable learners, ready to learn throughout their life
- enterprising, creative contributor, ready to play a full part in life and work
- ethical, informed citizens of Wales and the world
- healthy, confident individuals, ready to lead fulfilling lives as valued members of society.



WHAT ABOUT FORMAL QUALIFICATIONS?

These are called the four purposes of the curriculum

As well as literacy, numeracy and digital skills, there are six areas of learning. Everything your child learns will be connected to these areas.

- Expressive arts
- Health and well-being
- Humanities (including Religion Values and Ethics)
- Languages, literacy, and communication (including Welsh, up to age 16 and modern foreign languages)
- Mathematics and numeracy
- Science and technology

The Curriculum for Wales also provides learners with the opportunity to develop an awareness and understanding of the following important aspects:

- human rights
- diversity and respecting differences
- experiences and skills for careers and the workplace
- learning about local, national, and international contexts
- developmentally appropriate relationships and sexuality education.



As Curriculum for Wales is rolled out over the next three years, new external qualifications will be developed to reflect the changes to the curriculum. The first cohort of pupils to sit the new examinations will be those starting Year 7 in 2023.

Should you have any specific questions on the educational provision in any one of our four secondary schools in Monmouthshire, please contact the Headteacher of the relevant school.



How are Learners Assessed?

Assessment is an important part of your child's learning every day. Teachers will support your child to understand how they learn, what they learn, what they do well and what they need to do next.

This is important to involve pupils in their learning so that they can:

- see where they are in their learning
- plan their next learning steps
- spot any issues or extra support they need

and to help their teacher so that they can:

- understand what every pupil can do
- identify the next steps in learning
- provide appropriate support and challenge for every pupil

External Examinations

Monmouthshire County Council follows the advice, guidance and legislation provided by Welsh Government with regard to entrance for public examinations.

Further information on school policy can be gained directly from individual schools, along with details of their public examination results. All pupils are entitled to be entered for public examinations at the appropriate level for the subjects they study.

Teaching of Welsh in English Medium Schools

Under the requirements of the National Curriculum for Schools in Wales and regulations laid down by the Secretary of State, the teaching of Welsh is a compulsory subject at all schools in Monmouthshire.

Regulations exempt pupils (from outside Wales) from studying Welsh, who enter a school in years 9, 10 or 11 of secondary education.



Who makes the decisions about the curriculum in school?

The school decides its own curriculum taking account of the Curriculum for Wales and the locally agreed syllabus for Religion, Values and Ethics. It is for the school to ensure that its curriculum meets the legal requirements.

Outcomes for Learners

The Authority continues to work with its schools and the EAS in implementing a policy framework to ensure that standards in schools continue to improve. Historically, standards in outcomes at GCSE and A Level have been consistently above the Welsh average. However since the pandemic in 2020, the impact on outcomes across Wales has been significant and as a result, it is impossible to make a comparison with current outcomes within schools, across the Local Authority and nationally. There are specific objectives in the Directorate Plan aimed at securing high standards in all schools and settings in Monmouthshire. These include transforming ALN provision and enhancing provision for eligible free school meals pupils and other vulnerable groups.

Each year, the Local Authority consults upon its admission arrangements and attempts where possible to mirror the admission round timeframes of neighbouring authorities.

Prior to the consultation, the admission numbers for all schools should be determined and form part of this consultation. The admission numbers for the schools are derived from the physical capacity of the school to accommodate pupil's learning needs.

Each year, the date at which all application forms will be sent to parents/carers is set. Simultaneously, a closing date for completed applications is established. The Authority will ensure that this timeframe between distribution and closing dates is no shorter than six weeks.

The offer date, when parents/carers will be informed of the outcomes of their applications is also established as part of the consultation on admission arrangements.



Timetable for Nursery Admissions

Admission Phase	Admissions pack available to parents	Closing date	Allocation period by LA
Nursery (Jan 2024 & Sept 2024 Intake)	7th July 2023	15th Sep 2023 at 5pm	16/09/2023 - 09/11/2023
Nursery (Apr 2024 intake)	7th July 2023	15th Sep 2023 at 5pm	10/11/2024 - 5/03/2024
Parents informed by 10th November 2023 (September 2024 Intake) 10th November 2023 (Rising 3 Place eligible for January 2024) 6th March 2024 (Rising 3 place eligible for April 2024)			

Children born between the 1st September 2020 and 31st March 2021 may be offered an early start in the term following their 3rd birthday, this will be dealt with through the same process using the same application form, however parents will not be notified of an early start in April until the 6th March 2024.

Children will be admitted from the first term following their third birthday. Please note the required timescales for nursery admissions is highlighted above. Upon receipt of all in time applications, the following criteria will be applied in priority order, if the number of applications exceeds the number of available places.

Children in receipt of a Statement of special educational needs (statutory requirement for admission)

1. Looked after children or previously looked after children i.e. children that are in the care of or have previously been in the care of a local authority, will be afforded priority over those fulfilling points 2-4 below.
2. Medical or social grounds highlighted by appropriate agencies will be afforded priority over those fulfilling points 3-4 below.

ADMISSIONS TO PRIMARY SCHOOL (age 4 – 11)

- Children who have relevant sibling in attendance at the preferred nursery (not main school) at the point of admission, will be afforded priority over those fulfilling point 4 below.
- 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.

A list of Local Authority Nurseries can be found on page 105. To apply for a Local Authority Nursery Place, you will be required to complete an application form. You can complete an online application form that will be available on the 7th July 2023 by visiting the website www.monmouthshire.gov.uk. If you are having difficulty accessing the application, please contact the Access Unit on **01633 644508** or by emailing: acesstolearning@monmouthshire.gov.uk

When submitting an application, you will be asked to provide appropriate documentation considered necessary to verify the home address. Please note that for any nursery places offered, you may be required to submit your child's birth certificate upon enrolment to the relevant nursery.

If a child is refused a place at nursery, parents do not have a right to appeal, as nursery education is non statutory.

Please note: The admittance to a nursery class does not guarantee a place at the feeder school as a separate application is required.

The Early Years Development and Childcare Partnership have a responsibility to ensure that a part time, good quality Early Education place is available to those parents who choose it for their children from the beginning of the term following their third birthday. In addition to Local Authority Nurseries, children can also access early education at any of our Approved Non - Maintained Providers, which include playgroups, private day nurseries and pre-prep schools. A full list, including contact details and opening hours, can be found at www.monfis.org.uk

The Authority will admit a child to a maintained primary 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.

Attendance at a feeder nursery does not exclude the need to apply for a Reception place at the School. Please note that priority for admission is not given to those children attending a feeder nursery. Having read all the information available in this booklet and from individual schools parents may indicate their preferred school(s) for their child to attend. Before deciding to apply for a place at a particular school, you need to consider carefully how your child will travel to school, as you will not necessarily be eligible for transport assistance. (See pages 84 -88 for details on Home to School Transport).

Please note that when you apply for a school placement you will automatically be assessed for school transport at the same time. There is no requirement for you to complete additional applications.

Admission will be based on the criteria listed on pages 20 - 26. If the Authority is unable to allocate according to parents preferred school(s) then we will offer a place at the next nearest School with places available. Parents are entitled to appeal against the decision to refuse a place at their preferred School(s) (please refer to pages 37 - 39). Please see the timetable on page 21 for important dates when applying for a School place.

Admissions to Secondary School (Age 11 – 19)

Attendance at a Primary 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 a school is over-subscribed, the over-subscription criteria will be applied (see pages 26 - 32).

Parents are invited to express their preference for a secondary school for their child. Before deciding to apply for a place at a particular school, you need to consider carefully how your child will travel to school, as you will not necessarily be eligible for transport assistance. (See pages 84 - 88 for details on Home to School Transport).

IMPORTANT DATES RELATING TO YOUR CHILD'S ADMISSION TO SCHOOL

Please note that when you apply for a school placement you will automatically be assessed for school transport at the same time. There is no requirement for you to complete additional applications.

If you wish for your child to attend a School which resides within Newport, you must apply directly to Newport Local Authority. You are also advised to complete and return the Monmouthshire Application Form detailing alternative preferences in case you are unsuccessful in your application to attend this School.

On your application you must clearly record that you have also applied for a place at a Newport School.

Admission will be based on the criteria listed on pages 20 - 26. If the Authority is unable to allocate according to parent's preference School(s) then a place will be offered at the next nearest School with places available. Parents are entitled to appeal against the decision to refuse a place at their preference School(s) (please refer to pages 37 - 39).

Please see the timetable on page 21 for important dates when applying for a School place.

ADMISSION TO VOLUNTARY AIDED SCHOOLS

Governing Bodies of Voluntary Aided Schools have responsibility for their own admission arrangements and allocation procedures. If you are applying for a place at either Our Lady and St Michael's RC Primary School or St Mary's Roman Catholic Primary School Voluntary Aided School you will be required to apply directly to that school. In addition you are advised to complete an application through the Monmouthshire County Council Citizen portal detailing alternative preferences in case you are unsuccessful in your application to attend the Voluntary Aided School. On your application you must clearly record that you have also applied for a place at a Voluntary Aided School. If you are applying for Archbishop Rowan Williams Church in Wales Primary School or Magor Church in Wales Primary School you must submit your application through the Monmouthshire County Council Citizen portal. There is no requirement for you to submit any additional application directly with the school. Please see pages 41 – 80 for more information on the Admissions criteria for Voluntary Aided Schools.

If you would like to apply for a Local Authority Maintained school that is outside Monmouthshire then you must send your form to Monmouthshire Local Authority. When you return your form to us stating your preference for an out of county school, we will liaise with the relevant authority in order to determine your application. It is advisable to state a second and third preference on your form in case the school you have chosen cannot be offered to you.

This excludes Schools that reside within Newport, where you will need to apply directly to Newport Local Authority. You are advised to also apply for a place stating a preference for a Monmouthshire School just in case you are unsuccessful in your application to attend this School. On your application you should clearly record that you are seeking a place in another LA.

If you are applying for an Independent school you must apply directly to that school. You are advised to also apply for a place stating a preference for a Monmouthshire School just in case you are unsuccessful in your application to attend an independent School. On your application you should clearly record that you are seeking a place at an independent school.

Please note that an application made to attend an Independent School or School outside Monmouthshire will qualify as one of your preferences and will be ranked accordingly.

APPLYING FOR A PRIMARY/SECONDARY SCHOOL PLACE

Parents must complete an application form in order to obtain a school place. There is the opportunity to complete an application on-line or alternatively via a paper application.

Having read all the information in this booklet and from individual schools, parents may indicate their preferred school for their child to attend. Parents are invited to express up to three preferences (in order of priority) in the event that admission to the preferred school has been refused.

Your preferences will be considered equally in line with the Local Authority's over-subscription criteria (pages 26 - 32) and not based on the order in which you list your preferences. However, the highest preference school will be offered in the event that one or more preferences can be met.

You are strongly advised to include more than one preference on your application as you will be disadvantaged over other applications if you do not.

Please note that an application made to attend an independent school or a school outside Monmouthshire will qualify as one of your preferences and will be ranked accordingly.

Before you decide to apply for a place at a particular school, you need to consider carefully how your child will travel to school, since you will not necessarily be eligible for transport assistance (please see pages 84 - 88 for details of the Council's School Transport Policy).

Please note that when you apply for a school placement you will automatically be assessed for school transport at the same time.

Timetable for Admissions

Admission Phase	Admissions pack available to parents	Closing date	Parents Informed by
Secondary	25th September 2023	13th November 2023 at 5pm	1st March 2024
Primary	6th November 2023	9th January 2024 at 5pm	6th April 2024

- The Admissions team take a proactive approach to ensure that application letters are distributed to parents directly, where possible advising when the admission round opens. Parents are encouraged to use the online application system. Data protection regulations prevent us from accessing all pupil information, and therefore we would urge you to contact us should you not receive an application pack within the timescales given in the above timetable. As a reminder, it is parental responsibility to apply for a place and to notify us of a change of address.

- Applications received after the closing date or that remain incomplete as at the closing date will be treated as late (see page 33). It is essential to send your form in by the closing date in order to increase the probability of securing your preferred School.
- Any change in preference should be made in writing to the School and Student Access Unit. Any preference that is changed after the closing date will result in the application being treated as a late application (see page 33).
- You must include your Council Tax reference number on the application form. The local Authority will use information held by the Council Tax Department to verify your address is correct.
- For any paper applications, please return the completed application form (including the necessary evidence) to the School and Student Access Unit, Directorate for Children and Young People, County Hall, Y Rhadyr, Usk, NP15 1GA.

Please ensure that this is received by us by the relevant closing date. Failure to do so may result in you not achieving a place at your preferred School(s).

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, 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.

Moving Address

Parents/carers 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). The application and notification of intended change of address must be submitted prior to the published closing date in order to be considered as an in time application. Failure to notify the Local Authority of an intended move to a new address prior to the published closing date will result in the application being determined as a "late application".

Parents/carers that are in the process of moving, but are not able to validate the move prior to the closing date, will need to ensure that their completed application is submitted prior to the published closing date, and that the application provides information on the intention to move. The Local Authority will liaise with parents/carers regarding the proposed move in order to obtain confirmation that residence at the new property has been secured. However, parents will need to provide the Local Authority with evidence that secures their change of address no later than 6 weeks prior to the published offer date in order for the new address to be considered for allocation purposes.

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

Unexpected change of Address

Should a parent, who has submitted an application prior to the published closing date, notify us of an unexpected change of address that has occurred since submission of their application, the Local Authority will consider on a discretionary basis the circumstances of the unexpected change of address prior to determining the application as being late.

Unfortunately, such discretion can only be exercised if notification and evidence of the change of address is provided no later than 6 weeks prior to the published offer date in order for the new address to be considered for allocation purposes.

It is a parent's responsibility to notify the Local Authority of a change of address that takes place during the application process. Failure to do so could result in any offer of a school place being withdrawn.

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 26.

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

If when applying the over-subscription criteria to applications received requesting admission into the normal year of entry (Reception and Year 7), and the last child to be admitted is one of a multiple birth, then the Local Authority will admit the other sibling(s).

Where multiple birth applications are received for year groups other than the normal year of entry, where there is only one remaining place in the relevant year group before the Admission Number is met, the Local Authority will consider each case individually before deciding whether the admission number is exceeded. Particular consideration will need to be given to the capacity of the school and the likelihood of causing prejudice to the effective education and efficient use of resources at the preferred school.

Children of UK Service Personnel

Children of returning UK Service Personnel are subject to frequent movement within the UK and abroad often at relatively short notice. Consequently for UK service personnel who are unable to engage in the normal admissions process, the Council will consider the residency criteria satisfied (and award catchment priority) if the application is accompanied by the following, even if the family do not reside in Monmouthshire at the relevant date.

- Official proof of posting i.e. a posting notice;
- A copy of the Service Identity Card;
- Confirmation of the new address wherever possible.

Where the preferred school is also the catchment school but the admission number has already been met in the relevant year group, the Council will exceed the admission number.

Crown Servants

Children of UK Crown Servants (Including diplomats) are subject to frequent movement and if moving into Monmouthshire, will be determined as meeting the residency criteria for the relevant catchment school if the application is accompanied by an official Foreign and Commonwealth Office letter declaring:

- A definite return date;
- Confirmation of the new address wherever possible;
- Confirmation of the Crown Servant status.

Deferred entry into Primary School

The Local Authority will admit a child to a maintained primary/infant school at the start of the academic year in which he/she will turn 5

years old. However, the legal requirements confirm that parents are able to delay the admission of their child until the term following their 5th birthday. The Local Authority is obliged to ensure that any offer of a school place is held for parents who wish for their child's admission into Reception to be deferred until later in the academic year.

A parent, however, is not able to defer entry beyond the term following the child's fifth birthday, nor beyond the school year for which the application was made.

Summer Term Births

In the case of a child born during the summer term, they too are not legally required to attend School until the term following their fifth birthday / the September after the normal year of entry for a Reception age child. However, in such circumstances the Local Authority will continue to ensure that children continue to follow their chronological year group and therefore the child would be admitted into year 1 and not Reception.

It is only in exceptional circumstances that the Local Authority will authorise the admission of a summer term birth into a year group that is outside the normal year of entry. In such circumstances, there will need to be a suitable evidence base (e.g. report from an Educational Psychologist) that suggests the chronological year group is not suitably able to meet the needs of the child concerned.

ALLOCATION OF PLACES AT LOCAL AUTHORITY MAINTAINED PRIMARY / SECONDARY SCHOOLS

Please refer to the timetable detailed on page 21 for the timescales that the Admission's team will work to when allocating places.

Oversubscription Criteria

When the number of applications received for a preferred School is less than 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:

Oversubscription criteria – Community and Voluntary Controlled Primary schools.

Children in receipt of a Statement of special educational needs (statutory requirement for admission)

1. Looked after children or previously looked after children i.e. children that are in the care of or have previously been in the care of a local authority, will be afforded priority over those fulfilling points 2-8 below.
2. Children with exceptional medical circumstances, will be afforded priority over those fulfilling points 3-8 below.
3. Children residing within the catchment area for the preferred school who have relevant siblings will be afforded priority over those fulfilling points 4-8 below.
4. Children residing outside of the catchment area for the preferred school, but with relevant siblings who will continue to be in attendance at the preferred school due to being unsuccessful in their application for a place at their catchment school will be afforded priority over those fulfilling points 5-8 below.

5. Children residing outside of the catchment area, but with relevant existing siblings enrolled at the preferred school by September 2019, will be afforded priority over those fulfilling points 6-8 below.
6. Children residing inside the catchment area for the preferred school will be afforded priority over those fulfilling points 7-8 below.
7. Children residing outside of the catchment area for the preferred school, with a relevant sibling (who will be in attendance at the preferred school at time of admission) that does not meet criteria points 4 and 5 above.
8. 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.

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 6 above, places will be allocated to those children whose home address is determined to be closer to the preferred school.

Explanatory Notes

Priority rank 4 - This criteria would apply only in the event that a parent has been unsuccessful in obtaining a place for their child at their catchment school, and is subsequently attending an alternative school with a younger sibling eligible to attend.

Priority rank 5 - This criteria would be relevant for existing siblings only, placed on roll at the preferred school by September 2019, with younger siblings eligible to transfer from Primary to Secondary in September 2020, September 2021, September 2022, September 2023, and September 2024.

Oversubscription criteria - Community Secondary School

Children in receipt of a Statement of special educational needs/ Individual Development Plan (IDP) (statutory requirement for admission)

1. Looked after children or previously looked after children i.e. children that are in the care of or have previously been in the care of a local authority, will be afforded priority over those fulfilling points 2-9 below.
2. Children with exceptional medical circumstances, will be afforded priority over those fulfilling points 3-9 below.
3. Children residing within the catchment area for the preferred school who have relevant siblings will be afforded priority over those fulfilling points 4-9 below.
4. Children residing outside of the catchment area for the preferred school, but with relevant siblings who will continue to be in attendance at the preferred school due to being unsuccessful in their application for a place at their catchment school. will be afforded priority over those fulfilling points 5-9 below.
5. Children residing outside of the catchment area, but with relevant existing siblings enrolled at the preferred school by September 2019, will be afforded priority over those fulfilling points 6-9 below.
6. Children residing inside the catchment area for the preferred school will be afforded priority over those fulfilling points 7-9 below.
7. Children residing outside of the catchment area for the preferred school, with a relevant sibling (who will be in attendance at the preferred school at time of admission) that does not meet criteria points 4 and 5 above, will be afforded priority over those fulfilling points 8-9.

8. Children currently on roll at a primary school that is designated to be a feeder school for the preferred secondary school will be afforded priority over those fulfilling point 9.

9. 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.

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 6 above, places will be allocated to those children whose home address is determined to be closer to the preferred school.

Explanatory Notes

Priority rank 4 - This criteria would apply only in the event that a parent has been unsuccessful in obtaining a place for their child at their catchment school, and is subsequently attending an alternative school with a younger sibling eligible to attend.

Priority rank 5 - This criteria would be relevant for existing siblings only, placed on roll at the preferred school by September 2019, with younger siblings eligible to transfer from Primary to Secondary in September 2020, September 2021, September 2022, September 2023, and September 2024.

Priority rank 8 - This criteria would be relevant within Secondary School oversubscription criteria for children who are in attendance at a feeder Primary School for the preferred secondary school. Feeder schools are determined as being the schools that have formal transitional arrangements with a secondary school.

Important Notes for Primary and Secondary Applications:

1. The Local Authority will require suitable evidence to validate that your child was previously a looked after child (e.g a copy of the adoption confirmation in order for this criteria to be applied).
2. Applicants wishing for their application to be prioritised on the child's medical needs must supported by a medical consultant's report (obtained by the parents at the time of the application) outlining why the preferred School is the only viable option when compared with other Schools that the Authority may be able to offer.
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 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. 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 pages 35-37.

5. The Local Authority will use Geographical Information Systems (GIS) to calculate home to school distances. The GIS software adopted by the Local Authority for these purposes will be Routefinder and Mapinfo desktop solutions.

Determination of the shortest safe walking route will be calculated using official routes known to the Local Authority and Highways agencies. The starting point of the calculated route will be determined as being the nearest network point to the main entrance of the property. The main entrance of the home address is determined by the Local Authority to be where the property receives post. The finishing point of the calculated route will be determined as being the nearest official open gate adopted for use by the preferred school.

The coordinates of an applicant address will be determined using the Local Land and Property Gazetteer (LLPG) and Ordnance Survey address base data.

Please Note: Where a safe walking route cannot be determined for an applicant, the shortest driving route will be used for allocation purposes.



LATE APPLICATIONS

Any application that is received after the published closing date or applications that remain incomplete as at the closing date will be dealt with under the late application arrangements.

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

Applications where a change in circumstances have occurred, which have an impact upon the application's status within the over-subscription criteria (i.e. change of address), could also result in the application being treated as late if these changes are brought to the Authority's attention after the closing date. The Local Authority will consider on a discretionary basis the circumstances an unexpected change of address prior to determining the application as being late.

Unfortunately, such discretion can only be exercised if notification of the change of address is provided no later than 6 weeks prior to the published offer date in order for the new address to be considered for allocation purposes.



Please note that applications determined as being late may increase the possibility of not achieving a place at your School(s). This is because all applications submitted with the necessary evidence prior to the closing date will receive priority over those received after the closing date.

Timetable for processing applications received after the closing date (late applications)

	Month Application received	Decision issued to Parents
Applies to Secondary only	14 November 2023 – 9th January 2024	29th March 2024
Applies to Primary and Secondary	10th January 2024 – 31st January 2024	10th May 2024 (Primary) 12th April 2024 (Secondary)
	February 2024	24th May 2024 (Primary) 26th April 2024 (Secondary)
	March 2024	31st May 2024 (Primary) 31st May 2024 (Secondary)
	April 2024	7th June 2024
	May 2024	21st June 2024
	June 2024	5th July 2024
	July 2024	9th August 2024
	1st - 9th August 2024	16th August 2024
	12th - 16th August 2024	23rd August 2024
	19th August 2024 onwards	Within 1 week

Admission to other year groups

Where requests are received for admission 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 (After the Whitsun break). Again these will be batched and are processed as per the oversubscription criteria on a monthly basis. Parents will not be notified of a decision earlier than 4 weeks prior to the end of the summer term.

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.

SOME REASONS WHY WE MAY REFUSE ADMISSION

The School Admission Code of Practice (July 2013) gives parents the right to express a preference for their child to be admitted to any school maintained from public funds. However, there are reasons why that preference may have to be refused, as the Local Authority also has to have regard to:

- The Infant class size initiative which is committed to ensuring that no child aged 5, 6, and 7 years will be in a class of more than 30 pupils for every one qualified teacher. The statutory infant class size limit of 30 pupils applies to reception, year 1 and year 2 classes.
- The Local Authority commits to ensuring that KS2 classes remain at 30 or less in line with Welsh Government guidance.
- The physical limitations of the school and the site buildings
- Any other factors which may prejudice the provision of efficient education and/or the efficient use of resources.

Exceptions

Welsh Government Regulations require Authority's 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.

These pupils are:

- i. Children whose statements of ALN 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 Additional Learning Needs 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.

Waiting lists

For those applicants that have been unsuccessful in obtaining a place at their preferred school(s), waiting lists will be held until the end of the academic year for which the application is made. After such time, the existing waiting lists will end 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.

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

Most pupils in Monmouthshire are allocated a place at their parents' first choice of school. If however, it is not possible to allocate a place at the preferred school, an alternative school place will be offered. The parents may appeal against the decision of the admission authority.

The appeal will be determined by an independent appeals panel established in accordance with the School Admissions Appeal 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, and 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.

The decision to appeal does not prevent the parent accepting a place at an alternative school whilst the hearing is convened as the panel will determine the appeal on the basis of application.

In the event that your next nearest available School is situated more than 1.5 miles (Primary) or 2 miles (Secondary) from your home address, you would be eligible to make an application for free Home to School transport.

For more information see pages 84 - 88.

All Appeal hearings are convened by the Clerk to the School Admissions Appeal Panel who will endeavour to arrange all appeal hearings in line with legislative requirements.

Appeals for Voluntary Aided Schools

If you would wish to appeal against the decision to refuse a place for your child to attend a Monmouthshire Voluntary Aided School, you must submit your appeal to the governing body (who are their own admitting authority), who will consider your appeal in line with their agreed admission arrangements.

In-Year Transfers between Schools

In-year transfers refer to requests from parents/carers to transfer their children between schools outside of the normal admission round. The Local Authority will not consider applications until the requested start date is no more than a term in advance. These requests are dealt with in date order of receipt. Where more applications are received on the same day than the number of available places, the Authority's over subscription criteria will be implemented to determine who is to be awarded the place(s).

If you decide to move your child during the academic year you need to apply for admission to your preferred school. A copy of an in-year transfer admission form is available on

www.monmouthshire.gov.uk/education or from the School and Student Access Unit on **01633 644508**.

This form should not be used in respect of admission at the commencement of the Academic Year. Your application form should be returned to School and Student Access Unit, Directorate for Children and Young People, Monmouthshire County Council. County Hall, Y Rhadyr, Usk, Monmouthshire, NP15 1GA.

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

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 within county, in the form of Exchange of Contracts or long-term Tenancy Agreement. Until this evidence is received the application will not be processed. This is to ensure that parents/ carers do not apply too far in advance of their move and subsequently deny others a place that requires a more instant admission.

Once a school place has been awarded it will be held open for a period of 1 term from the date of authorised admission, after which time the place may be withdrawn if the child has not taken up their place during this time. 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 we are unable to offer a place at your preferred School, your child's details will be held on a waiting list until the 31st August of the academic year for which the application is being made. You will also be given the right to appeal against the decision as outlined on pages 37 - 39.

Looked after Children

Applications in respect of looked after children must be completed by the Social Worker and returned to the above address. The Social Worker will take the lead on obtaining the following information which will be shared with the school at a meeting before the child is made an offer of a place.

- Pupil support plan
- Educational Psychologist report
- Views of the parents
- Details from previous school
- Information from Additional Learning Needs (if appropriate)

ADMISSION ARRANGEMENTS FOR VA SCHOOLS

These pages relate to Voluntary Aided Schools

VA schools within Monmouthshire are responsible for their own admission arrangements and allocation of places.

In the case of Archbishop Rowan Williams Church in Wales Primary School and Magor Church in Wales Primary School you are required to submit an application through the Monmouthshire County Council admissions portal.

In the case of Our Lady and St Michael's RC Primary School and St Mary's RC Primary School, you are required to contact them directly to make an application. However, we would advise you to also complete and return a Monmouthshire application form to include up to three preferences (in order of priority) in case your preferred School cannot be accommodated - please ensure that your wish to attend a VA School is included in your preferences.

Voluntary Aided schools determine their own admission arrangements and the oversubscription criteria for the 4 Voluntary Aided schools are shown on the following pages.

All of our Voluntary Aided schools have the same timetable for processing application requests as community schools. These dates can be found on page 23.

Archbishop Rowan Williams Church in Wales Primary School Admissions Policy and Procedures

Ethos Statement

Church in Wales schools are designated through the Religious Character of Schools (Designation Procedure) as having a religious character. The following ethos statement has been adopted in all Church-in-Wales schools:

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church in Wales and in partnership with the Church at parish and diocesan level. The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

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 School's admission policy sits within the parameters of the School Admissions Code of Practice and School Admissions Appeals Code of Practice July 2013.

As a Voluntary Aided school, the Governing Body is responsible for the admission arrangements at Archbishop Rowan Williams Church in Wales Primary School. Responsibility for admission arrangements is delegated to a sub-committee of the school's Governing Body, known as the admissions committee. Application forms are submitted to the Local Authority, who then forward the application forms to the admissions committee. Please send a faith reference with your application form if you have one.

The school will admit a child 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, the school follows the Local Authority Policy that the child will continue to follow their chronological year group unless exceptional circumstances apply.

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

- 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.

Admission Number

The admission number for the school is 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'.

The Admission Number of 30 is the number up to which children should be admitted to a relevant age group e.g. reception, if sufficient applications are received. Pupils may not be refused a place until the 30 is reached.

These pages relate to Voluntary Aided Schools

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. All applicants must complete a "Common Application Form" from the Local Authority, with a supporting faith reference if available.

The school operates an equal preference scheme, which means that all preferences are considered equally in line with the school'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

The school works closely with the LA to co-ordinate closing dates for receiving applications and sending offer letters across the Local Authority area.

The agreed dates for the Admission Round 2024/2025 are:

Admission Phase	Admission packs from school	Common Application Pack Available	Closing Date	Allocation Period by LA	Parents informed by
Primary	Available anytime	6th November 2023	9th January 2024 at 5pm	10.01.2024 15.04.2024	16th April 2024



Late Application Arrangements

10th January 2024 – 31st January 2024	10th May 2024
February 2024	24th May 2024
March 2024	31 May 2024
April 2024	7th June 2024
May 2024	21st June 2024
June 2024	5th July 2024
July 2024	9th August 2024
1st – 9th August 2024	16th August 2024
12th - 16th August 2024	23rd August 2024
19th August onwards	Within 1 week

Distribution of application forms

Application forms are available from Monmouthshire County Council but can also be found on the school website.

PLEASE NOTE: All application forms must be returned to Monmouthshire County Council and NOT the school.

Allocation of School places

When the number of applications received is less or equal to the number of available places, all children will be admitted assuming that the school 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. If Archbishop Rowan Williams Church in Wales (VA) Primary School is specified on a Statement of Special Educational Needs, the school must admit the child concerned.

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. 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 3-7 below.
2. Children who have a sibling admitted under point 1 who is a pupil at the school at the time of application and who will be a pupil at the school at the time of admission
3. Children, who have been baptised and whose parent regularly/habitually worships in an Anglican Church and who live within the Benefice of Caldicot.
4. Children with a home address in the catchment area of the school i.e. Leechpool, Portskewett and Sudbrook. Please ask at the school office for a map of the catchment area.
5. Children who have a sibling who is a pupil at the school at the time of application and who will be a pupil at the school at the time of admission.
6. Children whose parent regularly/habitually worship at a Church of a Christian denomination.
7. Children with exceptional medical needs, supported by written evidence, normally given by an independent medical officer or other appropriate person (see Note 1 for definition).

Notes:

A Looked After Child (LAC) is a child who is looked after by a local authority in Wales or in England in accordance with Section 22 of the Children Act 1989 and whom the LA has confirmed will be looked after at the time of the child's admission to the school.

A parent is any person who has parental responsibility for, or is the legal guardian of, the child.

Regular/Habitual worship is defined as attending worship on at least one Sunday each month over the previous 12 month period. Evidence of this must be provided by a written statement signed by the relevant priest or minister.

The school 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. The school reserves the right to check the validity of any address given, by asking for evidence such as inclusion on the Electoral Roll, or a recent utilities bill confirming your name and address. Where a child's permanent address is not the same as the parents' (e.g. if he or she is resident with a grandparent) the school reserves the right to see official documentation, such as a child benefit book or medical card. Childcare arrangements are not sufficient reason for listing another address. If you are moving into the catchment area, we will ask you for evidence of your move, before considering any application for a place. Typical evidence is a letter from your solicitor confirming that you have a legally binding agreement to buy the house or a formal lease agreement.

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster child, or the child of the parent/carer's partner where the child for whom the school place is sought.

The school will use the Local Authority 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.

Applicants wishing for their application to be prioritised on the child's medical needs must 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 and the difficulties that would be caused if the child had to attend another school.

Address Validations

If the oversubscription criteria need to be applied parents will be required to submit suitable evidence to validate their address such as a council tax bill.

Parents in the process of moving property

Parents who are in the process of moving property will be required to notify the school 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. Where the school 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.

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 school will refuse to admit above the School's admission number, unless the application complies with the permitted exceptions.

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).

Admission outside the normal round

All applications for admission at any time other than the normal entry into Reception should be made on the Monmouth County Council application form, This form will then be forwarded to the admissions committee at the school for a decision regarding offer of a placement. Places will be offered subject to space being available in the relevant class.

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.

Notifying Parents

Parents will be notified of a decision on their application on the published offer date. For the 2024/2025 admission round, the date by when parents will be informed of decisions on their applications will be 16th April 2024.

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)

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 school's over subscription criteria will be applied to determine the child(ren) to be offered places.

As part of the process, the school will contact the child's current school to obtain information to share with the receiving school. This is to ensure that we are in a position to support appropriate transition between schools. 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.

Refusal of Admission

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
- 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

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 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.

The parent concerned will be contacted by the School 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 school will assume that the place is no longer required.

Appeals

Parents of children not offered a place may appeal to an independent appeals panel. Details on the procedure for appeals are available from the school and will be given to parents upon refusal of a place for their child.

Infant Class Size Initiative

The Welsh Government is committed to ensuring that no child in Foundation Phase 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 school supports the Local Authority in its commitment 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

There are however exceptions (called "excepted pupils") which may allow the 30 pupil class limit to be exceeded. Excepted pupils are:

- i. Children whose statements of ALN 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 ALN 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.

For further information please contact the school. Contact details are as follows:

Address: Archbishop Rowan Williams Church in Wales (VA) Primary School, Crick Road, Portskewett, Monmouthshire, NP26 5UL
 Telephone: 01291 420526
 Fax: 01291 425971
 Email: arwprimary@monmouthshire.gov.uk
 Website: www.arwprimaryschool.co.uk
 Twitter: @ARWPrimary

Magor Church in Wales Primary School Admissions Policy and Procedures

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 School's admission policy sits within the parameters of the School Admissions Code of Practice and School Admissions Appeals Code of Practice July 2013.

As a Voluntary Aided school, the Governing Body is responsible for the admission arrangements at Magor Church in Wales Primary School. Responsibility for admission arrangements is delegated to a sub-committee of the school's Governing Body, known as the admissions committee. Monmouthshire County Council Student Access Unit support the school with the administrative process of school admissions.

The school will admit a child 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, the school follows the Local Authority Policy that the child will continue to follow their chronological year group unless exceptional circumstances apply.

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
- 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.

Admission Number

The admission numbers for the school is 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'.

The Admission Number of 55 is the number up to which children should be admitted to a relevant age group e.g. reception, if sufficient applications are received. Pupils may not be refused a place until the 55 is reached.

Expressing a preference

In line with the School Admissions Code of Practice 2013, parents must complete a "Common Application Form" from the Local Authority. The school operates an equal preference scheme, which means that all preferences are considered equally in line with the school'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

The agreed dates for the Admission Round 2024/25 are:

Admission Phase	Common Application Pack Available	Closing Date	Offer Date
Primary	6th November 2023	9th January 2024 at 5pm	16th April 2024

Late Application Arrangements

10th January 2024 – 31st January 2024	10th May 2024
February 2024	24th May 2024
March 2024	31 May 2024
April 2024	7th June 2024
May 2024	21st June 2024
June 2024	5th July 2024
July 2024	9th August 2024
1st – 9th August 2024	16th August 2024
12th – 16th August 2024	23rd August 2024
19th August onwards	Within 1 week

Distribution of application forms

Nursery

Applications for admission into nursery must be made to the Local Authority in line with the dates above. A child can be admitted from the term following their third birthday providing there are places available. Details of how to apply can be found here:

[Nursery Admissions - Monmouthshire](#)

Primary School

Applications for Reception must also be completed online and can be found here:

[Starting primary school - Monmouthshire](#)

Allocation of School places

When the number of applications received is less or equal to the number of available places, all children will be admitted assuming that the school 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 oversubscription criteria will be applied to select which children are to be offered places at the School concerned. If Magor Church in Wales (VA) Primary School is specified on a Statement of Special Educational Needs, the school must admit the child concerned.

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. 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 2-6 below. (Please see Note 1 below)
2. Children who have at least one parent who regularly/habitually attends worship/Sunday School at churches within the Magor Ministry Area (Please see Notes 2 & 3 below)
3. Children who have at least one parent who regularly/habitually worship at another Anglican church (Please see Notes 2 & 3 below)
4. Children who have at least one parent who regularly/habitually worship at a church of another Christian denomination (Please see Notes 2 & 3 below)
5. Children who have at least one parent who regularly/habitually attend another faith place of worship (Please see Notes 2 & 3 below)

6. Children who have a sibling who is a pupil at the school at the time of application and who will be a pupil at the school at the time of admission (Please see Note 4 below)
7. Children with exceptional medical needs, supported by written evidence, normally given by an independent medical officer or other appropriate person. (Please see Note 8 below)

Notes:

1. A Looked After Child (LAC) is a child who is looked after by a local authority in Wales or in England in accordance with Section 22 of the Children Act 1989 and whom the LA has confirmed will be looked after at the time of the child's admission to the school.
2. A parent is any person who has parental responsibility for, or is the legal guardian of, the child.
3. Regular/Habitual worship is defined as attending worship on at least one Sunday each month over the previous 12 month period. Evidence of this must be provided by a written statement signed by the relevant priest or minister.
4. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster child, or the child of the parent/carer's partner where the child for whom the school place is sought.
5. The school 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. The school reserves the right to check the validity of any address given, by asking for evidence such as inclusion on the Electoral Roll, or a recent utilities bill confirming your name and address.

Where a child's permanent address is not the same as the parents' (e.g. if he or she is resident with a grandparent) the school reserves the right to see official documentation, such as a child benefit book or medical card. Childcare arrangements are not sufficient reason for listing another address. If you are moving into the catchment area, we will ask you for evidence of your move, before considering any application for a place. Typical evidence is a letter from your solicitor confirming that you have a legally binding agreement to buy the house or a formal lease agreement.

6. The school will use the Local Authority 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.
7. Where a safe walking route cannot be determined for an applicant, the shortest driving route will be used for allocation purposes.
8. Applicants wishing for their application to be prioritised on the child's medical needs must 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 and the difficulties that would be caused if the child had to attend another school.

Address Validations

If the oversubscription criteria need to be applied the school parents will be required to submit suitable evidence to validate their address such as a council tax bill.

Parents in the process of moving property

Parents who are in the process of moving property, will be required to notify the school 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. Where the school 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.

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 school will refuse to admit above the School's admission number, unless the application complies with the permitted exceptions.

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 School will admit the other sibling(s).

Admission outside the normal round

All applications for admission at any time other than the normal entry into Reception should be made on the Local Authority Application form. This will then be forwarded to the school. Places will be offered subject to space being available in the relevant class.

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.

Notifying Parents

Parents will be notified of a decision on their application on the published offer date.

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)

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 school's over subscription criteria will be applied to determine the child(ren) to be offered places.

As part of the process, the school will contact the child's current school to obtain information to share with the receiving school. This is to ensure that we are in a position to support appropriate transition between schools.

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.

Refusal of Admission

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

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

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 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.

The parent concerned will be contacted by the School 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 school will assume that the place is no longer required.

Appeals

Parents of children not offered a place may appeal to an independent appeals panel. Details on the procedure for appeals are available from the school and will be given to parents upon refusal of a place for their child.

Infant Class Size Initiative

The Welsh Government is committed to ensuring that no child in Foundation Phase 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 school supports the Local Authority in its commitment 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

There are however exceptions (called “excepted pupils”) which may allow the 30 pupil class limit to be exceeded. Excepted pupils are:

- i. Children with ALN whose Individual Development Plan 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 nonexcepted 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 ALN 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.

**For further information please contact the school.
Contact details are as follows:**

Address:

**The Headteacher
Magor CiW Primary School
Sycamore Terrace
Magor
Monmouthshire
NP26 3EG**

**email: magorvprimary@monmouthshire.gov.uk
website: www.magorciwprimary.co.uk**

**Headteacher - Ms S Hamer
Chair of Admissions Panel - Rev Canon Jeremy Harris**

Our Lady and St Michaels R.C. Primary School

Introduction

Our Lady and St Michael's Primary is operated under the trusteeship Our Lady and St Michael's Primary is operated under the trusteeship of Belmont Abbey and the Archdiocese of Cardiff. It is maintained by Monmouthshire (LA). As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

The aim of the Governors is to offer a holistic, Catholic education and ask parents applying for places for their children, to support the Catholic character and ethos of the school.

Our Lady and St Michael's Primary School fully respects the beliefs of parents and children of all denominations and backgrounds, including those with or without faith.

Pupils at Our Lady and St Michael's are taught to treat others with compassion, respect and tolerance. Provision is also provided in the Religious Education programme, for children to learn about other world faiths.

Aims of the School

- To be a welcoming, distinctive, Catholic community of deep love and care, where everyone is valued for whom they are.
- To create a strong partnership between home, school and parish and to be of service to the local and global community.
- To recognise the presence of Christ in our lives and to celebrate His love for us through prayers, worship and in everything we do.
- To be a school with a deep understanding of the need for holiness in order to witness to Christ in the world of today.
- To provide high quality education which is inspirational and creative to enable children and staff to reach their full potential in meeting the challenges of the modern world.
- To ensure that all have a shared ownership of the Mission and Mission Statements of the school in our search for excellence.
- To be an evangelising community where we nourish the faith of our children and the wider school family through prayer and the liturgical and sacramental life of the school.
- To continue our pilgrim journey as a school with an enthusiasm for the Kingdom of God and a determination to nurture the whole person.

Families are always welcome to contact the school to arrange a visit at any time.

Admissions

The Governing Body is guided in the responsibility for admissions by the requirements of the law, by the advice of the Archdiocesan trustees and its duty to the School and the Catholic community. In accordance with current legislation, the Governing Body has delegated responsibility for determining admissions to its 'Admissions Panel', a Committee of the Governing Body. The Admissions Panel will consider all applications made in accord with the criteria as set out, without reference to the race, gender, ability, disability, social background or aptitude of the child.

Late applications will be considered in accordance with the requirements of the Schools Admissions Code.

Having consulted with the LA and others in accordance with the requirements of the law, the Governing Body has set its planned admission number at 30 pupils in Reception for the school year commencing September 2024.

Places in other year groups are also limited to 30 pupils.

Parents/guardians wishing to apply for a place for their child for the start of the academic year 2024-2025 must complete the school application form in full, and return it to the school no later than the dates set out in the time table for applications found in this document.

Please note that ALL applications must be submitted on this form and all applications will be considered at the same time. Please note that all applications under criteria 1, 2 and 3 (baptised Catholic children) must be accompanied by proof of baptism. Children with an SEN statement naming the school will be admitted.

The minimum age of entry to the school is 4 years provided that the child's 5th birthday falls between the 1st September and 31st August of that academic year. Parents can choose to defer their child's entry to school until the term following their 5th birthday.

Letters will be dispatched on the published Common Offer Date, informing you of the decision of the Admissions Panel in respect of your application. Where the application is unsuccessful, the reason(s) will be stated clearly in the letter, and you will be provided with information as to how to appeal the decision. Applicants who are not accepted will be placed on the school's Waiting List. Applicants will remain on the Waiting List until 30 September. In the event that places become available, the applicants on the Waiting List will be reviewed against the Oversubscription Criteria and offers made to fill available places.

Applications for transfer to the school from another primary school during the academic year should be made using the specific Schools Transfer Application Form. The Governing Body Admissions Panel will consider each application. If the number requesting transfer exceeds available places, the Oversubscription Criteria will be used to determine successful applicants

Parents have a right of appeal against a refusal by the Governing Body to admit their child. If they wish to do so, they should put their appeal in writing to the Clerk to the Governors at the School within 14 days (10 working days) from the notification date. Appeals will be arranged, with an independent panel and conducted in accordance with the School Admission Appeals Code.

For all successful applications, the data contained in the application form will be stored on the school management information system and used for purposes outlined in the 'fair processes order'. Every effort is made to secure the accuracy and security of personal data held by the School. Under the Data Protection Act, individuals have the right of access to personal information held about them, and also the right for any errors to be corrected.

The Governing Body will assess applications for admission to the school, using the information provided on the School Place Application Form. Where the number of applications is equal to or less than the admissions number, all applications will be accepted. Where the number of applications exceeds the number of places available, the Admissions Panel of the Governing Body will apply the following oversubscription criteria and allocate places accordingly.

Over-subscription Criteria

1. Looked After baptised Catholic Children or Previously Looked After baptised Catholic Children (proof of baptism must be submitted with the application form).
2. Baptised Catholic children (proof of baptism must be submitted with the application form).

3. Siblings of baptised Catholic children who will be attending Our Lady and St Michael's Primary School at the time of admission (see note 3 below).
4. Other Looked After Children or Previously Looked After Children.
5. Children who are attending a Catholic primary school at the time of application and for whom the parents/guardians continue to seek a specifically Christian education.
6. Children who are attending a Church in Wales primary school at the time of application and for whom the parents/guardians continue to seek a specifically Christian education.
7. Siblings of other children who will be attending Our Lady and St Michael's Primary School at the time of admission (see note 3 below).
8. Other children for whom parents/guardians seek a specifically Christian education.

If the number of pupils in any one of the above categories exceeds the Admissions Number, the Governing Body will employ, as a tie-breaker, the shortest distance for the pupil from home to school utilising the distance calculator used by the Local Authority.

Notes

1. 'Catholic' also includes Eastern Catholic Churches in union with the See of Rome.
2. All applications for criteria 1, 2 and 3 must be accompanied by proof of baptism.
3. 'Siblings' are defined as those who share a common mother or father, adopted mother or father, or form part of an established family unit. Priority will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority. When allocating places, if the last place is offered to a multiple birth child (e.g. a twin or triplet), the school will also admit the other sibling(s).

How to Apply

Any parent may apply for his/her child to be admitted to the school. A form of application can be obtained from the School Office. Every application will be considered by reference to the policy herein.

For further information please contact the school.

All application forms should be sent to:

**Our Lady and St Michael's Primary School, 14 Pen-Y-Pound,
Abergavenny, NP7 5UD**

Email: ourladystmichaels@monmouthshire.gov.uk,

Website: www.olsm.co.uk

Tel: 01873 735080

Timetable for Admissions

Admission Phase	Common Application Pack Available	Closing Date	Offer Date
Primary	6th November 2023	9th January 2024 at 5pm	16th April 2024

Late Application Arrangements

10th January 2024 – 31st January 2024	10th May 2024
February 2024	24th May 2024
March 2024	31 May 2024
April 2024	7th June 2024
May 2024	21st June 2024
June 2024	5th July 2024
July 2024	9th August 2024
1st – 9th August 2024	16th August 2024
12th - 16th August 2024	23rd August 2024
19th August onwards	Within 1 week

St.Mary's R.C. Primary School, Chepstow Admission Arrangements September 2024

Introduction

The statutory School Admissions Code provides guidance on the process that should be followed when varying the published admission arrangements for any Admissions Authority. The Admissions Authority for St. Mary's R.C. Primary School is the Governing Body.

In accordance with the code, consultation must be carried out between 1st September and 1st March in the determination year. The determination year is the one that starts two academic years before arrangements come into force, and therefore the Governing Body must now consult on proposed changes to the admission arrangements effective from September 2024. The arrangements for September 2023 have already been approved and published via the school website and the Monmouthshire County Council's Parents' Information Handbook 2024/25.

Anyone who wishes to comment on this consultation document should do so either by writing to the Chair of Governors, c/o St. Mary's R.C. Primary School, Old Bulwark Road, Chepstow, Mon NP16 5JE or email stmarysprimary@monmouthshire.gov.uk

All comments must be received by no later than 12 noon on 1st March 2024.

School Admissions Arrangements - September 2023

Admission Phase	Common Application Pack Available	Closing Date	Offer Date
Primary	6th November 2023	9th January 2024 at 5pm	16th April 2024

Late Application Arrangements

10th January 2024 – 31st January 2024	10th May 2024
February 2024	24th May 2024
March 2024	31 May 2024
April 2024	7th June 2024
May 2024	21st June 2024
June 2024	5th July 2024
July 2024	9th August 2024
1st – 9th August 2024	16th August 2024
12th – 16th August 2024	23rd August 2024
19th August onwards	Within 1 week

Admission to St. Mary's R.C. Primary School /Late Applications

Children can start school in the September following their fourth birthday. The legal requirements confirm that parents are able to delay the admission of their child until the term following their fifth birthday, and such a request will not prejudice an application in any way. It is the expectation however that on starting school the child will continue to follow their chronological year group unless exceptional circumstances apply. When considering admission to the Reception year group, parents should be aware that attending a nursery class does not guarantee a place at any primary or infant school as a separate application is required, and priority is not given to those children attending any specific nursery setting.

Applications for school places can only be made using the correct application pack that is available from the school, or school website. Applications can only be made by persons holding parental responsibility for the named child, and the person completing the application will be required to make a declaration to this effect.

All completed application forms must be returned directly to the school by the deadline of 9th January 2024. It is the responsibility of parents/carers to ensure that the school receives their completed application form safely and on time. If posting an application, it is recommended that the form is sent by recorded delivery.

Applications received by the closing date will be considered at the same time and decision letters will be sent to parents to inform them as to whether or not their application has been successful on 16th April 2024. .

Any applications that are received after the closing date or applications that remain incomplete as at the closing date will only be processed after places have been allocated for applications that were received by the closing date, and this may increase the possibility of not achieving a place at the school. Any late applications received will be batch filed and processed together by the end of the calendar month following receipt, once the relevant offer date has passed.

However, applications received after the published submission date will be considered with those received at the closing date only if supported by a letter giving exceptional reasons for its lateness and only if received before the offers of the places are made. Exceptional reasons may be defined as when circumstances include the serious illness of a single parent, having just moved into the area, or arriving from abroad has meant that it was not possible to submit the application by the closing date.

Making an application and providing the relevant supporting evidence does not guarantee admission to St. Mary's R.C. Primary School. Each request will be considered individually and complied with wherever possible. However, if more applications are received than the school's admission number, the admission request may have to be refused. In these circumstances, admission is based on the school's published 'Over-subscription Criteria'. It is important to note that first consideration in all cases is given to parents expressing a preference for St. Mary's R.C. Primary School, and therefore it is important to ensure that your list of preferences is properly considered before an application is submitted. Before deciding to apply for a place at a school, you will need to consider carefully how your child will travel to school, as you will not necessarily be eligible for transport assistance.

Headteachers do not have the authority to give parents an indication of the outcome of their application, or tell them that their child has been given a place at the school, before an offer of a place has been made formally by the Governing Body.

Admission to St. Mary's R.C. Primary School/Late Applications

The Governing Body is the Admissions Authority for St. Mary's R.C. Primary School.

The Governing Body consults on its admission arrangements on an annual basis and attempts where possible to mirror the admission timeframes of neighbouring authorities. The admission numbers for schools are derived from the physical capacity of the school to accommodate pupils' learning needs, using a formula set by the Welsh Government. The admission number for the school is 30.

St. Mary's R.C. School serves the parishes of St. Mary's Chepstow and St. Pauls Caldicot.

St. Mary's parish includes all of Chepstow, Bulwark, Thornwell and areas north including Itton, Devauden, St Arvans, Tintern and Llandogo, and east to Tutshill and Sedbury. St. Pauls Parish includes Portskewett, Caldicot, Undy, Magor, Caerwent, Penhow and Langstone.

Application Forms, Documents and Proof of residency

It is the expectation that children are taught in their chronological year group, unless exceptional circumstances apply. For this reason applications must be supported by a photocopy of the child's birth certificate, NHS medical card or valid passport.

The Admissions Authority also requires proof of residency in support of all applications, and for this purpose parent/carers must submit a copy of their current year's Council Tax Statement in order to verify their home address.

When processing your application, the Admissions Authority will use the address at which you and your child reside on the relevant closing date for your application, and it is your responsibility to advise of any changes in your circumstances following the submission of your application. Such changes may have an effect on the outcome of your application. Monmouthshire County Council will also use the address you provide to determine your child's eligibility for free 'home to school transport', in accordance with the Council's current transport policy.

If you have indicated that your child is a baptised Roman Catholic or has been received into the Roman Catholic Church, evidence is required to be submitted with the application. Evidence may include a Baptismal Certificate or written confirmation from a priest. If you have indicated that your child is of another faith than Roman Catholic, evidence is required to be submitted with the application. Evidence may include a letter of support from their Minister or Faith Leader. For Christian applicants a Baptismal Certificate should be provided wherever possible.

Where admission to the school is sought on medical need, then the application must be supported by a letter from the Consultant overseeing the care of the child. Letters from GP's or other health professionals will not suffice.

Allegations of fraudulent claims will be investigated and places may be withdrawn if parents have knowingly provided false information in order to obtain the advantage of a particular school to which they would not normally be entitled.

In order to comply with the Admissions Code, parents must be allowed to express a preference for their second or even third choice of school. Therefore it may be necessary for parents/carers to complete both the St. Mary's R.C. Primary School's application form and a Monmouthshire County Council application if preferred schools include a community maintained school.

Applicants should note that for the purpose of processing applications for school places the information you provide on your application form may be shared with other agencies that are directly involved in the education, health and welfare of school children, including other local admission authorities.

Parents/carers are entitled to appeal against the decision to refuse a place at the School.

Deferred Entry

The law does not require a child to start school until the start of the term following the child's fifth birthday. In accordance with this, the Governing Body will allow parents the option of deferring their child's entry into Reception until later in the same school year. The effect is that the place is held for the child and is not available to be offered to another child. The parents would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the application was made.

How places are allocated

Parents/carers have the right to express a preference for their child to be admitted to any school maintained from public funds. Admission to school is made in accordance with parental preference, subject to availability, and each request will be considered individually. Where the school is oversubscribed, preference requests will still be considered, but the priorities set by the Governing Body will be applied. In deciding which children to admit to the school, the oversubscription criteria will be applied in order of priority.

Oversubscription criteria for admission to St. Mary's R.C. Primary 2024-2025.

It is important to note that first consideration in all cases is given to parents expressing a preference for St. Mary's R.C. Primary School, and therefore it is important to ensure that your list of preferences is properly considered before an application is submitted.

The indicated admission number for the school is 30. Where the number of applications is equal to or less than the number of places available, all applications will be successful. However where the number of applications exceeds the number of places available, the Governing Body will apply the following over-subscription criteria and allocate places accordingly.

Where St. Mary's R.C. Primary School is named in a statement of Special Educational Needs, the Governing Body has a duty to admit the child to the school before the over-subscription criteria is applied against applications received.

Children who have the school named in a Statement of Special Educational Need take priority over all children. The criterion will be applied in rank order.

Looked After Children (children in the public care) or those who have previously been Looked After Children and who are baptized as Roman Catholics or have been formally accepted into the Roman Catholic Church (see note *1) following consultation on the appropriateness of the placement.

Please note that in each of the following categories (2-5) below siblings will be given highest priority (Siblings are: brothers and sisters, whether half, full, step, adopted or fostered will be considered relevant where living in the same household and where an older child will still be registered at the school when the younger child will be eligible to attend. Where there is more than one such case, priority will be given to those children closest in age to the siblings already attending the school, as at the admission date).

Multiple birth children will be given the next highest priority in categories 2-5

2. Children who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church. (see note *1)
3. Looked After Children (children in the public care) or those who have previously been Looked After Children following consultation on the appropriateness of the placement.

4. Children of other Christian denominations whose parents have demonstrated a wish for a Catholic education. (see note *2)
 5. Children of other Faiths whose parents have demonstrated a wish for a Catholic education. (see note *2)
 6. All other children, whose parents demonstrated a wish for a Catholic Education.
- *1. Applications from children who are to be considered under criteria 1 or 2 above are asked to provide evidence of baptism or reception into the Roman Catholic Church. Evidence should include written confirmation or certification of baptism/acceptance in the Roman Catholic Church.
- *2. Applications from children to be considered under criteria 4 or 5 are asked to provide a letter of support from their Minister or Faith Leader. For Christian applicants a Baptismal Certificate should be provided wherever possible.

Tie Breaker:

Where places are available for some but not all applicants in any particular category then preference shall be given to the children whose home address is closest to the school gate measured as the "shortest safest available walking route, accompanied as necessary" between the nearest entrance/ front gate of the home and the main gate of the school on Old Bulwark Road. Such distances will be measured as recorded by Google Maps (walking option).

Parents have a statutory right of appeal against the non- admission of a child to the school. This will be heard by an Independent Appeals Panel, in which the Governing Body and Head teacher play no role. Details of the appeals process will be made available to parents when they are notified of a refusal of a place (or if they request such information from the Governing Body.)

Notes:

The Governing Body will consider the child's home address to be the place where the child permanently resides for the majority of the school week, as at the stipulated closing date for applications. This would normally be at the same address as the person who has parental responsibility for the child and is the main carer. Where the child spends equal time with both parents/carers, the place of residence of the person who receives the child benefit will be considered the child's home. Evidence may be required to support this.

Applications on medical need must be supported by a medical consultant's report, obtained by parents, specifying the medical need of the child attending the school. Please note that reports from family doctors are not accepted for this purpose.

Siblings are: brothers and sisters, whether half, full, step, adopted or fostered will be considered relevant where living in the same household and where an older child will still be registered at the school when the younger child will be eligible to attend.

Other Relevant Information - Home to School Distances

Within each set of over-subscription criteria, if the number of applications in any category exceeds the indicated admission number, priority will be based on those residing closest to the preferred school. This distance is measured as the "*shortest available walking route, accompanied as necessary*" between the home (measured to the centreline of the adopted road immediately outside the front of the normal residence of the child) and the nearest school gate. The school will determine the route as outlined above using its' own specific routing software, measured as recorded by Google Maps (Walking Option). In order to ensure fairness and consistence for all applicants, this is the only measurement tool that is used by the School.

Where two or more applicants are being considered for the last available place, and their home to school distance calculations are the same, MCC will undertake an additional assessment of the distance between the centreline of the adopted road and the front door of the home.

Children of Armed Forces Personnel

Children of armed forces personnel moving to Monmouthshire will be determined as meeting the residency criteria for the relevant primary school if their application form is accompanied by an official proof of posting declaring a definite return date with confirmation of the new address wherever possible.

Children Housed via Domestic Violence Agencies

Children temporarily housed under the protection of approved Domestic Violence agencies will be determined as meeting the residency criteria for the relevant primary school if their application form is accompanied by an official letter from the relevant agency.

Waiting lists for oversubscribed schools

Phase Transfer FP – KS2

During a phase transfer process, should your child be refused a placement at your preferred school(s), your child's name will remain on a waiting list for this school until 30th September in the year in which the application is made. If additional places become available, they will be allocated to children on the waiting list on the basis of the published oversubscription criteria. Waiting lists do not give priority to children based on the date the application was added to the list. Prior to 30th September, parents will be contacted and asked to confirm whether or not they wish to remain on the waiting list for the remainder of the academic year, after which time a new application may be made.

In-Year Admission or Transfer

Where an application made for an in-year transfer is refused, the child's name will remain on a waiting list for the preferred school until the end of the academic year (31st August) in which the application is made, at which time a new application may be made. If additional places become available, they will be allocated to children on the waiting list on the basis of the published oversubscription criteria. Waiting lists do not give priority to children based on the date the application was added to the list.

Some reasons why we may refuse admission

Whilst parents have the right to express a preference for their child to be admitted to any school maintained from public funds, there are reasons why that preference may have to be refused, since when determining applications, the Admission Authority also has to have regard for:

- The infant class size initiative which is committed to ensuring that no child aged 5, 6 or 7 years will be in a class of more than 30 pupils for every one qualified teacher. The statutory infant class size limit of 30 pupils applies to Reception, Year 1 and Year 2 classes.
- Any other factors which may prejudice the provision of efficient education and / or the efficient use of resources.

Class size exceptions

Welsh Government regulations require Admission Authorities to limit infant class sizes to no more than 30 pupils and also to ensure where possible that junior class sizes do not exceed 30 pupils. There are, however, exceptions to these regulations (called 'excepted pupils') which may allow the 30 pupils per class limit to be exceeded. These pupils are as specifically outlined in the statutory School Admissions Code. Excepted pupils will remain so, once admitted, for the remainder of their time in an infant class or until class numbers fall back and they can be organised to comply with the infant class size limit. Classes must be organised so as to comply with the limit wherever possible

Voluntary Aided School Appeals

Parents have the statutory right of appeal against the refusal by a Governing Body to admit their child, and should put their reasons for appeal in writing in accordance with the procedures outlined in the decision letter. Appeals will be heard by an Independent Appeal Panel, in which the Governing Body and Headteacher play no role. The decision of the Appeal Panel is binding on all parties.

FREQUENTLY ASKED QUESTIONS REGARDING ADMISSIONS

How do I decide which school to send my child to?

This is a personal decision. To support your selection of preferences, this booklet includes details of the schools within Monmouthshire. Open evenings are an excellent way of finding out about a school as well as visiting the schools' websites. One way to access these is via the Monmouthshire website www.monmouthshire.gov.uk Outcomes of recent Estyn inspections of schools can be viewed at www.estyn.gov.uk

If I am residing within the catchment area for my preferred School, will I be guaranteed a place?

Local Authority does not guarantee places to those children residing within the catchment area for a School, although residing within the catchment area does appear as part of our oversubscription criteria.

What are the possible difficulties if I apply for a school which is not my catchment school?

You need to consider the possible difficulties that there may be if you apply for an alternative school to your catchment school.

For example, if your application for an alternative placement to the catchment school is successful, then you would not be eligible for free transport, even if you live more than one and half miles from that school.

N.B If the school to which you apply is not your catchment school, but is your nearest school, you may qualify for free transport under the normal qualifying criteria – see transport section.

If you do wish to apply for a school outside of your catchment area, please also consider placing more than one preference on your application in case your application for this school is unsuccessful.

What do you mean by Admission Number?

Each School will have its own Admission Number.

The Admission Number is the upper limit for admissions into the year group that allows the school to continue to adequately meet the needs of the pupils with the space and resources available at the school. To breach the Admission number would place further pressure on the provision of effective education and efficient use of resources at the School.

The Admission Number is derived directly from the amount of area within a school designated as teaching space and the resource areas in place to support the teaching.

The Guidance used to calculate the admission number is the Welsh Government's "Measuring the Capacity of Schools in Wales", Circular no. 021/2011.

If I do not live in Monmouthshire, can my application be considered for a place in a Monmouthshire School?

Yes, applications for the admission of pupils who live outside the county are considered on an equal basis.

Application forms are available from the Local Authority to whom you pay your council tax. The form should then be returned to them. They will forward the form onto the School and Student Access Unit. It may also be appropriate to forward a letter to the School and Student access unit to ensure that we are aware of your request for a place.

Can I apply to both Monmouthshire and a neighbouring Local Authority at the same time

No, you need to obtain your form from the Authority to whom you pay your council tax. However on this form you can cite preferences to schools of a number of Local Authorities. They will then forward the application to the relevant Local Authority.

Your Local Authority should advise you of the timeframe for forwarding applications. The only exception to the above is if your preferred school resides within the City of Newport. In this instance, you must apply directly to Newport City Council.

If I apply for a place at an independent School, Voluntary Aided School, or out of County School will my application for a Monmouthshire School be jeopardised?

Application forms invite parents to express up to three preferences, and it is important to include your application to a VA or Independent School as one of these preferences. All preferences will be considered equally in line with the Authority's over-subscription criteria. Your highest ranked preference will be offered in the event that one or more preferences can be met.

What if I no longer want the place?

Please write or e-mail confirming this is the case. Again, please state the child's name, date of birth and address. We require you to confirm your acceptance for any place offered to your child as failure to do so could result in the place being withdrawn.

What if I miss the closing date?

All complete applications received by 5pm on 13th November 2023 (Secondary) and 5pm on 9th January 2024 (Primary) will be dealt with first. Any applications received after this date will not be considered until those applications received on time have been processed. Failure to complete a form on time may reduce your chance of having your preferences met.

Why do I need to supply additional evidence to support my application?

The Authority will access Council Tax data to validate your home address. For this, we will require you to provide your Council Tax reference number on the application.

If you are moving properties you will need to supply evidence in terms of Exchange of Contracts or long term Tenancy Agreement. This will need to be received by us prior to the closing date.

Who is eligible for Free Home to School Transport?

Pupils are eligible if they are between the ages of 5 and 16 – from reception up to and including Year 11. To qualify for free home to school transport a child must attend their nearest suitable state funded or catchment school (including Welsh Medium/Denominational) and that school must be over the MCC distance criteria). Free home to school transport will not be provided unless a learner meets both criteria. The distance criteria are 1.5 miles or more for Primary School aged children and 2 miles or more for Secondary School aged children. Transport for 4-year olds is discretionary and will only be provided if a learner is attending primary school and the parent confirms in writing that a driver and or passenger assistant is authorised to assist their child with the use of seatbelts.

How is the distance calculated?

The distance is measured electronically, which uses the shortest route between the boundaries of your home address (i.e. the bottom of your path or driveway) and the main entrance to the school.

If my child is eligible for free home to school transport – where will he/she be collected from?

It may not be for all learners to be collected from their home address and therefore, it will be necessary for parents to take and collect their children from designated pick up and drop off points. Every effort will be made to keep this distance as short as possible and it should not exceed one mile under normal circumstances.

What is an unavailable walking route?

Free transport may be provided where the Authority is satisfied that the All unavailable walking routes are assessed based on the Learner Travel Measure and GB Road Safety Guidance. Walking route assessments will be undertaken by the Councils Road Safety Officer or other suitably qualified person who will consider both the traffic and social risk factors. When undertaking the assessments, it will be assumed that an adult will accompany all primary aged children.

If my child has more than one home, will travel assistance be given to both?

Where learners have more than one residence, they will be able to apply for home to school transport for up to two homes which are the nearest to their school. They will still need to meet the eligibility criteria in terms of distance, age and ability as outlined above. Evidence of the dual residency will be required from both parents.

If I move home to an address outside the catchment area school, will free transport be provided?

No. If you move home to an address outside the catchment area school, your child will not be provided with free transport, unless the child is in year 10 or 11 of study (critical year) and there are existing contract services available.

Will expenses incurred whilst travelling to and from school be reimbursed?

No. Expenses incurred whilst travelling to and from school are not reimbursed.

What type of transport assistance is available?

The Authority decides on the most suitable transport arrangements, bearing in mind all relevant factors, including cost. Depending on individual circumstances, transport is arranged usually by contract bus, service bus or taxi, though sometimes other individual arrangements may be made. The authority may offer a Personal Transport Budget in some circumstances. Transport is provided at the beginning and end of the school day, and is not provided for out-of-hours or extra curricular activities including breakfast and after school clubs.

Can children who do not qualify for free school transport purchase spare seats on school buses?

Those learners that are not eligible for free transport are able to apply for concessionary travel.

Concessionary seats will be awarded if a vacant seat exists, there is no financial implication to the Council, no disruption to the transport route and the learner is taken to a specified pick up and drop off point as determined by the transport provider. Concessionary seats are not guaranteed to be awarded from the start of the academic year; however, all learners will be notified if a seat is available within 10 working days of the commencement of the academic year. If an application is made during the academic year, the applicant will be notified if a seat is available within 10 working days. It is the parent's responsibility to ensure that the child/children are transported to and from school whilst their application is being considered. The pickup and drop off point may be more than a mile from the learner's home but no further than 1.5 miles for primary aged learners and 2 miles for secondary. Learners will not be authorised to use a concessionary placement until officially confirmed in writing by the Commissioning Team. Applications for Post 16 learners will take priority for concessionary seats. If vacant seats remain, concessionary seats will be awarded based on when the application form was received. For one or more applications received on the same date, the learner whose home address measures the furthest walking distance to the educational establishment will take precedence. On occasions it may be necessary to withdraw a concessionary seat, if the seat is withdrawn then we will provide 10 working days' notice and parents will be required to make alternative arrangements. Pupils allocated a concessionary seat midway through a term will be charged per week for the number of weeks remaining in that term. Payment may be paid in monthly instalments via a standing order by contacting the Sundry Debtor Team upon receiving an invoice. Applications for concessionary transport will not be considered for learners who are in arrears for previous concessionary transport. When the arrears are cleared the learner will then become eligible for concessionary travel if a seat is available. Refunds will be payable from the date that the Commissioning Team receive written confirmation from the parent that they wish to cancel their child's seat. Retrospective refunds will not be made.

Will transport be provided to and from Independent Schools?

No. Free transport is not provided for pupils attending Independent Schools.

What happens if a child is disruptive on the provided transport?

The safety of all learners travelling on home to school transport is paramount. If a learner misbehaves, the Council reserves the right to withdraw the transport provision. Whenever the Commissioning Team is made aware of an incident on home to school transport they will liaise with schools and the Education Directorate to investigate the incident. Where necessary warning letters and or email correspondence will be sent to the parents of learners who misbehave, cause damage to a vehicle, threaten or cause injury to passengers or drivers / passenger assistants or behave in such a way that might jeopardise safety. Home to school transport may be withdrawn from the learner on a temporary or permanent basis in accordance with the Learner Travel Operational Guidance. The Council also reserves the right to either suspend or cancel transport for learners where drivers or passenger assistants have received verbal abuse or been physically assaulted by parents or guardians. In such cases the victims will be encouraged to report such actions to the police and any other necessary authorities. Where transport is withdrawn, parents are responsible for ensuring that their child gets to school.

What do I do if I have a concern or complaint about the school transport service?

Only complaints received in writing from parents or learners will be investigated by the Council. Complaints should be made to:
passengertransportunit@monmouthshire.gov.uk

The Commissioning Unit will acknowledge the complaint within 5 working days and respond within 10 working days. There may be occasions where we will need to take longer than 10 working days and we will advise you when this happens and provide a timescale as to when you will receive a response. If a complaint is upheld, appropriate steps will be taken to remedy the issue as soon as is practicable.

Is there a maximum length of a journey?

The Authority endeavours to keep journey times to a minimum. Unfortunately, given the rural environment in Monmouthshire, some journeys may exceed one hour and particularly if you are attending a denominational school outside of the area.

We advise that these are the current policies and they are reviewed on an annual basis, any changes to the policy will be advised.





Coach Hire

“ Available to School and Community Groups ”

- 53 to 70 Seat Vehicles
- 3 Point Seatbelts and CCTV
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**01633 644792**
**privatehire@monmouthshire.gov.uk**

ADDITIONAL LEARNING NEEDS

What if my child has Additional Learning Needs?

In September 2021, new legislation, (the Additional Learning Needs and Tribunal (ALNET) Act [Wales] 2018) was implemented. This meant that from September 2021 the term 'Additional Learning Needs' (ALN) replaced the term 'Special Educational Needs' (SEN). The Act creates a single statutory plan, the Individual Development Plan (IDP) to replace the existing statutory statement of special educational need and non-statutory plans for learners in schools. Until September 2025, the two systems (SEN and ALN Transformation) will run concurrently.

Whilst the definition of the new term ALN is very similar to the current definition of SEN, the age range has been extended to 0-25. The Act states that a person has additional learning needs if they have a learning difficulty or disability, which calls for additional learning provision (ALP). The definition of ALN covers learners whose learning difficulty or disability arises from a medical condition. Pupils who have a medical need that does not impact on their learning should be supported through a Health Care Plan.

It is important to recognise that children make progress at different rates. Almost all children with ALN will have their needs met successfully by their local schools. Each school has an ALNCO (Additional Learning Needs Coordinator) and an ALN Governor who, with the Head teacher and staff, are responsible for ensuring that the additional and different needs of children with ALN are identified and met.

A child or young person would not have ALN if their lack of progress or difficulties can be addressed through differentiated teaching, most children and young people will require a differentiated approach in some aspect of their education at some point. Differentiated teaching does not, itself, constitute ALP. ALP refers to additional or different targeted educational provision, which goes beyond that generally made available in the classroom.

All schools are required by law to provide additional individual planning, resources and support for children with ALN. Schools in Monmouthshire can access support and advice from specialist educational services for children with sensory impairments, communication difficulties or with specific literacy difficulties. Schools are also supported by Educational Psychologists and the Education Support Team (EST). Schools can apply for specialist outreach advice and also request support from health service specialists to help them meet the needs of children and young people with ALN.

What if the local school cannot meet my child's Additional Learning Needs?

For children or young people with the most significant and complex needs, a specialist resource base (SRB) or special school may be considered more appropriate. Attendance in any specialist setting must be considered and agreed by the local authority Panel.

If my child has Additional Learning Needs, where will he/ she be educated?

The local authority aims to support pupils with ALN within their local mainstream schools, wherever possible. If parents ask for placement for their child in a school other than their local school, the local authority will try wherever possible to meet parental preference. However, the local authority may not be able to do so if a parents' choice is incompatible with the child's needs, is contrary to the effective education of other pupils in the class/ school or if the choice would result in unreasonable public expenditure. In Monmouthshire, the majority of pupils with ALN are educated in their local schools with other children of the same age.

What if my child's needs cannot be met in a Monmouthshire School?

For the very few children whose needs cannot be met within Monmouthshire, the local authority would fund places in special schools maintained by other local authorities or in independent special schools. Placement in an out of county special school would have to be agreed by the admission Panel of the local authority in which the special school is located.



What about transport?

Transport for children with ALN will only be funded by the Authority:

- to take a child to their local school or nearest suitable school if he or she has major mobility problems, or
- if a child attends special needs provision (a special school or special needs unit) that is not attached to their local school.

Transport will not be provided for children with special educational needs if the child is attending a school due to parental preference, i.e. a school that is not considered by the Local Authority to be the nearest suitable school.

Where can I get advice about ALN provision?

You can contact the ALN Team Administrator

Tel: **01633-644512** or look on the ALN page on Monmouthshire's website:
www.monmouthshire.gov.uk/additional-learning-needs

Monmouthshire Healthy School Scheme is part of the Welsh Network of Healthy School Schemes and the European Network of Healthy Schools. The scheme supports the development of health promoting schools in Monmouthshire. A health promoting school is one that actively promotes, protects and embeds the physical, mental and social health and well-being of the whole school community through positive action. Schools are encouraged to work in partnership with health professionals and community representatives to deliver consistent health messages to children and young people. Including health topic areas such as: mental and emotional health and wellbeing; food and fitness; personal development and relationships; substance use and misuse; environment, safety and hygiene.

All of Monmouthshire's maintained schools participate in the scheme.

Healthy Pre-School Scheme

This is an extension of the healthy schools scheme and is aimed at pre-school childcare provisions, including nurseries, playgroups, and flying start. It is designed to complement and enhance current frameworks that are already in place within Early Years settings, focusing on several health topic areas.

For more information please contact:

SallyAmos@monmouthshire.gov.uk (Healthy Schools Practitioner)

AdeleJones@monmouthshire.gov.uk (Healthy Preschools Practitioner)

Follow us on Twitter @MonHealthySch @MonHSPSS



SCHOOL NURSING TEAM

When your child enters school their care transfers from the health visitor to the school nurse. During your child's school life the school nurse is available to discuss any emotional and physical concerns and will refer to other services if appropriate.

All reception children will have their growth measured and vision screened as part of the Healthy Child Wales Programme and Child Measurement Programme.

For further information please contact the Monmouthshire school nursing team on:

The Single Point of Access telephone number - **01633 431685**

PROTECTING YOUR CHILD'S HEALTH AT SCHOOL: IMMUNISATION

Before your child starts school it is important that they are up to date with their vaccinations so that they are protected against a number of vaccine preventable diseases. Every year vaccination saves more lives worldwide than any other medical intervention. In Wales, vaccination is a key measure in keeping children healthy and giving them the best start in life.

For more information on childhood vaccinations please visit the website: NHS vaccinations and when to have them - NHS (www.nhs.uk)

Routine childhood vaccinations are highly effective, safe and free. There will be other vaccinations scheduled throughout your child's school life. When your child is due to receive a vaccination in school you will receive an information letter and a consent form, it is important that you complete, sign and return the consent form promptly.

For more information please visit
www.nhsdirect.wales.nhs.uk/LiveWell/vaccinations



The Local Authority prides itself in providing a good range of healthy and nutritious meals to fulfil the nutritional requirements of growing and developing children, and in preparing them to be the next generation of healthier young adults of the future.

We work continuously with local suppliers and national manufacturers, and, in line with Welsh Government Regulations, offer healthy, nutritious menus consisting of a balanced two-course meal daily. Menus are planned to incorporate both freshly cooked food and promoting healthy eating objectives including increasing fibre, and reducing fat, sugar and salt. All meals are prepared on site using locally sourced ingredients, where possible. In addition, we prioritise cooking methods such as steaming and oven baking to ensure nutrients are retained, and texture and taste enhanced.

Our menu is run on a 3-week rotational cycle with a strong focus on fresh fruit, vegetables and salad, and with new menus being introduced twice a year. Several themed days are arranged throughout the year. We try to plan these to reflect and reinforce learning in line with projects that the schools may be studying.

We are fully inclusive, catering for all pupils, inclusive of those with medically prescribed diets and those opting for alternative diets for ethical/religious reasons. If your child has an allergy or food intolerance a member of the catering team will meet with the Dietitian, parents and cook to discuss and arrange alternative meal choices.

Our whole school approach involves:

- Prioritising nutritious food containing high quality, fresh, and unprocessed ingredients
- Making continual improvements to menus so that pupils eat healthy, and tasty meals
- Developing supply networks that assist local producers in supplying local schools
- Bringing about an awareness amongst primary school children about the importance of a healthy diet, creating good habits for life
- Raising the profile of food and nutrition within the curriculum

- Assisting catering staff in fulfilling their roles as “health workers in disguise”
- Making it easier for teaching staff to make learning about nutrition “fun” and involving parents and school governors in the process.

An example of a menu is shown below. Please note specific dietary requirements can be accommodated.

For further information, please contact the School Catering Department on **01633 644156**

WEEK 1	MAIN COURSES	VEGETARIAN OPTION	ALTERNATIVE	DESSERTS
WEEK COMMENCING: 05/09/2022 - 26/09/2022 • 17/10/2022 • 14/11/2022 • 05/12/2022 • 09/01/2023 • 30/01/2023 • 27/02/2023 • 20/03/2023				
MONDAY	Hawaiian Pizza with Homemade Wedges or Pasta Baked Beans or Peas	Cheese & Tomato Pasta served with Homemade Wedges or Pasta Baked Beans or Peas	Jacket Potato with Various Fillings	Chocolate Caramel Cake & a Glass of Milk
TUESDAY	Homemade Pasta Bolognaise served with Garden Broccoli & Mixed Vegetables	Homemade Vegetable Pasta Bolognaise served with Garden Broccoli & Mixed Vegetables	Jacket Potato with Various Fillings	Toffee Apple Crumble & Custard
WEDNESDAY	Roast Turkey with Homemade Stuffing, Roast & Boiled Potatoes, Carrots, Green Beans & Gravy	Quorn in Gravy, Homemade Stuffing, Roast & Boiled Potatoes, Carrots, Green Beans & Gravy	Jacket Potato with Various Fillings	Cookie Ice-cream
THURSDAY	Sausage, Yorkshire Pudding, Mashed Potato, Peas & Gravy	Homemade Glamorgan Sausages, Yorkshire Pudding, Mashed Potato, Peas & Gravy	Jacket Potato with Various Fillings	Jaffa Sponge & Custard
FRIDAY	Fish Fingers or Salmon Fish Cake with a choice of Chips/Pasta or Mashed Potato, Baked Beans or Peas	Cheese & Tomato Ritzbitz with a choice of Chips/Pasta or Mashed Potato Baked Beans or Peas	Jacket Potato with Various Fillings	Comfort Cake & Custard
WEEK 2	MAIN COURSES	VEGETARIAN OPTION	ALTERNATIVE	DESSERTS
WEEK COMMENCING: 12/09/2022 • 03/10/2022 • 24/10/2022 • 21/11/2022 • 12/12/2022 • 16/01/2023 • 06/02/2023 • 06/03/2023 • 27/03/2023				
MONDAY	Cheese & Potato Pie with Crusty Bread, Baked Beans or Peas	Tomato & Basil Pasta with Crusty Bread & Peas	Jacket Potato with Various Fillings	Mandarin Sponge
TUESDAY	Chicken Korma or Rorick & Cheese, Rice, served with Naan Bread & Sweetcorn	Vegetable Korma Rice served with Naan Bread & Sweetcorn	Jacket Potato with Various Fillings	Autumn Sponge & Custard
WEDNESDAY	Roast Beef, Yorkshire Pudding, Roast & Boiled Potatoes, Carrots, Roccocoil & Gravy	Cauliflower & Broccoli Cheese Bake, Roast & Boiled Potatoes, Carrots, Roccocoil & Gravy	Jacket Potato with Various Fillings	Fruit Jelly & Ice-cream
THURSDAY	Homemade Carbonara served with Garden Broccoli & Mixed Vegetables	Homemade Vegetable Carbonara served with Garden Broccoli & Mixed Vegetables	Jacket Potato with Various Fillings	Jam Tart & Custard
FRIDAY	Salmon Fish Cake or Fish Fingers with a choice of Chips/Pasta or Mashed Potato, Baked Beans or Peas	Veggie Bake, with a choice of Chips/Pasta or Mashed Potato Baked Beans or Peas	Jacket Potato with Various Fillings	Chocolate Muffin & a Glass of Milk
WEEK 3	MAIN COURSES	VEGETARIAN OPTION	ALTERNATIVE	DESSERTS
WEEK COMMENCING: 19/09/2022 • 10/10/2022 • 07/11/2022 • 28/11/2022 • 19/12/2022 • 23/01/2023 • 13/02/2023 • 13/03/2023				
MONDAY	Mac & Cheese served with Crusty Bread & Sweetcorn	Tomato & Basil Pasta served with Crusty Bread & Sweetcorn	Jacket Potato with Various Fillings	Carrot Cake
TUESDAY	Homemade Lasagne served with Garden Broccoli & Mixed Vegetables	Homemade vegetable Lasagne served with Garden Broccoli & Mixed Vegetables	Jacket Potato with Various Fillings	Autumn Crumble & Custard
WEDNESDAY	Roast Turkey, Homemade Stuffing, Roast & Boiled Potatoes, Carrots, Green Beans & Gravy	Homemade Glamorgan Sausages, Homemade Stuffing, Roast & Boiled Potatoes, Carrots, Green Beans & Gravy	Jacket Potato with Various Fillings	Fruity Rice Pudding
THURSDAY	Meatballs in Tomato Sauce with Pasta & Peas	Veggie Balls in Tomato Sauce, Pasta & Peas	Jacket Potato with Various Fillings	Chocolate Goody Cake
FRIDAY	Battered Salmon Fillet or Fish Finger with a choice of Chips/Pasta or Mashed Potato, Baked Beans or Peas	Veggie Bake served with a choice of Chips/Pasta or Mashed Potato Baked Beans or Peas	Jacket Potato with Various Fillings	Toffee Tart & Glass of Fruit Juice

Compliance with Healthy Eating in Schools Regulations

We care about our children's' health and wellbeing. As such, we have created a range of school meals compliant with Welsh Government Standards and including a variety of red meat and poultry dishes, omega-3 rich oily fish, rice and pasta. All food and drink in our primary schools is analysed to comply with the Healthy Eating in Schools (Nutritional Standards and Regulations) (Wales) Regulations, and this analysis is externally verified as compliant.

School Meal Charges

Our meals are exceptional value for money.

Infants (Reception, Year 1 and Year 2) – From September 2022 – Universal Free School Meals will be available to all pupils

Juniors - From September 2023 Universal Free School Meals will be available to all pupils.

Payment for meals should be made directly to the School on a weekly basis or termly in advance. In line with the Authority's financial instructions, a maximum of 5 credit meals may be granted per pupil, and parents will receive letters advising them of any monies owed. Once this credit has been breached, parents will be required to make their own arrangements to provide their child with a lunchtime meal until the debt levels have been cleared.

Free School Meals

Who qualifies?

Pupils will qualify if parents / carers are in receipt of one of the following benefits:

- Income Support
- Income Based Jobseekers Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Income-related Employment and Support Allowance
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income, as assessed by HM Revenue & Customs (HMRC) that does not exceed £16,190.
- Guarantee element of State Pension Credit.
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit - with annual earnings of less than £7,400, or £616.67 monthly.

Parents / Carers are no longer required to provide supporting documentation to verify their benefit entitlement if they are already in receipt of benefits. All we need is for you as the parent / carer to complete and return a Free School Meals application form to enable us to verify your benefit entitlement. NB If you are not entitled to benefits, please supply proof of earnings with your application.

Monmouthshire looked after children will be entitled to claim a free school meal once confirmation from Social Services has been received. Please do not contact the Shared Benefit Service to make enquiries as they are not responsible for assessing this claim.

It is the parent/carers responsibility to apply for free school meals each academic year. Schools will not be able to provide your child with a Free meal until an application has been authorised by the Shared Benefit Service at Torfaen. The Shared Benefit Service can be contacted on

01495742377 or benefits@torfaen.gov.uk

Applications can be made by following the link below:

https://iweb.itouchvision.com/portal/itouchvision/r/customer/110?p110_report_id=17557073&session=16477657575043&cs=3EZ7_DQ-Jg2RtrSNOaSgnqbqmfJ-8sUpHpJQPIVSmjAb0psMvSdDvrTam0bqbPLaeHuohm6S9oRlo5WSQPTp1Vw

Free Leisure Facilities Pass

Those pupils who have been assessed and authorised for Free School Meals will also be eligible for free use of swimming pools and some other leisure activities within Monmouthshire Leisure Centres. Your details will be shared with the Leisure Services team who will automatically activate the Free Leisure Pass following approval of your child's Free School Meal entitlement. For further information please contact **01633 644791**.

SCHOOL ESSENTIALS GRANT

The Welsh Government has introduced a new grant to assist families on low incomes for the purchase of:

- School uniform including coats and shoes;
- School sports kit including footwear;
- Uniform for enrichment activities, including but not limited to, scouts; guides; cadets; martial arts; sports; performing arts or dance;
- Equipment e.g. school bags and stationery;
- Specialist equipment where new curriculum activities begin such as design and technology; and
- Equipment for out of school hours trips such as outdoor learning e.g. waterproofs.
- Some other purchases including in relation to enrichment activities, specialist equipment and equipment for out of hours trips.

The Funding is available to pupils who are eligible for free school meals.

From Reception to Year 11 in September 2024.

Funding is provided at £125 for each eligible pupil from Reception to Year 6 and Year 8 to Year 11. Those pupils in Year 7 the funding is £200. Entitlement will be automatically assessed alongside your free school meal application.

If you become eligible during the financial year or have any further queries please contact the Benefits Team on 01495 742037 or 742377



Each school has a Governing Body, which plays an important role in the life of the school. The Governing Body is accountable for the conduct of the school and improving standards for children and young people. Specifically, each governing body is responsible for the delivery of the national curriculum, target setting, the schools finance, the appointment of staff and so on.

Governing Bodies are made up of local people and will include parents, appointees of the Local Authority, teachers, school support staff, headteachers, and may include representatives of the local business community and the church. The number of governors and frequency of meetings will depend upon the type and size of the school.

Details of how to become a school governor may be obtained from the EAS Governor Support Team on **01443 864963 Option 2**.

HEALTH & SAFETY

In addition to the County Council and Local Authority Health & Safety policies, every school has an individual Health and Safety Policy that is tailored to the specific needs of the school.

Local Authorities and Governing Bodies are required to conform to the requirements of the Health and Safety at Work Act 1974 and will have either a Health & Safety sub committee or nominated governor responsible for health and safety matters.

Further information regarding health and safety matters can be obtained from the Support Services Team on **01443 864963**

Website: **www.monmouthshire.gov.uk**

Regular school attendance is important for all pupils and we encourage parents/carers to work in partnership with the school to ensure their child is punctual and attends school regularly in accordance with Welsh Government Guidance.

Research has shown that attendance has an impact upon how well pupils do at school. A pupil with 90% attendance would mean that they miss 19 days a year. Research shows that missing 17 days education could have the effect of GCSEs being 1 grade lower.

Pupils are expected to attend school every day unless they are prevented from doing so due to illness. One of the strategies implemented to assist in raising the level of attendance is First Day Absence Contact.

If your child is unable to attend school parents/guardians are required to:

- Contact the school on the first day of absence within 30 minutes of the start of the school day explaining the reason for the absence (it is good practice to contact the school on subsequent days if your child is unlikely to be able to attend)

If the school do not receive a reason for absence, this will be followed up by the school following their First Day Absence procedures, this could be via a text message, telephone call or email. It is important that parents reply to this communication from schools. Where schools are unable to gain a reason for absence the school may contact the Education Welfare Service for support with this and a home visit by an Education Welfare Officer may be carried out.

- If unable to contact via telephone the parents/guardians can also email or use the one of the school's parent communication processes such as the school Dojo and this should be followed up with a note explaining the reason for their child's absence upon the child's return to school.
- To support your child and the school in achieving high rates of attendance, we would ask that if possible, appointments for the GP, dentist are made outside of school hours.

DO YOU HAVE A CONCERN OR COMPLAINT ABOUT YOUR CHILD'S SCHOOL

It is very important that parents inform schools for the reasons behind school absences. It is the Head Teacher who will make a decision whether to authorise or not authorise an absence. If there is no justifiable reason then the absence is unauthorised and if the level of unauthorised absences causes a concern, the school would discuss this with the Education Welfare Officer assigned to the school and a referral to the Education Welfare Service could be made for further advice and guidance, and support working with families to improve attendance at school. This may also include possible legal action.

Monmouthshire Education Welfare Officers provide support to schools, pupils and their parents/carers to encourage regular school attendance. If you have any concerns in relation to your child's attendance, please contact the school initially.

If you require any information or advice on attendance issues, please do not hesitate to contact your child's school if you wish to speak to the Education Welfare Officer designated to your school.

A GUIDE FOR CUSTOMERS

The Local Authority is committed to providing good quality services that you want and have the confidence in, but sometimes things do go wrong and we do not meet our normal standards. When this happens, we need to know about it.

Likewise, we would like you to let us know of any suggestions or comments you may have about improvements to services or compliments about something we have done well.

**Your feedback is important to us;
we want to show you that we:**

- Listen
- Learn from our mistakes
- Try continuously to improve our services

School Complaints Procedures

Complaints about schools should be referred to the Headteacher. If the complaint is about the Headteacher, then the complaint should be referred to the Chair of Governors, c/o the School and marked "Private and Confidential"

Further information is available in the School's complaints policy, which is available from the School or the School website. Procedural advice is available from the Governor Support Team on **01443 864963**.

If your concern, complaint, or compliment is about the level of service offered by a section within Monmouthshire County Council, you should follow the Corporate Feedback policy. This is available on www.monmouthshire.gov.uk and further information is available from the customer service manager on 01633 644644.

What do you do if you are unhappy about the curriculum your child is studying?

Complaints about schools should be referred to the Headteacher. You are advised to discuss issues of concern regarding the curriculum with your child's Headteacher as this should hopefully resolve most issues. If a matter cannot be resolved in that way, a special procedure exists for dealing with complaints about education provision for pupils.

Full details of the procedure are available in the document entitled: "*Complaints about The School Curriculum and Related Matters*", which is available for inspection at all schools maintained by the Local Authority, public libraries, One Stop Shops and the Directorate for Children and Young People.

A copy will be supplied on request to any person wishing to make a complaint under the procedure.

LOCAL AUTHORITY MAINTAINED NURSERIES IN MONMOUTHSHIRE

The Local Authority has thirteen nursery units attached to mainstream schools. The Authority maintains these nurseries that provide free part-time Early Education for pupils from the term following their third birthday, if there are spaces available. Children may attend for five morning or five afternoon sessions a week.



Name of Nursery / Address Phone Number	Head	Times	Admission number	Phone number
Cantref Harold Road, Abergavenny, NP7 7DG cantrefprimary@monmouthshire.gov.uk www.cantrefprimaryschool.co.uk	Richard Brunsdon	9 - 11.30am	30 AM	01873 854697
King Henry VIII 3-19 School Old Hereford Road Abergavenny, NP7 6EP	Jonathan Watson	9-11.30am & 12.30-3pm To be confirmed	30 AM & 30 PM	To Be confirmed
Dewstow Woodland View, Caldicot, NP26 4HD dewstowprimary@monmouthshire.gov.uk www.dewstowprimary.co.uk	Elizabeth Bain	09.05-11.35am & 12.25-2.55pm	30 AM & 30 PM	01291 636360
Durand Alianore Road, Caldicot, NP26 5DF durandprimary@monmouthshire.gov.uk www.durand.wales	Hannah Kilbourne	9-11.30am & 12.40-3.10pm	30 AM & 30 PM	01291 422296
Kymin View Wyesham Road, Monmouth, NP25 3JR kyminview@monmouthshire.gov.uk www.kyminviewprimary.org.uk	Sally-Anne Wright	9-11.45 am	30 AM	01600 714146
Magor Church in Wales Magor, Monmouthshire, NP26 3EG magorvprimary@monmouthshire.gov.uk www.magorcwprimary.co.uk	Suzanne Hamer	9.05-9.15am - 11.25- 11.35am & 12.45-12.55pm 3.05-3.15pm	30 AM & 30 PM	01633 880327
Overmonnow Rockfield Road, Monmouth, NP25 5BA overmonnowprimary@monmouthshire.gov.uk www.overmonnow.monmouthshire.sch.uk	Jo Child	9-11.30am & 12.30pm & 3pm	30 AM & 30 PM	01600 713458
Pembroke Pembroke Primary School, Fairfield Road, Bulwark, Chepstow, NP16 5JN pembrokeprimary@monmouthshire.gov.uk	Jade Wakley	9 - 11.30am	30 AM & 30 PM	01291 622310
Thornwell Thornwell Road, Bulwark, Chepstow, NP16 5NT thornwellprimary@monmouthshire.gov.uk www.thornwell.monmouthshire.sch.uk	Tim Appleby	9.20-11.45am & 1pm - 3.20pm	30 AM & 30 PM	01292 623390
Undy Pennyfarthing Lane, Undy, Magor, NP26 3LZ undyprimary@monmouthshire.gov.uk www.undyprimary.monmouthshire.sch.uk	Cathy Edmunds	9-11.30am & 12.30-3pm	30 AM & 30 PM	01633 880021
Ysgol Gymraeg Y Ffin Sandy Lane, Caldicot, NP26 4NQ ysgolgyymraegyffin@monmouthshire.gov.uk www.ysgolgyffin.com	Catrin Daniel	9-11.45am	30 AM	01291 420331
Ysgol Gymraeg y Trefynwy Rockfield Road, Monmouth, NP25 5BA ysgolgyymraegyffin@monmouthshire.gov.uk	Catrin Daniel	To be confirmed	30 AM	01291 420331
Ysgol Gymraeg Y Fenni St David's Road, Abergavenny, NP7 6HF ysgolgyymraegyfenni@monmouthshire.gov.uk www.ysgolgyfenni.co.uk	Sarah Oliver	9-11.30am & 12.30-3pm	30 AM & 30 PM	01873 852388

MON-MAINTAINED FOUNDATION PHASE NURSERY (FPN) PROVISION:

Foundation Phase Nursery provision can also be provided at an approved non-maintained provider if a school nursery is not suitable. This could be a private nursery or playgroup that has been approved by the local authority to provide education to children the term following their 3rd birthday until they start school. They follow the Foundation Phase curriculum and are inspected by Estyn to ensure that the education they offer is of an acceptable level.

Details of this provision can be found at www.monfis.org.uk

MONMOUTHSHIRE FAMILY INFORMATION SERVICE:

Monmouthshire Family Information Service is a free, impartial service available to parents, carers, families and professionals throughout Monmouthshire.

You can find information about childcare (childminders, playgroups, day nurseries, after school care and holiday care) on the Family Information Website at www.monfis.org.uk

Information is also available about parent and toddler groups, leisure activities, family events, family support and more.

Monmouthshire Family Information Service contact details:

Website: www.monfis.org.uk
Tel: 01633 644527
Email: childcare@monmouthshire.gov.uk
Facebook: www.facebook.com/MonCFIS
Twitter: www.twitter.com/MonFamilies

THE CHILDCARE OFFER

The Childcare Offer for Wales is a Welsh Government funded scheme providing up to 30 hours a week of education and childcare. The offer is available for eligible working parents, the term following a child's 3rd birthday until they start reception, for up to 48 weeks of the year. For more information about eligibility, application dates and holiday entitlement, please visit

<https://www.gov.wales/parents-get-help-childcare-offer-wales>



Community All Through School (Age range 3-19 years) Abergavenny Cluster

Name of School	Headteacher	Admission No	School Capacity Number	No of applications allocated 2023/24	No of applications refused 2023/24	No of successful appeals 2023/24
King Henry VIII 3-19 School (Nursery Phase)	Jonathan Watson		30 AM - 30 PM	25	0	0
King Henry VIII 3-19 School (Primary Phase)	Jonathan Watson	60	420	24	0	0
King Henry VIII 3-19 School (Secondary Phase)	Jonathan Watson	240	1400	193	0	0

Primary Education in Monmouthshire (4-11)

All Monmouthshire Primary Schools are Co-educational

Community Primary Schools (Age range 4-11 years) Abergavenny Cluster

Name of School	Headteacher	Admission No	School Capacity Number	No of applications allocated 2023/24	No of applications refused 2023/24	No of successful appeals 2023/24
Cantref Primary School 30 Harold Road, Abergavenny, NP7 7DG Tel: 01873 854697 cantrefprimary@monmouthshire.gov.uk	Richard Brunsdon	30	210	30	16	0
King Henry VIII 3-19 School	Jonathan Watson	60	420	24	0	0
Gilwern Primary School School Lane, Gilwern, Abergavenny, NP7 0AY Tel. 01873 830325 gilwernprimary@monmouthshire.gov.uk	Brady Edwards	30	210	29	0	0
Goytre Fawr Primary School School Lane, Penperlleni, Pontypool, NP4 0AH Tel. 01873 880369 goytrefawrprimary@monmouthshire.gov.uk	Mike Gough	30	210	22	0	0
Llanfoist Fawr Primary School, School Way, Llanfoist, Nr Abergavenny NP7 9LS Tel. 01873 853093 llanfoistfawrprimary@monmouthshire.gov.uk	Stuart Davies (Exec Head)	30	210	30	1	0
Llanvihangel Crucorney Primary School Pandy, Abergavenny NP7 8DL Tel: 01873 890416 llanvihangelcrucorneyprimary@monmouthshire.gov.uk	Stuart Davies (Exec Head)	11	77	13	0	0
Our Lady & St Michael's Catholic Primary School Pen-y-Pound Road, Abergavenny NP7 5UD Tel: 01873 735080 ourladyst Michaels@monmouthshire.gov.uk	Viv Evans	30	210	24	0	0

Name of School	Headteacher	Admission No	School Capacity Number	No of applications allocated 2023/24	No of applications refused 2023/24	No of successful appeals 2023/24
Ysgol Gymraeg Y Fenni, St David's Road, Abergavenny, NP7 6HF Tel: 01873 852388 ysgolgyymraegyfenni@monmouthshire.gov.uk	Sarah Oliver	36	257	28	0	0
Llantilio Pertholey Church in Wales Primary School Hillgrove Avenue, Mardy, Abergavenny NP7 6LZ Tel: 01873 853 746 llantiliopertholeyprimary@monmouthshire.gov.uk	Helen King	30	210	32	0	0

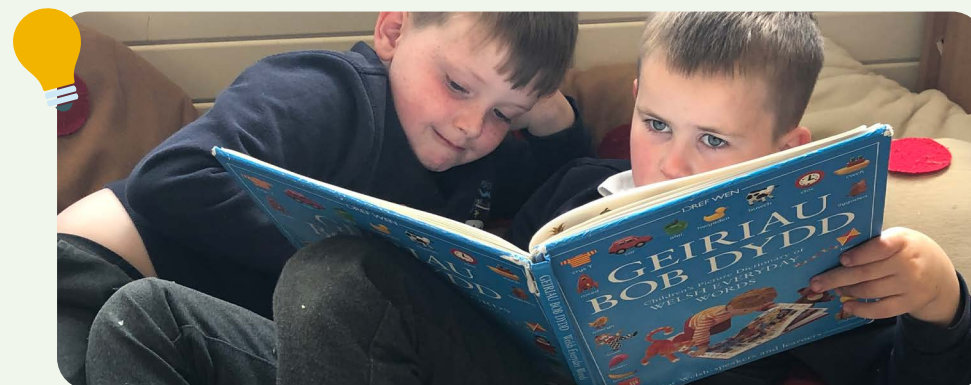


Community Primary Schools (Age range 4-11 years) Caldicot Cluster

Name of School	Headteacher	Admission No	School Capacity Number	No of applications allocated 2023/24	No of applications refused 2023/24	No of successful appeals 2023/24
Castle Park Primary School Church Road, Caldicot, NP26 4HN Tel 01291 420465 castleparkprimary@monmouthshire.gov.uk	Claire Orford	30	210	24	0	0
Dewstow Primary School Green lane, Caldicot, NP26 4HD Tel. 01291 636360 dewstowprimary@monmouthshire.gov.uk	Elizabeth Bain	30	210	25	0	0
Durand Primary School Alianore Road, Caldicot, NP26 5DF Tel. 01291 422296 durandprimary@monmouthshire.gov.uk	Hannah Kilbourne	30	210	28	0	0
Rogiet Primary School Station Road, Rogiet NP26 3SD Tel: 01291 420348 rogietprimary@monmouthshire.gov.uk	Paul Hamer	30	210	26	0	0
Undy Primary School Pennyfarthing Lane Undy, Magor NP26 3LZ Tel: 01633 880021 undyprimary@monmouthshire.gov.uk	Cathy Edmunds	51	359	47	0	0
Ysgol Gymraeg Y Ffin Sandy Lane, Caldicot, NP26 4NQ Tel: 01291 420331 ysgolgyymraegyffin@monmouthshire.gov.uk	Catrin Daniel	25	180	21	0	0
Archbishop Rowan Williams Church in Wales Primary School Crick Road, Portskewett NP26 5UL Tel: 01291 420526 arwprimary@monmouthshire.gov.uk	Caroline Swann	30	210	16	0	0
Magor Church in Wales Primary School Magor NP26 3EG Tel: 01633 880327 magorvprimary@monmouthshire.gov.uk	Suzanne Hamer	55	388	35	0	0

Community Primary Schools (Age range 4-11 years) Chepstow Cluster

Name of School	Headteacher	Admission No	School Capacity Number	No of applications allocated 2023/24	No of applications refused 2023/24	No of successful appeals 2023/24
Pembroke Primary School Fairfield Road, Bulwark, Chepstow NP16 5JN Tel: 01291 622310 pembrokeprimary@monmouthshire.gov.uk	Jade Wakley	30	210	29	0	0
Shirenewton Primary School Shirenewton, Chepstow NP16 6RN Tel: 01291 641774 shirenewtonprimary@monmouthshire.gov.uk	Nick Penn	30	210	28	0	0
The Dell Primary School Welsh Street, Chepstow NP16 5UQ Tel: 01291 635641 thedellprimary@monmouthshire.gov.uk	Steve King	60	420	52	0	0
Thornwell Primary School & Nursery Unit Thornwell Road, Bulwark, Chepstow NP16 5NT Tel: 01291 623390 thornwellprimary@monmouthshire.gov.uk	Tim Appleby	47	357	25	0	0
St Mary's RC Primary School Bulwark Road, Chepstow NP16 5JE Tel: 01291 623006 stmarysprimary@monmouthshire.gov.uk	Rosie O'Donnell	30	210	9	0	0



Community Primary Schools (Age range 4-11 years) Monmouth Cluster

Name of School	Headteacher	Admission No	School Capacity Number	No of applications allocated 2023/24	No of applications refused 2023/24	No of successful appeals 2023/24
Cross Ash Primary School Cross Ash, Abergavenny, NP7 8PL Tel 01873 821427 crossashprimary@monmouthshire.gov.uk	Katherine Presdee	30	210	28	0	0
Kymin View Primary School, Wyesham Avenue, Monmouth, NP25 3LD Tel: 01600 714146 kyminviewprimary@monmouthshire.gov.uk	Sally-Ann Wright (Exec Head)	30	210	13	0	0
Llandogo Primary School Llandogo, Monmouth, NP25 4TJ Tel. 01594 530388 llandogoprimary@monmouthshire.gov.uk.	Sally-Ann Wright (Exec Head)	15	111	5	0	0
Overmonnow Primary School & Special Needs Unit Rockfield Road, Monmouth NP25 5BA Tel: 01600 713458 overmonnowprimary@monmouthshire.gov.uk	Jo Child	55	417	48	0	0
Trellech Primary School Trellech, Monmouth NP25 4PA Tel: 01600 860395 trellechprimary@monmouthshire.gov.uk	Karen Scott-Woodhouse	25	180	16	0	0
Raglan Church in Wales Primary School Chepstow Road, Raglan NP15 2EN Tel: 01291 690704 raglanprimary@monmouthshire.gov.uk	Sue Marles	30	210	17	0	0
Usk Church in Wales Primary School Monmouth Road, Usk NP15 1SE Tel: 01291 673818 uskcvprimary@monmouthshire.gov.uk	Victoria Evans	40	300	30	0	0
Osbaston Church in Wales Primary School Osbaston Road, Monmouth NP25 3AX Tel: 01600 775070 osbastonprimary@monmouthshire.gov.uk	Catherine Jones	30	210	30	41	0
Ysgol Gymraeg y Trefynwy Rockfield Road Monmouth NP25 5BA	Catrin Daniel	8	60	0	0	0

Voluntary Aided and Denominational Schools Voluntary Aided Schools

Name of School	Headteacher	Admission No	School Capacity Number	No of applications allocated 2023/24	No of applications refused 2023/24	No of successful appeals 2023/24
Archbishop Rowan Williams Church in Wales Primary Church Road, Portskewett NP26 5UL Tel: 01291 420526 archbishoprowanwilliamsprimary@monmouthshire.gov.uk	Caroline Swann	30	210	16	0	0
Magor Church in Wales Primary Magor NP26 3EG Tel: 01633 880327 magorvprimary@monmouthshire.gov.uk	Suzanne Hamer	55	388	35	0	0
Our Lady & St Michael's Catholic Primary Pen-y-Pound Road, Abergavenny NP7 5UD Tel: 01873 735080 ourladystmichaelsprimary@monmouthshire.gov.uk	Viv Evans	30	210	24	0	0
St Mary's RC Primary Bulwark Road, Chepstow NP16 5JE Tel: 01291 623006 stmarysprimary@monmouthshire.gov.uk	Rosie O'Donnell	30	210	9	0	0



Denominational Schools

Name of School	Headteacher	Admission No	School Capacity Number	No of applications allocated 2023/24	No of applications refused 2023/24	No of successful appeals 2023/24
Llantilio Pertholey Church in Wales Primary Hillgrove Avenue, Mardy, Abergavenny NP7 6LZ Tel: 01873 853 746 llantiliopertholeyprimary@monmouthshire.gov.uk	Helen King	30	210	32	2	0
Osbaston Church in Wales Osbaston Road, Monmouth NP25 3AX Tel: 01600 775070 osbastonprimary@monmouthshire.gov.uk	Catherine Jones	30	210	30	11	0
Raglan Church in Wales VC Primary School Chepstow Road, Raglan NP15 2EN Tel: 01291 690704 raglanprimary@monmouthshire.gov.uk	Sue Marles	30	210	17	0	0
Usk Church in Wales Primary Monmouth Road, Usk NP15 1SE Tel: 01291 673818 uskcvprimary@monmouthshire.gov.uk	Victoria Evans	40	300	30	0	0

Welsh Medium Schools

Name of School	Headteacher	Admission No	School Capacity Number	No of applications allocated 2023/24	No of applications refused 2023/24	No of successful appeals 2023/24
Ysgol Gymraeg Y Ffin Sandy Lane, Caldicot, NP26 4NQ Tel: 01291 420331 ysgolgyymraegyffin@monmouthshire.gov.uk	Catrin Daniel	25	180	21	0	0
Ysgol Gymraeg y Trefynwy Rockfield Road Monmouth NP25 5BA	To Be Confirmed	8	60	0	0	0
Ysgol Gymraeg Y Fenni, St David's Road, Abergavenny, NP7 6HF Tel: 01873 852388 ysgolgyymraegyfenni@monmouthshire.gov.uk	Sarah Oliver	36	257	28	0	0

Please Note – Ysgol Gymraeg y Trefynwy is currently a seedling school with the aim for it to grow with the potential of it becoming a one form entry primary school accommodating 30 pupils per year group and an overall total of 210 pupils.

Monmouthshire Secondary Schools (Age 11-19)

All Monmouthshire Secondary Schools are co-educational

Caldicot School

(Incorporating Special Needs Units for Mild and Severe Learning Difficulties)

Headteacher:	Mr S Grech
Admission Number 253	Woodstock Way Caldicot NP26 5XA Tel: (01291) 426436 www.caldicotschool.com
Number of 2023/2024 applications allocated	207
Number of Appeals	0

Chepstow School

Headteacher:	Kelly Waythe
Admission Number 193	Welsh Street Chepstow NP16 5LR Tel: (01291) 635777 info@chepstowschool.net www.chepstowschool.net
Number of 2023/2024 applications allocated	159
Number of Appeals	0

King Henry VIII 3-19 School

Headteacher Contact for enrolment	Jonathan Watson to be confirmed Old Hereford Road, Abergavenny, Monmouthshire, NP7 6EP
Number of 2023/2024 applications allocated	
Nursery	24
Primary (4-11)	21
Secondary (11-16)	196
Post 16 (16-19)	200 per Year group
Specialist provision (for children with complex neurodevelopmental and learning needs)	16 Primary places

Monmouth Comprehensive

Headteacher:	Mr H Hutchison
Contact for Enrolment:	Mrs S Bradley
Admission Number 270	Old Dixon Road, Monmouth NP25 3YT Tel: (01600) 775177 sarah.bradley@monmouth.schoolsdu.org.uk
Number of 2023/2024 applications allocated	270
Number of Appeals	4

Denominational Secondary Education St Albans RC High School

Headteacher:	Mr Stephen Lord
Admissions Contact:	Miss Claire Williams 01495 765800
Admission Number: 165 for 2023/24	St Alban's RC High School, The Park, Pontypool NP4 6XG Tel: (01495) 765800 staenquiries@stalbens.schoolsdu.org.uk www.stalbans-pontypool.org.uk

St Joseph's RC High School

Headteacher:	Mrs Jackie Jarrett
Contact for Enrolment:	Gina Evans
Admission number: 240	Pencarn Way, Tredegar Park, Newport, NP10 8XH Tel: (01633) 653110 sjhs@newport.schools.wales www.sjhs.newport.sch.uk

Welsh Medium Education Ysgol Gymraeg Gwynllyw (Age range 3-18)

Headteacher (Acting):	Mrs H Rogers
Contact for Enrolment:	
Admission numbers:	Folly Road, Trevethin, Pontypool NP4 8JD
30 Reception	Tel: (01495) 750405
200 Year 7-11	yggswyddfa@gwynllyw.schoolsdu.org.uk
75 Year 12	

Ysgol Gyfun Gwent Is Coed

Headteacher:	Mrs E Jones
Deputy Headteacher:	Mrs A Williams
Contact for Enrolment:	Mrs M Turnbull
Admission Number 150	Ffordd Dyffryn, Dyffryn, Casnewydd, NP10 8BX Tel: 01633 851614 gwent.iscoed@newportschools.wales

Useful Contacts

Monmouthshire Website	www.monmouthshire.gov.uk
Access Unit	accesstolearning@monmouthshire.gov.uk 01633 644508
Passenger Transport Unit	01633 644777
Additional Learning Needs	01633 644511
Education Welfare Service	01633 644011
Education Psychology Service	01633 644512
Home Tuition	01633 644352
Governor Support Services	01443 864963 Option 2
Education Achievement Service	01443 864963
Monmouthshire Early Years	01633 644534
Family Information Service	01633 644719
Early Years Education	01633 644461
Abergavenny Community Hub	01873 735980
Caldicot Community Hub	01291 426425
Chepstow Community Hub	01291 635730
Monmouth Community Hub	01600 775215
Usk Community Hub	01291 426888
B U S K (Belt Up School Kids)	buskuk@aol.com 01633 274944
WG (Welsh Government)	
Local Authorities (LA's)	www.wales.gov.uk
Newport City Council	0300 060 4400
Torfaen County Borough Council	01633 656656
Powys County Council	01495 766915
Blaenau Gwent County Council	01597 826499
Herefordshire County Council	01495 311556
South Gloucestershire County Council	01432 260926/261574
Gloucester County Council	01454 868008
	01452 425407

Terms used in this booklet

Catchment Area

The geographical area served by a school, this does not guarantee a place at that school.

Curriculum

The curriculum consists of all the learning opportunities provided by the school, many of which take place in the classroom under the direct control of the teacher, supplemented by a range of activities outside the classroom including educational visits and field studies.

Local Authority (LA)

The Local Government body responsible for the organisation and maintenance of the Education Service in its area. In Monmouthshire, this responsibility is undertaken by the County Council and delivered through the Directorate for children and young people.

LA Maintained School

A school for which an LA has financial and administrative responsibility.

Non-Maintained or Independent School

A school not funded by the Local Authority.

Voluntary Aided School

A school set up and owned by a voluntary body, usually a church body, largely financed by an LA. The governing body employ the staff, and control pupil admissions and religious education.

School and Student Access Unit

The group of staff that deal with applications for admission to schools in Monmouthshire.

Admission Number

The maximum number of pupils to be admitted into a year group of a school.

Passenger Transport Unit

The group of staff that deal with the assessment of entitlement and transportation of pupils to schools.

Welsh booklet after
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