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ADMISSION TO PRIMARY SCHOOL – SEPTEMBER 2025 INFORMATION FOR PARENTS

Please read these notes carefully before completing your application form.

You are strongly advised to read the Starting School Booklet 2025/26 as this contains more detailed information on the application process. A copy of the booklet is available via www.monmouthshire.gov.uk or by post upon request.

Important: Please ensure that you complete a school admission application for your child to start Primary School in September 2025. Your child **will not** be able to start Primary School without following the application process. You can apply online via Monmouthshire's Citizen Portal following this link [Citizen Portal - Sign in \(monmouthshire.gov.uk\)](http://www.monmouthshire.gov.uk) Please ensure that it is completed prior to the closing date of **9th January 2025 at 5pm** in order to increase the possibilities of your child obtaining a place at the preferred school.

How many schools should I apply for?

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.

Parents / guardians are encouraged to include more than 1 preference on their application for consideration. In the event that your preferred school is refused, failure to put more than one preference will result in the authority allocating a place at your next nearest available school. Should you inform us of alternative preferences after this decision has been taken, all of the available places at your alternative school(s) may be taken.

Monmouthshire County Council operates an equal preference scheme. This means that each of your preferences will be considered equally and prioritised on the basis of the Local Authority's oversubscription criteria. In the event that more than one of your preferences can be accommodated, your highest ranked preference will be offered.

Please include any preferences for a voluntary aided / independent school. (You will also be required to apply directly to St Mary's Roman Catholic Primary School / Our Lady & St Michael's RC Primary School / independent school).

Who should make the application?

Applications for admission into School must be completed by the person that holds parental responsibility for the child.

Important: All parties holding parental responsibility must agree to the application that is being submitted. Should there be any disputes between those holding parental responsibility in relation to the application, the Local Authority will not be able to proceed with the application request until the dispute has been resolved.

What if I want to apply for a School that is outside of Monmouthshire?

If you are a Monmouthshire resident then you must continue to apply to Monmouthshire County Council, even if your preferred School is one that does not reside within Monmouthshire. We will then liaise with the relevant Local Authority on your behalf.

Important: The only exception to the above is if you are applying for a school that resides within Newport City Council or Torfaen County Borough Council. Applications for Schools residing within Newport City Council or Torfaen County Borough Council must be made directly to those councils by their published closing date in order to be considered. ***We strongly advise you to complete and return a Monmouthshire application to advise us of your preference for Newport and/or Torfaen Schools, and include any other Schools (in order of preference) that you would like us to consider.***

If you wish to apply for a Voluntary Aided or Independent School, you must also apply directly to these Schools, with the exception of Archbishop Rowan Willaims Church in Wales Primary or Magor Church in Wales Primary where you have to apply to Monmouthshire local authority.

Address details – what if I am moving?

Please ensure that the address declared on your application form is your child's permanent home address. This is the address that the Local Authority will use to determine your child's application. The Local Authority will undertake thorough residency checks to validate the address details that have been submitted.

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 an 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 late.

Parents/ Carers who 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.

Please take some time to study the Starting School Booklet 2025/26 for more detailed information on the process if you are considering moving address.

What does it mean if my application is determined as being late?

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

Applications where a change in circumstances have occurred, which have an impact upon the application's status within the over-subscription criteria, will result in the application being treated as late if these changes are brought to the Authority's attention after the closing date.

Please note that applications determined as being late may increase the possibility of not achieving a place at your preferred 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.

How will my application be determined?

The Local Authority is committed to working with Schools and parents to comply with your preferences, wherever possible. However, there are occasions whereby we are unable to accommodate parent's wishes.

You are strongly advised to include more than one preference on your application form, which we will then be able to consider in the event that you are unsuccessful in your application for your preferred School. Your preferences will be considered equally in line with the Local Authority's oversubscription criteria and the highest preference school offered in the event that more than one preference can be met – you will not be disadvantaged in any way for including more than one preference on your application, but you may be disadvantaged if you do not.

In the event that the Local Authority receives more applications than there are places available at the preferred school, the below criteria will be applied to select the successful applicants:

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 inside the catchment area for the preferred school will be afforded priority over those fulfilling points 7-8 below
6. 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
7. After applying the categories above, or should the school continue to be in a position of over-subscription in any of the above categories, priority will be based on closeness to the preferred school, measured using the shortest safe walking route.

Please take some time to study the Starting School Booklet 2025/26 for more detailed information on the Local Authority's oversubscription criteria.

My child has a medical condition – will they receive priority for a school place?

Parents wishing for their child's medical circumstances to be considered for priority of a School placement, as per point 2 of the Authority's oversubscription criteria above, will need to submit suitable evidence at the time of application in order for these circumstances to be considered by the Authority during the initial allocation process. Suitable evidence can be qualified as a medical consultant's report.

It will not be possible for the Authority to consider any medical circumstances should the supporting evidence be received after **Wednesday 5th March 2025**.

My child has a sibling already at the school – will they automatically receive a place at this school?

Brothers and sisters whether full, half, step or foster will be considered relevant where living together at the same address and where an older child will be still registered at the school when the younger one would be eligible to attend.

The Local Authority cannot guarantee a place at your preferred school on the grounds that they already have a sibling attending the preferred school. However, siblings do form part of the oversubscription criteria as shown above. **Please also be aware that the position of a sibling living out of catchment is lower in the over-subscription criteria than that of a sibling living in catchment. (see points 3 and 5 of the over-subscription criteria above).**

Will my child be guaranteed a place at my catchment School?

Whilst residing within the catchment area for your preferred School forms an element of the oversubscription criteria, it does not guarantee a placement on this basis. You can check your catchment school by visiting www.monmouthshire.gov.uk

It is the responsibility of parents to ensure that online applications or preference forms are received by the closing date of 9th January 2025 at 5pm. Should you have completed a paper form, we highly recommend that you send the form in such a way that you have proof of receipt by the Council, for example by Royal Mail special delivery or by hand delivering to our offices. The Local Authority takes no responsibility for forms, which are lost in the post or returned due to insufficient postage.