

2027/28

SCHOOL ADMISSIONS POLICY



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1. INTRODUCTION

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

This policy is in place to cover the following:

- i) Admission Round applications
 - The application process to be followed for children that are eligible to start Nursery
 - The application process to be followed for children that are eligible to start Primary School
 - The application process to be followed for children eligible to transfer from Primary to Secondary School.
- ii) In year transfers between Schools

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

1.1 *Summary of proposed changes*

The Local Authority is not proposing to make any significant changes to previously adopted admission arrangements. Minor amendments proposed include:

- amendments to application opening, closing and offer dates.
- For in year transfers, the Local Authority reflects that application requests will be determined within 15 school days, or within 10 School days for a Child Looked After (CLA).
- The proposed policy reflects the requirement to operate a coordinated admission scheme amongst admission authorities within the County. Therefore, all application requests for places at Voluntary Aided Schools within the County will be submitted using the Local Authority's common application form.

1.2 Consultation process

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

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

Consultation will take place between 1st September and 1st March beginning two years before the school year in which the arrangements will apply. The arrangements will then be confirmed by 15th April and published within 14 days of this date.

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

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

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

Governing body of relevant Schools	All governing bodies of community Schools in Monmouthshire
All neighbouring Local Authorities within the area	Torfaen County Council Newport City Council Powys County Council Blaenau Gwent County Council Gloucestershire County Council Herefordshire County Council
Admission Authorities for all other schools in the area	All governing bodies of voluntary Aided schools in Monmouthshire Brynmawr Foundation School St Albans RC School

	St Joseph's RC School
In the case of Schools with a religious character, such body or person representing the religion or religious denomination in question	Diocesan Director, Church in Wales Diocesan Director, Roman Catholic

1.3 Admission Numbers

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

2. PROVISION OF EDUCATION IN MONMOUTHSHIRE

The Local Authority offers the following provision for children and young people wishing to be educated within the County:

2.1 Nursery Education

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

2.2 Primary School provision (4-11)

The Local Authority offers a number of educational establishments at Primary level:

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

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

The Governing Bodies of the 4 Voluntary Aided Schools in Monmouthshire are responsible for the admission arrangements within their schools.

2.3 Secondary School Provision (11-19)

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

2.4 Special Education

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

Admission to these settings will be determined via the Local Authority Statutory Panel.

2.5 Welsh Medium Secondary Education

Monmouthshire have developed close links with neighbouring Authorities, in particular Torfaen County Council with Ysgol Gymraeg Gwynllyw and Newport City Council with Ysgol Gyfun Gwent Is Coed, to ensure that Welsh Medium Education is available at Secondary level to the children within our County.

3. PARENTAL RESPONSIBILITY

Only persons holding parental responsibility for the named child are able to make an application and they will be required to make a declaration to this effect as part of the application process.

It is expected that parents will agree on school preferences for a child before an application is made. The Local Authority is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

If parents are unable to agree to an application for a preferred School, the Local Authority will be unable to proceed with the application until such time that a mutual agreement has been made, or alternatively legal proceedings determine which parent should make the application for a school place.

4. EXPRESSING A PREFERENCE FOR A COMMUNITY / VOLUNTARY CONTROLLED / VOLUNTARY AIDED SCHOOL OR NURSERY IN MONMOUTHSHIRE

In line with the School Admissions code of practice (2013), parents must complete an application form in order to obtain a nursery / school place. Parents / carers will have the opportunity to complete an application online or alternatively via a paper application. The local authority will only accept an application request submitted by the person(s) that hold parental responsibility for the child concerned.

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

From September 2027, the Local Authority is required to have in place a coordinated admissions scheme with all admission authorities within the County boundary. This scheme requires parents / carers applying for school places at a Voluntary Aided School within Monmouthshire to do so via the Local Authority's common application form and not directly to the school. The school governing body will continue to be responsible for determining which applicants are awarded places.

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

4.1 Timetable for the Normal Admission Round

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

The dates for the September 2027 Admission Round will be:

Admission Phase	Admission round commences	Closing Date	Local Authority Allocation Period	Parents informed by
Primary to Secondary	18th September 2026	31 st October 2026 at 16:00	01.11.26 – 28.02.27	1st March 2027
Reception	13th November 2026	15th January 2027 at 16:00	16.01.27 – 15.04.27	16th April 2027
Nursery	3rd July 2026	11th September 2026 at 17:00	12.09.24 – 10.11.24	20th November 2026 (September 2027 intake) 20th November 2026 (Rising 3 children eligible for January 2027 intake) 5 th March 2027 (Rising 3 place eligible for April 2027 intake)

4.2 Distribution of application forms

Nursery

Applications for admission into a Local Authority nursery will be made available to parents in line with the dates specified in the above table. Parents will have the

opportunity to apply via our online application system or alternatively request a paper application form from the School and Student Access Unit.

In addition to the above, parents / carers can request admission into one of our approved non maintained settings, details of which can be found via www.monfis.org.uk. Applications will need to be made directly to the provider(s) in this instance.

Primary / Secondary School

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

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

5. ALLOCATION OF NURSERY SCHOOL PLACES

Children will be admitted to nursery in the September of the academic year in which they become four years old. This place can be in a school or in a non-maintained setting, which may be a playgroup or a private day nursery. The Council is responsible for admission to community nursery schools but for a nursery place in a non-maintained setting, enquiries should be made directly to the provider.

The local authority is unable to consider nursery applications for only part of a school week and therefore admission to nursery schools is offered for a half-day session, either morning or afternoon, 5 days per week. Schools expect pupils attending the nursery to take up all the sessions available to them. If parents do not wish their child to attend all five sessions each week, it might be preferable to seek a place at a non-maintained setting that can more easily accommodate these flexible arrangements.

Once allocated a September nursery place, children born between 1 September and 31 March may be offered an early start in the term following their third birthday, if places are available. This is commonly referred to as a **Rising 3** place. Children born between 1 April and 31 August are not eligible for a Rising 3 place.

If Rising 3 places are available, eligible pupils will be offered an early start at their allocated nursery as follows:

- On 20th November 2026 for January 2027 Rising 3 places
- On 5th March 2027 for April 2027 Rising 3 places

5.1 Oversubscription criteria - Nursery

It is the Council's policy to meet parental preference where possible; however in some cases there may be more applications for a particular nursery than there are places. In determining which children should be admitted to nursery, the Council will apply the following oversubscription criteria in order of priority.

Priority rank	Criteria
<i>Children in receipt of a Statement of special educational needs / Individual Development Plan (IDP) (statutory requirement for admission)</i>	
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. (Please see section 10.0)
2.	Children with exceptional medical circumstances, will be afforded priority over those fulfilling points 3-4 below (please see section 8.5)
3.	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. (Please see section 8.6)
4.	After applying the categories above, or should the school continue to be in a position of over-subscription in any of the above categories, priority will be based on closeness to the preferred school, measured using the shortest safe walking route. (Please see section 8.9)

Please note:

- 1) There is no right of appeal against the Council's decision to refuse a nursery place.
- 2) Nursery age pupils do not qualify for free home to school transport.
- 3) The allocation of morning and afternoon sessions is the responsibility of the Headteacher of the relevant school.
- 4) A child's start date at nursery may be delayed if they are not fully toilet

trained. This can be discussed with the nursery once a place has been allocated to the child.

- 5) Attending a nursery class does not guarantee admission nor give any advantage to the child's application for Reception. Parents must make a separate application for admission to Reception at the appropriate time

6. ALLOCATION OF SCHOOL PLACES -PRIMARY SCHOOLS

Community and Voluntary Controlled Schools

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

When considering admission into the Reception year group as part of the admission round, parents should be aware that attendance at a nursery provision within the preferred School does not exclude the need for parents to make an application for a Reception place. The Local Authority is unable to guarantee that children within the nursery can be guaranteed a place in Reception.

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

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. For children with a Statement of Special Educational Needs / IDP, the Authority must admit the child concerned to the School specified on their statement / IDP.

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.

Voluntary Aided Schools

Parents / Carers who wish to apply for a Reception place at a Voluntary Aided School in Monmouthshire must do so by completing the Council's common application form. However, as the governing body for each Voluntary Aided School will continue to be

responsible for the allocation of school places, please refer to the individual schools' Admissions Policy for advice on how they will allocate places

6.1 Oversubscription criteria - Primary schools

Community and Voluntary Controlled Schools

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

Priority rank	Criteria
<i>Children in receipt of a Statement of special educational needs / Individual Development Plan (IDP) (statutory requirement for admission)</i>	
1.	Children Looked After (CLA) or Children previous Looked After 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. (Please see section 10.0)
2.	Children with exceptional medical circumstances, will be afforded priority over those fulfilling points 3-8 below (please see section 8.5)
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 (please see sections 8.6 and 8.7)
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 (please see explanatory notes below, and section 8.6)
5.	Children residing inside the catchment area for the preferred school will be afforded priority over those fulfilling points 7-8 below (please see section 8.7)
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 (please see section 8.6)
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.

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.

Voluntary Aided Schools

Voluntary Aided Schools within Monmouthshire will continue to be responsible for the allocation of places at their school. Therefore, please refer to the individual schools' Admissions Policy for advice on how they will allocate places in the event of oversubscription.

7. ALLOCATION OF SCHOOL PLACES - COMMUNITY SECONDARY SCHOOLS

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

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

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 / IDP, the Authority must admit the child concerned to the School specified on their statement / IDP.

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.

7.1 Oversubscription criteria - community secondary schools

Priority rank	Criteria
<i>Children in receipt of a Statement of special educational needs / Individual Development Plan (IDP) (statutory requirement for admission)</i>	
1.	Children Looked After (CLA) or Children previously Looked After 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. (Please see section 10.0)
2.	Children with exceptional medical circumstances, will be afforded priority over those fulfilling points 3-9 below (please see section 8.5)
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 (please see sections 8.6 and 8.7)
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 (please see explanatory notes below and section 8.6)
5.	Children residing inside the catchment area for the preferred school will be afforded priority over those fulfilling points 7-9 below (please see section 8.7)
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, will be afforded priority over those fulfilling points 8-9 (please see section 8.6)
7.	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 (please see section 8.8)
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. (please see section 8.9)

To clarify, any oversubscription 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.

8. PROCESS FOR VALIDATING APPLICATIONS

The local authority will undertake thorough checks against the information declared on an application request for school / nursery admission.

8.1 Home address validations

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

If the information provided by the parent does not coincide with the council tax database the Local Authority will contact the parent for further evidence. An example of evidence accepted for this purposes will be a valid UK driving licence.

Any decision on the offer of a nursery / school place will be based upon the applicant being resident at the address declared on the application form, as at the published offer date.

Any offer of a nursery / school place could be withdrawn if it is found that a parent / carer has moved from the address declared on the application form without notifying the Local Authority, if a place has been offered on the basis of home address.

8.2 Parents in the process of moving property

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 a “late application” if this change impacts on their position within the oversubscription criteria.

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.

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 and child 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 nursery / school place could be withdrawn as a result of non-compliance with the above.

8.3 Unexpected change of home 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. **It is a parent’s responsibility to notify us of any such circumstances that may require a discretionary decision.**

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.

8.4 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.

8.5 Applications on the grounds of medical needs

Applicants wishing for their application to be prioritised on the basis of their child's medical needs must provide evidence to support their application under this criteria e.g. a medical consultant's report (obtained by the parents at the time of application).

The Local Authority will only offer priority to applications under this criteria where it can be evidenced that the preferred School is the only viable option when compared with other Schools that the Authority may be able to offer.

8.6 Siblings

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

The sibling criteria is considered relevant in years Reception to year 12 only. The admission of a child to a school does not guarantee that a place will be available at a later date for other children in the family.

For admission into Nursery, a sibling is only considered relevant where the child concerned is permanently resident at the same address and attending the nursery (not main school).

8.7 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 29.

The Local Authority offers a priority within its oversubscription criteria to children whose home address is within the Schools catchment area. The child's home address is considered to be the place where the child resides for the majority of the School week. Please refer to section 8.4 for information concerning applications where shared residency arrangements are in place.

Details of your school catchment areas can be found by visiting [Local Info - Monmouthshire](#).

8.8 Feeder Schools

The Local Authority offers a priority within its 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. The details of the feeder schools for each secondary school in Monmouthshire can be found below:

<u>King Henry VIII 3-19 School</u> Cantref Primary School Llantilio Pertholey CIW Primary School Gilwern Primary School Goytre Fawr Primary School Llanfoist Primary School Llanvihangel Crucorney Primary School Our Lady and St Michaels RC Primary School Ysgol Gymraeg Y Fenni *	<u>Caldicot School</u> Archbishop Rowan Williams CIW Castle Park Primary School Dewstow Primary School Durand Primary School Magor CIW Primary School Rogiet Primary School Undy Primary School Ysgol Gymraeg Y Ffin *
<u>Monmouth Comprehensive School</u> Cross Ash Primary School Kymin View Primary School Llandogo Primary School Overmonnow Primary School Raglan Primary School Trellech Primary School Osbaston CIW Primary School Usk CIW Primary School Ysgol Gymraeg Trefynwy*	<u>Chepstow School</u> Pembroke Primary School Shirenewton Primary School St Marys RC Primary School The Dell Primary School Thornwell Primary School

* Ysgol Gymraeg Y Fenni and Ysgol Gymraeg Trefynwy are feeder primary schools for Ysgol Gymraeg Gwynllyw and Ysgol Gymraeg Y Ffin is a feeder primary school for

Ysgol Gyfun Gwent Is Coed. However Monmouthshire LA are not responsible for the admissions to these schools so whether priority will be offered is the responsibility of Torfaen and Newport Councils.

8.9 Distance between Home and School

Within each set of oversubscription criteria (section 5.1, 6.1 & 7.1), if the number of applications in any one category exceeds the published admission number, priority will be based on those residing closest to the preferred school.

The distance between home and school is measured as the shortest safe available walking route, determined using official routes known to the Local Authority and highways agencies. The Local Authority deems that a route is 'available' if a child, accompanied as necessary, can walk to school in reasonable safety.

In assessing its availability the council will follow the guidelines prescribed in Welsh Government's Learner Travel Statutory Provision and Operational Guidance June 2014 and will look at the risks and other relevant safety factors a child, accompanied as necessary, might encounter along the prescribed route (including for example, canals, rivers, ditches, street lighting, pavements and the speed of traffic along roads, etc.).

The Local Authority will calculate the distance of the route using its' own specific Geographical Information Systems (GIS) routing software, RouteFinder and MapInfo Desktop Solutions. In order to ensure fairness and consistency for all applicants, this is the only measurement tool that is used by the Local Authority.

The starting point of the calculated route will be determined as being the nearest network point to the main entrance of the home address. The main entrance of the home address is determined by the Local Authority to be where the property receives post. For clarity, this must be located on the property concerned. The finishing point of the calculated route will be determined as being the nearest official open gate adopted for use by the school.

The coordinates of an applicant's address will be determined using the LLPG and Ordnance Survey Address base data.

Where the Local Authority is unable to identify a safe walking route from the home address to the preferred School, the shortest driving route will be used to calculate home to school distances.

Where two or more applicants are being considered for the last available place, and their home to school distance calculations are exactly the same, a trundle wheel will be used to undertake an additional assessment of the distance to the main entrance of the home address.

Where two or more applicants are being considered for the last available place, and the addresses fall within the same building, i.e. a block of flats, a trundle wheel will be used to calculate the distance from the front door of the home to the main communal entrance of the property to the nearest entrance of each flat, where possible.

9. 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.

10. CHILDREN LOOKED AFTER (CLA)

Applications for children looked after (children in public care) [as defined by Section 22 of the Children Act 1989] are given priority for School placement. This priority can also be given to previously looked-after children although the person making the application must provide evidence to confirm the previous care status, such as an Adoption Certificate.

Where applications are made for year groups other than the normal year of entry for a year group that has already met its admission number, the Local Authority will require suitable evidence as to why the preferred School is the most suitable school in comparison to other available schools.

11. 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 family concerned have been posted to an area through their employment and have not had the opportunity to engage in normal admissions processes, the Council will exceed the admission number at the catchment school.

12. 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.

13. GYPSY, ROMA AND TRAVELLER CHILDREN

The council is obliged, by statute, to ensure that all children of compulsory school age receive education that is appropriate to their age, abilities and any special educational needs, and promotes high standards in the provision of education and the welfare of children. These obligations apply to all children whether or not they are permanent residents in the area. Therefore, applications made in respect of such families will be dealt with in conjunction with the *Gwent Education Minority-ethnic Service (GEMS)*, with a view to placing these children as quickly as possible at the nearest available and appropriate school.

14. DEFERRED ENTRY INTO PRIMARY SCHOOL

The Local Authority will admit a child to a maintained primary 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.

15. 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.

16. LATE APPLICATION ARRANGEMENTS

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 oversubscription 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.

Late applications are collated and processed monthly, with prioritisation given based on the month in which they are received. A timetable for the processing of late applications for the 2026/27 admission round can be found below:

	Month application Received	Decision issued to Parents
Applies to Secondary only	November 2026	12th March 2027
	December 2026	26 th March 2027
	1 st – 15 th January 2027	2 nd April 2026
Applies to Primary and Secondary	16 th January – 31 st January 2027	1 st May 2027 (Primary) 10 th April 2026 (Secondary)
	February 2027	3 rd May 2027 (Primary) 16 th April 2027 (Secondary)
	March 2027	14 th May 2027
	April 2027	21 st May 2027
	May 2027	11 th June 2027
	June 2027	9 th July 2027
	1 st July – 10 th July 2027	16 th July 2027
	11 th July – 17 th July 2027	23 rd July 2027
	18 th July – 24 th July 2027	30 th July 2027
	25 th July – 31 st July 2027	6 th August 2027
	1 st to 7 th August 2027	13 th August 2027
	8 th to 14 th August 2027	20 th August 2027
	15 th to 21 st August 2027	27 th August 2027
	22 nd to 28 th August 2027	Within 1 week

In the event that the preferred School is oversubscribed, places will be allocated in line with the oversubscription criteria during the first week of the month following the month

of receipt. Parents will be informed of the outcome of their applications by the end of this week.

The arrangements for late applications continue up until the last week of August. After this date, any admissions received are then processed within 1 week.

17. NOTIFYING PARENTS

Parents will be notified of a decision on their application on the published offer date. For the 2027 admission round, the date by when parents will be informed of decisions on their applications will be 1st March 2027 (Secondary) and 16th April 2027 (Primary).

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

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

18. 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.

19. ADMISSION INTO OTHER YEAR GROUPS - SEPTEMBER 2027

Where requests are received for a change of school in September 2027, into year groups other than the normal year of entrance, these will not be considered until the start of the second half of the summer term i.e. after the Whitsun break. Parents will be notified no earlier than 4 weeks prior to the end of the 2026 academic year.

These requests will be collated on a monthly basis and are processed as per the oversubscription criteria, in the event that the number of applications received exceeds

the number of available places. However it should be noted that preference will be given to those parents who are seeking a place during the current term as opposed to the new academic year.

20. IN YEAR TRANSFERS (ADMISSIONS OUTSIDE THE NORMAL ADMISSION ROUND)

In year transfers refer to requests from parents to transfer their children between schools outside of the normal admission round. The Local Authority will not consider applications until the requested start date is no more than a term in advance.

All in year transfers are dealt with in date order of receipt, and where more applications are received on the same day than the number of places available, the Local Authority's oversubscription criteria will be applied to determine the child(ren) to be offered places.

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

As part of the consideration process, the Local Authority / receiving school may contact the child's current school to obtain necessary information relating to their admission request. This is to ensure that the preferred school is in a position to appropriately support appropriate transition between schools.

If an application is received for a Child Looked After (CLA), in accordance with the protocol that has been agreed with schools, a CLA meeting may be arranged (where appropriate), 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 / IDP, if the child has one.

On occasions where the admission request to transfer schools is not one that arises from a move into the area, or where perhaps there is no immediate need for transfer, the Local Authority may consider admission from the beginning of a school term to minimise the potential disruption their own and other children's education.

20.1 Informing Parents / Carers

The Local Authority will seek to process and determine application requests submitted by Parents / Carers as quickly as possible, and in most cases no later than 15 School days of receipt. Application requests for a Child Looked After (CLA) will be processed and determined within 10 School days. These are the statutory timeframes as set out by the Welsh Government School admissions code Wales (July 2013).

However in certain circumstances, for example where the child has been identified as having specific needs as identified by their Individual Development Plan (IDP), it may not be possible to process the admission within the timeframe. The parent will be advised of this.

Allocated places 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, and where an immediate start is required, schools will be expected to arrange for the child concerned to start as quickly as possible, which is usually within 7 days of a school place being offered.

Secondary Schools within the County have set enrolment days to welcome new students. The enrolment days will usually take place approximately every 15 schools days, with successful applicants invited to attend the nearest enrolment date to their offer of school place. However, where the Local Authority feel that the student concerned requires a more immediate start, schools will be asked to enrol the student within 7 days of the offer of a school place.

21. REQUEST FOR ADMISSION OUTSIDE OF CHRONOLOGICAL YEAR GROUP

It is the Local Authority's policy that children are admitted into their chronological year group. It is only in exceptional circumstances that the Local Authority will support admission into a year group that is not within the chronological year, for example, where there is an appropriate 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.

Parents submitting an application request for admission into a year group that is not within the chronological year for the child will be given the opportunity to share their reasons for the application with the Local Authority. The headteacher of the preferred

school will also be consulted during the process and their views considered as part of the decision making process.

Parents refused a place at the preferred school will have a statutory right of appeal against the decision that has been made; however, there is no appeal against a decision to offer a place in the preferred school but not within the desired year group.

22. REFUSAL OF ADMISSION TO PREFERRED SCHOOL

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

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

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

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

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

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

23. WAITING LISTS

For those applicants that have been unsuccessful in obtaining a place at their preferred school(s), waiting lists will be held up until the end of the academic year for which the application is made. After such time, the existing waiting lists will be cleared and a fresh application will be required. The child's details will automatically be added onto the waiting list for the preferred school(s) at the time of refusal.

Waiting lists will be prioritised as per the oversubscription criteria and not based upon the date that the application was submitted. **It is the responsibility of the applicant to inform The School and Student Access Unit of any change in circumstances which impacts on the oversubscription criteria and therefore their child's place on the waiting list. An example of this would be a change of address.**

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

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

24. APPEALS

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

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

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

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

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

- A) 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:
- B) The Balancing Stage, where the panel exercises its judgement to balance the degree of prejudice to efficient education which would result from admitting the child, and the strength of the parents' case, so as to arrive at a decision which is binding on the admissions authority.

The decision of the appeal panel will be binding on the Local Authority.

24.1 Time frame for hearing appeals

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

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

25. INFANT CLASS SIZE INITIATIVE

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

Two main changes arose from the class size legislation. Firstly, admission authorities must not 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.

25.1 Exceptions to the Infant class size initiative

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

1. Children whose statements of ALN / IDP specify that they should be educated at the school concerned, and who were admitted to the school outside a normal admission round.
2. Children who are looked after by local authorities (looked after children), or who have ceased to be looked after (previously looked after children) as a result of being adopted or being placed with a family or given a special guardian and are admitted to the school outside a normal admissions round.
3. 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.
4. Children admitted outside the normal admission round who:
 - the maintaining local authority confirmed cannot gain a place at any other suitable school within a reasonable distance of their home because they have moved into the area outside a normal admission round, or
 - they desire a religious education, or a Welsh speaking education and the school in question is the only suitable school within a reasonable distance.

5. Children who were admitted to the school outside the normal admission round after which the school has arranged its classes, and after the first day of the school year, the effect of which would mean that the school would have to take a relevant measure if such children were not excepted pupils.
6. Children of UK Service personnel who are admitted outside the normal admission round.
7. Children whose twin or other 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.
8. Children who are registered pupils at special schools, but who receive part of their education at a mainstream school.
9. Children with SEN who are normally educated in a special unit in a mainstream school, who receive part of their lessons in a non-special class.

26. KEY STAGE 2 CLASS SIZE LIMITS

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

Appendix A - Coordinated Admission Scheme Primary Schools 2027

MONMOUTHSHIRE COUNTY COUNCIL

DIRECTORATE FOR CHILDREN AND YOUNG PEOPLE

CO-ORDINATED ADMISSION SCHEME FOR SEPTEMBER 2027 PRIMARY SCHOOLS

INTRODUCTION

This scheme applies to all admission authorities, (Local Authority (LA) and Voluntary Aided Schools (VA), in the area with regard to parents with children wishing to join the normal year of entry at a maintained primary school in Monmouthshire from September 2027. (A glossary of terms is also shown in Appendix C).

All parents will be required to complete a single common application form which details the preferred school(s) that they would like their child to attend. The application request should include the order of preferences, as parents are no longer able to complete multiple application forms that detail multiple first preferences. Preferences for Voluntary Aided (VA) Schools within the County must be included on this common application, as direct applications to the VA Schools will no longer be accepted.

The common application form is also relevant for application requests for Schools outside of the County, as we will then liaise with the relevant Local Authority on a parent / carers behalf. **An exception to this is if parents wish to apply for a school that resides within Newport City Council / Torfaen County Council – in such circumstances the parent is required to apply directly to Newport / Torfaen Council under their admission arrangements.**

The application form will provide an opportunity for parents/carers to give reasons for their preferences. All completed forms should be sent directly to the School & Student Access Unit (SSAU).

Pupils with a Statement of Special Education Needs / Individual Development Plan (IDP) will be admitted to the school named on their Statement / IDP.

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

When applying the oversubscription criteria to determine who is to be awarded places at Community and Voluntary Controlled Schools, all parental preferences will be considered equally and allocated in line with the criteria on page 12. The highest preference school will be offered in the event that one or more preferences can be met. **Voluntary Aided Schools in Monmouthshire will have their own criteria in the event of oversubscription, so please refer to the individual school’s policy for advice.**

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

The closing date for the first stage of applications is **4pm on 15th January 2027** and written notification of the outcome of each application will be given via the School & Student Access Unit on **16th April 2027**.

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

Late applications or changes to the order of preference will be considered after the first stage has been completed. Where a parent expresses a preference within the first stage and then changes a preference after 4pm on 15th January 2027, this will be deemed as a late application.

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

TIMETABLE FOR PRIMARY CO-ORDINATED ADMISSIONS FOR SEPTEMBER 2027

PRIMARY SCHOOL (including Voluntary Aided Schools)

2.1 Stage 1

Applications made available to parents	13 th November 2026
Applications received either paper or on line	By 15 th January 2027
Details of applications sent to Voluntary Aided Schools and other LAs, as appropriate. Details of applications made to Voluntary Aided Schools returned to School and Student Access Unit	By 22 nd January 2027
Voluntary Aided Schools and neighbouring LAs return ranked lists of pupils to School & Student Access Unit	By 1 st March 2027

indicating the over-subscription criterion that each child has been considered under and identifying refusals	
School & Student Access Unit / Voluntary Aided Schools allocate the highest preference place available and notifies other LA's, as appropriate	By 19 th March 2027
School & Student Access Unit allocates places to Monmouthshire children without an offer	By 2nd April 2027
School & Student Access Unit sends list of pupils to be offered places to each Monmouthshire School	By 9 th April 2027
School & Student Access Unit send notifications to parents/carers	On 16 th April 2027
Appeals	May – July 2027

Stage 2

Following the first stage of allocations, late applications will be considered and slotted in where possible using the admissions criteria. However there is no guarantee that late applications will be dealt with before **16th April 2027**.

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

The processing of late applications will be done on a monthly basis, so, for example, applications received in April 2027 will be collated and processed during the first full week in May 2027 with schools and parents being notified by the end of the second full week. These will be processed as per the oversubscription criteria.

Appendix B - Coordinated Admission Scheme Secondary Schools 2027

INTRODUCTION

This scheme will apply to all schools in the area for parents with children wishing to join the normal year of entry at a secondary school in Monmouthshire from September 2027.

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

Pupils with a Statement of Special Educational Needs / Individual Development Plan (IDP) will be admitted to the school named on their statement / IDP.

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

When applying the oversubscription criteria to determine who is to be awarded places, all parental preferences will be considered equally and allocated in line with the criteria on page 14. The highest preference school will be offered in the event that one or more preferences can be met.

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

The closing date for the first round of applications is **4pm on 31st October 2026** and written notification of the outcome of each in county application will be given via the School & Student Access Unit on **1st March 2027**.

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

Monmouthshire will have regard to any offer made by another Local Authority. If the other Local Authority can offer a higher preferred school, Monmouthshire will not make an offer.

Late applications or changes of order of preference will be considered after the first stage has been completed. Where a parent expresses a preference within the first stage and then changes a preference after **4pm on 31st October 2026**, this will be deemed as a late application.

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

TIMETABLE FOR CO-ORDINATED ADMISSIONS FOR SEPTEMBER 2027 SECONDARY SCHOOLS

Stage 1

Applications available to Parents	18th September 2026
Applications received	By 31 st October 2026
Details of applications sent to Monmouthshire schools and other LA's, as appropriate	By 6 th November 2026
Consultation with neighbouring LAs on cross border preferences	By 11 th December 2026
School & Student Access Unit allocates the highest preference place available and notifies other LA's, as appropriate	By 5th February 2027
School & Student Access Unit allocates places to Monmouthshire children without an offer	By 12th February 2027
School & Student Access Unit sends list of pupils to be offered places to each Monmouthshire school	On 19th February 2027
School & Student Access Unit sends notifications to parents/carers	On 1st March 2027
Appeals	May – July 2027

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Stage 2

Following the first round of allocations, late applications will be considered and slotted in where possible using the admissions criteria. There is no guarantee that late applications will be dealt with before the **1st March 2027**.

The processing of late applications is undertaken on a monthly basis, so applications received in April 2027 will be collated and processed during the first full week in May 2027 with schools and parents/carers being notified by the end of the second full week. These will be processed as per the oversubscription criteria.

Appendix C - Admission Authorities

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

Glossary

Normal Year of Entry	The year in which a pupil is scheduled to commence / change school
Maintained School	A school maintained either by the LA or the Diocese
Common Application	Pre-printed form with pupil details and unique pupil reference Number

Appendix D - Admission Numbers for Schools

Secondary

SCHOOL	Capacity	AN
King Henry VIII 3-19 School	1290	215
Caldicot Comprehensive	1500	253
Chepstow Comprehensive	1282	193
Monmouth Comprehensive	1725	270

SCHOOL	Capacity	AN
Archbishop Rowan Williams C in W Primary	210	30
King Henry VIII 3-19 School	420	60
Cantref Primary	210	30
Castle Park Primary	210	30
Cross Ash Primary	210	30
Dewstow Primary	210	30
Durand Primary	210	30
Gilwern Primary	210	30
Goytre Fawr Primary	210	30
Kymin View Primary	210	30
Llandogo Primary	111	15
Llanfoist Fawr Primary	210	30
Llantilio Pertholey C in W Primary	210	30
Llanvihangel Crucorney Primary	79	11
Magor C in W Primary	317	55
Osbaston C in W Primary	210	30
Our Lady & St. Michael's RC Primary	210	30
Overmonnow Primary	360	51
Pembroke Primary	210	30
Raglan C in W Primary	210	30
Rogiet Primary	210	30
Shirenewton Primary	210	30
St. Mary's RC Primary	210	30
The Dell Primary	420	60
Thornwell Primary	330	47
Trellech Primary	207	29
Undy Primary	359	54

Usk C in W Primary	280	40
Ysgol Gymraeg Y Fenni	420	60
Ysgol Y Ffin	210	30

Coordinated Admission Scheme in Monmouthshire



monmouthshire
sir fynwy

Council Protocol

Coordinated Admission Arrangements

INTRODUCTION

In June 2024, following a process of consultation with statutory admission authorities, Welsh Government (WG) introduced new legislation requiring all Welsh local authorities to adopt a scheme for coordinating school admission arrangements that would apply to admission authorities falling within the local authority boundaries. This was followed on 2 October 2024 by the publication of non-statutory guidance on the new requirements imposed by the 2024 Regulations, for admission authorities, appeal panels and admission forums.

Prior to adoption of the proposed coordinated admissions scheme, the regulations require local authorities to consult with partners who would potentially be affected by the scheme, including neighbouring local authorities and governing bodies of voluntary aided schools within the county.

Once this revised scheme is adopted, there is no requirement to consult on a co-ordinated scheme for subsequent years unless the scheme is substantially different from the scheme adopted for the previous year, or the local authority has not consulted on a scheme that the local authority has adopted in the previous six years.

This scheme is a separate document to the school admissions policy.

Timeline

The new regulations stipulate that the coordinated scheme must be in place in readiness for the admission arrangements for the academic year 2027/28 and a summary of the scheme published within these arrangements. The admission arrangements for the academic year 2027/28 must be consulted upon between 1st September 2025 and 1st March 2026, with a policy determined by 15th April 2026.

As local authorities must inform the Welsh Ministers whether it has adopted a co-ordinated scheme on or before 28 February 2025, the Regulations stipulate that any co-ordinated scheme must be adopted by 1 January 2025 and every 1 January thereafter.

Monmouthshire County Council has operated a coordinated admissions scheme as part of its admission arrangements for many years. This coordinated scheme builds upon the Council's existing practices, reflecting that having a coordinated scheme will be a statutory requirements from September 2027, and that parents to complete one "common application form" for school places within the county. This ultimately removes the existing requirement for parents to apply directly to the governing bodies of Voluntary Aided Schools in Monmouthshire.

What is a Coordinated Admission Scheme?

A co-ordinated scheme is a central administrative process that a local authority manages on behalf of all admission authorities in its area. It is a way of simplifying the school admission application process for parents / carers. Within Monmouthshire, there are 4 admission authorities in addition to the Council that have responsibility for their own admission arrangements. These are Archbishop Rowan Williams CIW, Magor CIW, Our Lady and St Michaels RC and St Marys RC primary Schools. The Council forms a further admission authority, responsible for the admission arrangements at Community and Voluntary Controlled Schools within Monmouthshire.

This scheme seeks to combine the application process for the 5 admission authorities into one single process.

Operating a co-ordinated scheme does not affect the rights and duties of the governing bodies of voluntary aided schools to set and apply their own admission arrangements and oversubscription criteria.

What is the purpose of a Coordinated Admission Scheme?

A co-ordinated scheme should ensure, so far as reasonably practicable, that every parent of a child living in a local authority area who has applied for a school place in the 'normal admission round' receives an offer of no more than one school place on offer day.

What is the remit of the Coordinated Admission Scheme?

The coordinated admission scheme in Monmouthshire will cover admission to the following through one, single application process:

- Community Schools within Monmouthshire
- Voluntary Controlled Schools within Monmouthshire
- Voluntary Aided Schools within Monmouthshire

The Coordinated admissions Scheme does not include admission to independent schools, maintained school sixth-forms, special schools nor nursery admissions.

The scheme will apply to the normal admissions round (i.e., annual admission to Reception (primary school) and Year 7 (secondary school) in all English-medium, Welsh medium and faith schools.

There is not statutory requirement for the coordinated scheme to apply to in year transfers, however, the Council will include in year transfers for any Voluntary Aided Schools who wish to participate.

How does the Coordinated Admission Scheme change existing arrangements?

Monmouthshire County already operates a coordinated admissions scheme, adopted as part of its published School Admissions Policy. The current scheme was developed in order to accommodate the statutory requirements that are in place for local authorities in England, whereby parents must apply for school places via their home authority even in cases where their preferred school falls within a different county. Due to our close proximity to the English border, the Council often sees a flow of children from England applying for school places in Monmouthshire, and equally some Monmouthshire children opting to attend schools in England. The current scheme has been adopted in order to manage these application arrangements.

The current scheme sets out the requirement for parents (resident in Monmouthshire) who are applying for school places through the normal year of entry (Reception and Year 7) to complete a “common application form”. The Council will then liaise with the relevant local authority concerning their preference(s). The purpose of having a “common application form” is to ensure that parents are not submitting multiple applications and therefore receiving multiple offers at various schools.

The current scheme does set out that our voluntary aided schools (who are their own admission authority) may require parents to submit applications for school places directly to the governing body of this school. Similarly, it sets out that applications for Schools in Newport and Torfaen should also be made to Newport City Council / Torfaen County Council to reflect the requirements of their individual admissions policies.

This revised coordinated admissions scheme outlines our intention to continue with the arrangements outlined above, however, acknowledges that there must now be one “common application form” for admission authorities within the county, removing any requirement for parents to apply directly to our Voluntary Aided Schools for consideration of school places. Parents will need to continue to apply directly to Newport City Council / Torfaen County Council for school places in Newport and Torfaen.

APPLICATION PROCESS

Community / Voluntary Aided / Voluntary Controlled Schools within Monmouthshire

This section provides a high level overview of the application process only and should be read in conjunction with the Council's full School admissions policy.

The Coordinated Admission Scheme process will commence at the start of the admission round process for those eligible to start Reception (Primary) or Year 7 (transfer from Primary to Secondary School). The opening dates for each admission round will be published within the agreed admission arrangements for each academic year.

The Council will ensure that a common application form is available for parents to express a preference for their preferred school(s). The common application form will be available for parents / carers to complete via an online admissions portal published on the Council's website, however, hard copy application forms will be made available to applicants on request.

Parents / Carers will be encouraged to include at least three preference schools on their application form for consideration in order to increase the chances of securing a preferred school. The highest preference school (as declared on the application form) will be offered in the event that one or more preferences can be met.

All applications must be received by the Council's School Admissions Team by the closing date in order to be considered as an in time application. Applications received after the published closing date will not be considered as part of the initial round of allocations, which will reduce chances of securing a place at the preferred school(s). to receive a decision on the offer date.

Where a preference is submitted for a place at a Voluntary Aided School, the governing body will be responsible for determining whether a place can be offered in line with their own admissions policy. The applicant may be required to submit additional information in order for the governing body to be able to apply its oversubscription criteria. An example of such information could be evidence to validate an applicant's faith in line with the published admission policy for the school concerned. Whilst the Local Authority will ask for this information, it will be the responsibility of the school / governing body to contact parents / carers directly should the information not be submitted alongside their application form.

Where the preference made for a Voluntary Aided School is higher than the preference for a community / voluntary controlled school, the Council will have regard to any offer made by the governing body of the Voluntary Aided School and will not make an alternative offer.

Key dates

- The national closing date for Year 7 (secondary) applications is 31 October, each year.
- The national closing date for Reception (primary) applications is 15 January, each year

Applicants will need to submit their application forms to the Council by these dates in order to be considered as an in time application and be considered as part of the initial round of allocations.

Applying for Schools outside of Monmouthshire

Parents / Carers residing within Monmouthshire will be required to complete the common application form, even if their preference is for their child to attend a school outside of Monmouthshire. The Council will then liaise with the relevant local authority on the preference that have been submitted.

As an exception to the above, parents / carers wishing for their child to be considered for a place at a school in Newport or Torfaen should ensure that they apply directly to Newport City / Torfaen County Councils.

The Council will have regard to any offer made by another local authority and if that local authority can offer a higher preference school, the Council will not make an offer.

Distribution of application preferences

The Council's published admission arrangements for each academic year will set out an agreed timetable for when application details will be shared with neighbouring local authorities / Voluntary Aided Schools for them to validate and determine whether places can be awarded in line with their agreed school admission policies.

Evidence and validating applications

In accordance with the agreed school admission policy, evidence may be required to support the application that has been submitted before a school place can be considered and determined. An example required evidence could be in order to validate home addresses or practicing faith. Each admission authority will set out within their own admission policies what types of evidence may be accepted for these purposes.

Each individual admission authority remains responsible for the allocation of places at their responsible school(s). It will therefore be the responsibility of each individual admission authority to obtain the necessary evidence and complete the necessary validation checks that comply with their published school admission arrangements

Late Applications

Application requests that are made after the published closing date, or remain incomplete as at the published closing date, will be treated as late applications and will not be considered within the first round of allocation processes. Similarly, a change of preference received after the closing date will be determined as a late application.

Applicants whose application requests are determined as being late are at greater risk of not obtaining a place at their preferred school(s).

A timetable that determines how late applications will be processed will be published with the admission arrangements for each academic year.

ALLOCATION OF SCHOOL PLACES

The Council will remain responsible for the allocation of school places for Community and Voluntary Controlled Schools in line with its published school admissions policy. The governing bodies of Voluntary Aided Schools will remain responsible for the allocation of places at their own schools in line with their agreed Admissions policy.

The Council will ensure that preference for Voluntary Aided Schools and Schools outside of Monmouthshire are shared with the governing bodies / Local authorities in line with the timetable published within the admission arrangements for each academic year. Similarly, the published timetable will include dates by when the other admission authorities will need to return their decisions to the Council for wider consideration.

The Council will provide admission authorities with the application details along with any supporting information provided by the applicant, but this may not include the preference number, i.e. first, second, third choice, etc. The Governing Body for Voluntary Aided Schools will need to determine the applications through reference to their admissions criteria. Each applicant will need to be assessed against the schools' published criteria to determine the order of priority for places. The completed list will be returned to the Council to include the list of applicants, the priority order as assessed against the published criteria, and which criteria applies to each applicant.

The Council will determine by reference to its admissions criteria the order of priority in which each application for a community or voluntary controlled school is ranked. The Council will then consider all parental preferences equally, including those submitted for a Voluntary Aided school, and if one or more preferences can be met, the highest ranked preference, as stated on the common application form, will be allocated.

If none of the parental preferences can be met, the Council will award a place at the next nearest school with available places.

DECISION MAKING

The Council will issue written notification of the outcome of all in time applications submitted for a School within Monmouthshire in readiness for the national offer date. For applicants applying online through the admission application portal, and email will also be issued on the published offer date, and a decision displayed within the application portal. Schools and Governing Bodies must not advise an applicant of the outcome of their application.

- The national offer date for Year 7 (secondary) applications is 1 March (or the next working day), each year
- The national offer date for Reception (primary) applications is 16 April (or the next working day), each year.

No applicant will receive more than one offer at a time.

Applicants that have not been successful in obtaining a place at their preferred school(s) will be offered the statutory right to appeal. How the appeal is processed will depend on the type of school that has been declined. Full details of how to submit an appeal will be included within the decision letter to the applicant.

Applicants will be required to respond to any offer of a place directly to the Council within 14 days of the offer date. Failure to respond within this timeframe may result in the offer being withdrawn and the place being offered to another child.

Where a place has been awarded at a Voluntary Aided School, the Council will provide for the Governing Body the details of all responses received i.e. whether they have been accepted or declined.

WAITING LISTS

For those applicants that have been unsuccessful in obtaining a place at their preferred school(s), waiting lists will be held up until the end of the academic year for which the application is made. After such time, the existing waiting lists will be cleared and a fresh application will be required. The child's details will automatically be added onto the waiting list for the preferred school(s) at the time of refusal.

Waiting lists will be prioritised as per the oversubscription criteria and not based upon the date that the application was submitted. **It is the responsibility of the applicant to inform The School and Student Access Unit of any change in circumstances**

which impacts on the oversubscription criteria and therefore their child's place on the waiting list. An example of this would be a change of address.

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

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