

Newport City Council Consultation document: School Admissions Policy

2018/2019



The statutory School Admissions Code provides guidance on the process that should be followed when varying the published admission arrangements for any admissions authority. In accordance with the code, consultation must be carried out between 1st September and 1st March in the determination year. The determination year is the one that starts two academic years before arrangements come into force, and therefore Newport City Council must now consult on proposed changes to the admission arrangements effective from September 2018.

The policy changes proposed within this consultation are as follows:

1 A change to the application process for nursery admission

There are three points at which a child can enter nursery, stipulated as the term following their third birthday i.e. January or April (known as a Rising 3 place) and September. In effect this is one nursery place but by law, older children are eligible for an earlier start, if places are available.

Currently within the admissions timetable Rising 3 (R3) places are allocated in a separate process prior to the allocation of September places but once allocated an R3 place, the child is expected to continue the placement until they are of Reception age.

As summer-born pupils are not eligible for an R3 place, they must apply for September in a separate application window, after R3 allocations have taken place. The impact is that fewer places are available in this second window, which is a disadvantage.

The proposed method addresses this by allocating September places first and only if the allocated pupils are eligible, and places are available, is an early start offered.

2 Oversubscription criteria

This is a proposal to update the oversubscription criteria to award priority for a school place to vulnerable children placed on the Child Protection Register when recommended by Social Services. Note that this priority will only be awarded where places are available.

To comment on this consultation document please write:

By post to:
School Admissions & Appeals Manager
Education
Newport City Council
Civic Centre
Newport
NP20 4UR

Or via Email to: school.admissions@newport.gov.uk

All comments must be received by no later than 12 noon on Wednesday 1st March 2017.

Issued: 31st January 2017

Introduction

This document is the draft School Admissions Policy which specifically sets out the school admission arrangements in Newport for the academic year 2018/19.

Newport City Council is the admission authority for community and voluntary controlled schools (Malpas Church in Wales) in Newport. Individual governing bodies are the admission authorities for Newport's voluntary aided (faith) schools.

The statutory Newport School Admissions Forum monitors each Newport admission authority's compliance with the School Admissions Code and the effectiveness of admission arrangements within Newport.

The School Admissions Team is available to both schools and parents as a source of advice on the admissions process.

This policy is in place to cover the following:

- **Normal admissions round (section A)**

The normal age of entry to a school, also known as 'phase transfer'; this is the annual application process for children who are eligible to start nursery, reception, Year 3 (junior schools only) or Year 7 (secondary school) for the first time in September.

The admissions timetable is published at www.newport.gov.uk/schooladmissions and notices are displayed in Newport's schools, libraries, community and leisure centres and the Council's newsletter, Newport Matters, which is delivered to every household in Newport. Deadlines are also flagged via the Council's social media sites on Twitter and Facebook. It is also possible to sign up to receive the Council's e-newsletter 'Keep me posted' from the homepage at www.newport.gov.uk

It is the parent or guardian's responsibility to look out for these notices and make an application at the appropriate time. Children transferring from primary to secondary school will receive a letter via the school outlining the admissions process.

The following describes the application timetable for admission in 2018:

September 2018 Admission Group:	Admission round commences:	Closing date for applications:	Offer date:
Year 7 (secondary school)	2 Oct 17	30 Nov 17	1 Mar 18*
Reception	1 Nov 17	12 Jan 18	16 Apr 18*
Year 3 (junior school only)	1 Nov 17	12 Jan 18	16 Apr 18*
Nursery	3 Jul 17	18 Sept 17	30 Nov 17

**This is a common offer date across all Welsh admission authorities*

- **In year admission (section B)**

Sometimes referred to as 'mid-term transfer' or 'casual admission' this is the application process for children of school age who require admission outside of the normal admissions round. It is the process of transferring from one school to another.

Admission arrangements for community and voluntary controlled schools

Section A: Normal admissions round

I Nursery admission (non-statutory education)

I.1 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 voluntary aided school or non-maintained setting, enquiries should be made directly to the school or provider.

I.2 The Council is unable to consider nursery applications for only part of a school week and therefore admission to nursery schools and classes 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.

I.3 Key dates for nursery admission in September 2018

- Applications can be made from 3 July 2017
- Closing date for applications is 18 September 2017
- Decisions issued on 30 November 2017

I.4 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.

I.5 In a change from the process of previous years, there is now only one application window for nursery admission and from that one application both September and Rising 3 places will be allocated.

I.6 If Rising 3 places are available, eligible pupils will be offered an early start at their allocated nursery as follows:

- On 30 November 2017 for January 2018 Rising 3 places
- On 2 March 2018 for April 2018 Rising 3 places

I.7 It is the Council's policy to meet parental preference where possible; however in some cases there may be more applications for a particular setting 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.

Oversubscription criteria for admission to nursery schools and classes

I.8 Where a school is named in a statement of Special Educational Needs, the Council has a duty to admit the child to the named setting before the over-subscription criteria is applied against applications received. This will reduce the amount of places available to other applicants. If the total number of preferences for admission to a nursery setting exceeds the

number of places then the following order of priority will be applied to allocate the available places:

1. Looked-after children (children in public care) and previously looked-after children (see paragraph 21);
2. Pupils living within the catchment area (see paragraph 11) and making an application on medical grounds (see paragraph 22) or placed on the Child Protection Register and recommended by Social Services (see paragraph 21);
3. Pupils living within the catchment area (see paragraph 11);
4. Pupils living outside of the catchment area and making an application on medical grounds (see paragraph 22) or placed on the Child Protection Register and recommended by Social Services (see paragraph 21);
5. Pupils living outside of the catchment area.

1.9 After considering the above categories, or if the number of applications in any one of the above categories exceeds the published admission number, priority will be based on those residing closest to the preferred school (see paragraph 13).

1.10 The allocation of morning and afternoon sessions is the responsibility of the Headteacher of the relevant school.

1.11 Note that your 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 your child.

1.12 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.

2 Primary admission

2.1 Children can start school in the September following their fourth birthday. Attending a nursery class does not guarantee a place at any primary or infant school as a separate application is required, and priority is not given to those children attending any specific nursery setting.

2.2 The legal requirements confirm that parents are able to delay the admission of their child (**defer entry**) until the term following their fifth birthday, and such a request will not prejudice an application in any way. It is the Council's expectation however that on starting school the child will continue to follow their chronological year group unless exceptional circumstances apply (see paragraph 7 Admission outside the normal age group).

2.3 Where a parent exercises their right to defer their child's entry into Reception until later in the same school year, the effect is that the place is held for the child and is not available to be offered to another child within the same academic year. The parents would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the application was made.

2.4 For example:

Term in which child turns 5	Start date can be deferred until beginning of which term?	Can the place be held open for the child?	Year Group into which the child will be admitted
Autumn	Spring	Yes	Reception
Spring	Summer	Yes	Reception
Summer	Autumn	No	Year 1

2.5 Before deciding whether to defer their child's entry to school, parents should contact their preferred school(s) to clarify how they cater for the youngest children in Reception and how the needs of these children are met as they move up through the school.

2.6 Where a child is attending an infant school, this does not guarantee transfer to the corresponding junior school in Year 3. Each school is classed as a separate educational establishment, and therefore a separate application is required for admission to Junior School at the appropriate time. This separate application process does not apply to pupils in primary schools.

2.7 Key dates for admission to Reception and Year 3 (junior schools only) in September 2018

- Applications can be made from 1 November 2017
- Closing date for applications is 12 January 2018
- Decisions issued on 16 April 2018

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

Oversubscription criteria for admission to primary school

2.9 Where a school is named in a statement of Special Educational Needs, the Council has a duty to admit the child to the named setting before the over-subscription criteria is applied against applications received. This will reduce the amount of places available to other applicants. If the total number of preferences for admission to a school exceeds the number of places then the following order of priority will be applied to allocate the available places:

1. Looked-after children (children in public care) and previously looked-after children (see paragraph 21).
2. Pupils living within the catchment area (see paragraph 11) and making an application on medical grounds (see paragraph 22) or placed on the Child Protection Register and recommended by Social Services (see paragraph 21).
3. Pupils living within the catchment area (see paragraph 11) but with relevant siblings (see paragraph 29).
4. Pupils living within the catchment area (see paragraph 11).
5. Pupils living outside of the catchment area and making an application on medical grounds (see paragraph 22) or placed on the Child Protection Register and recommended by Social Services (see paragraph 21).
6. Pupils living outside of the catchment area but with relevant siblings (see paragraph 29).

7. Pupils living outside of the catchment area.

2.10 After considering the above categories, or if the number of applications in any one of the above categories exceeds the published admission number, priority will be based on those residing closest to the preferred school (see paragraph 13).

For admission to Malpas Church in Wales Infant and Junior Schools

2.11 Malpas Church in Wales Infants and Junior Schools are voluntary controlled schools for which the Council is the admissions authority. As a result the Council's published over-subscription criteria as outlined above is applied to applications for the school. Within each category however, the following priority is afforded:

- Children and / or parent(s) who are practising members of the founding religious body of the school (Church in Wales);
- Children and / or parent(s) who are practising members of other Christian churches or religious denominations;
- Children and / or parent(s) who are practising members of other faiths.

2.12 In determining this priority, the word "practising" is defined as at least once a month for the last six months attendance at Church by at least one parent and / or child (where necessary this may be confirmed with a member of the clergy).

3 Secondary admission

3.1 Children transfer from primary to secondary school at the start of the school year in which they will reach their twelfth birthday. Note that attendance at a primary or junior school does not guarantee that a place will be made available for the child at any particular secondary school, and priority for admissions is not given to those children attending any primary school within a cluster.

3.2 Key dates for secondary admission to Year 7 in September 2018

- Applications can be made from: 2 October 2017
- Closing date for applications: 30 November 2017
- Decisions issued on: 1 March 2018

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

Oversubscription criteria for admission to secondary school

3.4 Where a school is named in a statement of Special Educational Needs, the Council has a duty to admit the child to the named setting before the over-subscription criteria is applied against applications received. This will reduce the amount of places available to other applicants. If the total number of preferences for admission to a secondary school exceeds the number of places then the following order of priority will be applied to allocate the available places:

1. Looked-after children (children in public care) and previously looked-after children (see paragraph 21).
2. Pupils living within the catchment area (see paragraph 11) and making an application on medical grounds (see paragraph 22) or placed on the Child Protection Register and recommended by Social Services (see paragraph 21).

3. Pupils living within the catchment area (see paragraph 11) but with relevant siblings (see paragraph 29).
4. Pupils living within the catchment area (see paragraph 11).
5. Pupils living outside of the catchment area and making an application on medical grounds (see paragraph 22) or placed on the Child Protection Register and recommended by Social Services (see paragraph 21).
6. Pupils living outside of the catchment area but with relevant siblings (see paragraph 29).
7. Pupils living outside the catchment area.

3.5 After considering the above categories, or if the number of applications in any one of the above categories exceeds the published admission number, priority will be based on those residing closest to the preferred school (see paragraph 13).

4 Sixth form admission (non-statutory education)

4.1 All mainstream secondary schools in Newport are mixed comprehensive schools with sixth form provision (with the exception of Ysgol Gyfun Gwent Is Coed, Newport's seedling Welsh-medium secondary school, which will cater for pupils aged 11 to 18 by 2020). In the interim period, Welsh-medium sixth-form provision is available at Ysgol Gyfun Gwynllyw, Pontypool.

4.2 Currently, pupils seeking post-16 education should apply for a place by contacting the relevant school directly.

Other information relevant to admission arrangements

5 Additional Learning Needs

5.1 For pupils with additional learning needs, admission to school is influenced by parents' preference of school in a way broadly similar to other pupils. However, individual circumstances relating to pupils and schools may need to be taken into account. Ultimately, the placement process is governed by procedures identified in the Special Educational Needs (SEN) Code of Practice. This process might give special priority for admission of a pupil to a particular school. It might also be a reason for refusing a parent's stated preference.

5.2 All children requiring a mainstream school place must make an application through the school admissions process, even if the child has a statement of SEN. Where a school is named in a pupil's statement, they will be automatically admitted to the named school. If no particular school is named it is considered that the needs of the child can be accommodated in any mainstream school and thus no specific priority is afforded and the application will be assessed in accordance with the agreed oversubscription criteria.

6 Admission appeals

6.1 Any parent whose child is refused a school place (except one whose child has been permanently excluded from two schools) has a statutory right of appeal to an independent panel (this right of appeal does not extend to applications for nursery education).

6.2 If the Council is unable to allocate a place at the preferred school, parents will receive a decision letter detailing why the application was unsuccessful, including whether

this was because of infant class-size limits. This letter will inform parents of their right to appeal, how and by when it must be submitted.

6.3 The Council may also offer your child an alternative school place and parents must then decide whether to:

- i. appeal against the Council's decision; and/or
- ii. accept the place at the alternative school, if offered; or
- iii. submit alternative preferences

6.4 The decision to appeal does not prevent parents from accepting an alternative school whilst the appeal process takes place.

6.5 In submitting an appeal parents are required to complete the pro-forma enclosed with the decision letter, outlining the reasons why the child should be admitted to the preferred school. This form should then be submitted to the Council by the stipulated closing date to ensure that the appeal will be heard. Note that unless the appeal submission is signed and fully completed to outline these reasons, the form will be returned in order for parents to do so.

6.6 Once an appeal has been submitted parents will receive further guidance on what to expect from an appeal and a date and time for their hearing. The Council must arrange appeals in relation to the normal admissions round within 30 school days **of the specified closing date** and within 30 school days **of the appeal being received** for appeals outside of the normal admissions round. Note that during the summer holidays the Council must arrange appeals within 30 **working days** of the appeal being received.

6.7 Admission appeals panels are independent and play a vital role in ensuring a balance between the right of the parents to a full and fair hearing and protecting schools against admitting so many children that it is prejudicial to efficient education or the efficient use of resources.

What will the Appeals Panel need to consider?

6.8 Infant class size appeal: Where the admission has been refused due to infant class size prejudice an appeal panel is only able to uphold an appeal if:

- i. the child would have been offered a place if the school admission arrangements had complied with the requirements of the School Admissions Code and/or Part 3 of the School Standards and Framework Act 1998;
- ii. the child would have been offered a place if compliant admission arrangements had been properly implemented;
- iii. the decision was not one which a reasonable admission authority would have made in the circumstances of the case.

6.9 Prejudice appeal: In all other cases the admission will have been refused because the published admission number for the year group has been reached and the admission of an extra child would prejudice the provision of efficient education or the efficient use of education resources by impairing the learning environment at the school and limiting the access of pupils to the resources that are available. An appeal panel must apply a two-stage process in the case of all "prejudice" appeals; i.e.

- the factual stage where the School Admissions Appeals Panel must consider whether the published admission arrangements comply with the mandatory requirements of

the School Admissions Code and the School Standards and Framework Act and were correctly and impartially applied, and decide as a matter of fact whether “prejudice” would arise if the child was to be admitted, and

- the balancing stage where the School Admissions Appeals Panel is able to exercise discretion, balancing the degree of prejudice (if it is found to exist under the first stage) and the weight of the appellant’s case before arriving at a decision.

6.10 In order to establish whether or not there is prejudice, the panel will need to consider a number of factors, including the school’s capacity and published admission number and the impact on the school of admitting additional pupils in terms of the organisation and size of classes, the availability of teaching staff and the effect on the pupils already at the school.

6.11 In all cases the decision of the Panel is conveyed in writing to the appellant and is final and binding on all parties.

6.12 Where the appeal is successful, the child will be admitted to the school and parents will be expected to make direct contact with the school to confirm admission arrangements.

6.13 Where the appeal is unsuccessful, the child cannot be admitted to the school but they will remain on the waiting list (see paragraph 32 for details). Parents must then decide whether to:

- i. remain at the current school, if applicable; or
- ii. accept the place at the alternative school, if offered; or
- iii. submit alternative preferences

6.14 Where unsuccessful, a second application within that academic year can only be made if there is evidence of additional or material change of circumstances.

6.15 The Public Services Ombudsman can investigate written complaints about maladministration on the part of an admission appeal panel. Maladministration covers issues such as a failure to act independently and fairly, rather than complaints where a person simply feels that the decision taken is wrong. A panel’s decision can only be overturned by the courts where the appellants or admission authority are successful in applying for Judicial Review of that decision.

7 Admission outside the normal age group

It is the Council’s expectation that children are taught in their chronological year group, unless exceptional circumstances apply. Generally these exceptional circumstances relate to children with additional learning needs or those who have experienced problems or missed part of a year, often due to ill health. Where there are exceptional circumstances, consideration will be given to a parent’s request for admission outside the normal age group. However please note that there is no right of appeal if a place has been offered but not in the desired year group.

8 Allocation of places

8.1 Places are not allocated on a first come, first served basis and there is no benefit over others to putting the child’s name down with a school. Headteachers take no part in the decision-making process, have no influence over the outcome of an application and

therefore are actively discouraged from maintaining an interest list. The decision to allocate a place can only be made by the admission authority.

8.2 Each application is considered in accordance with the School Admissions Policy and an applicant's highest preference is complied with wherever possible. Some schools will however have more applications than there are places available.

8.3 Where the number of applications is equal to or less than the number of places available, all applications will be successful. However, where the number of applications exceeds the number of places available, the Council will apply the relevant oversubscription criteria and allocate places accordingly, up to the published admission number.

8.4 The published admission number indicates the number of places available and refers to the number of pupils who will be admitted to any year group before applications can be refused. It is derived from the physical capacity of the school to accommodate pupils' learning needs, using a formula set by the Welsh Government.

8.5 Once the admission number has been reached, all additional preferences will be refused.

8.6 For example:

- If a school is able to accommodate 30 children and the Council receives 27 applications, all 27 applicants will be allocated a place;
- However, if the Council receives 36 applications for that school, all 36 applicants will be considered together against the oversubscription criteria and 30 places will be allocated. The remaining 6 applications will be refused.

8.7 In addition to the admission number for the school, the Council must also have regard for:

- The infant class size initiative which is committed to ensuring that no child aged 5, 6 or 7 years will be in a class of more than 30 pupils for every one qualified teacher. The statutory infant class size limit of 30 pupils applies to reception, year 1 and year 2 classes.
- The physical limitations of the school and the site buildings which may result in a class size of fewer than 30 pupils.

8.8 There are, however, exceptions to these regulations (called "excepted pupils") which may allow the 30 pupils per class limit to be exceeded. These pupils are specifically outlined in the Welsh Government statutory School Admissions Code. Excepted pupils will remain so, once admitted, for the remainder of their time in an infant class or until class numbers fall back and they can be organised to comply with the infant class size limit. Classes must be organised so as to comply with the limit wherever possible.

8.9 The Council will not normally exceed a school's admission number or breach the limitations imposed by statutory maximum infant class size (30), except:

- Where a school is named in a statement of special educational needs, the Council has a duty to admit the child to the school.
- Where children are looked after by the local authority or previously looked after (as defined by the Welsh Government School Admissions Code document no. 005/2-13) the Council has a duty to admit the child to the school.

- Where the application is for a child of armed forces personnel that are either serving or returning from service at the time the application is made, the Council will admit the child to the school.
- Where, in applying the over-subscription criteria, the last child to be admitted is one of a multiple birth, the Council will admit the other sibling(s).
- Where a child has been initially refused but subsequently offered a place by direction of a school admission appeals panel, the Council is obliged to admit the child to the school.

9 Armed forces personnel

Where the application is for the child of armed forces personnel that are either serving or returning from service at the time the application is made, the Council will admit the child to the school (see paragraph 8.9) if the application is accompanied by an official proof of posting declaring:

- a definite return date;
- confirmation of the new address wherever possible;
- confirmation of the serving/returning family status.

10 Applying for a school place

10.1 The Council processes applications for all community and voluntary controlled schools in Newport. For Newport's voluntary aided schools the Governing Body is the admission authority and applications should be made directly to the school.

10.2 Applications to the Council can be made on-line via the Newport City Council website www.newport.gov.uk/schooladmissions between the commencing and closing dates detailed on page 2. In making an online application applicants will receive immediate confirmation that their application has been submitted and will be able to view their decision online on the offer date. However if the e-mail confirmation is not received the applicant should contact the School Admissions Team immediately to check that the application has been successfully submitted.

10.3 If you don't have internet access at home:

- Internet access is available at all Newport libraries and is free for the first 2 hours. Library details can be obtained from the City Contact Centre 01633 656656;
- Assistance with your online application may also be provided at Newport Information Station, Old Station Building, Queensway, Newport NP20 4AX. Opening hours are Monday-Friday 8.30 am to 5.00 pm;
- You can make an application over the telephone by calling 01633 656656. Opening hours are Monday-Friday 8.00 am to 6.00 pm;
- A paper application form will be available upon request from the City Contact Centre on 01633 656656.

10.4 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. Ordinarily it is expected that this person resides at the same address as the child and is referred to as the parent for admission purposes. Where parental responsibility is equally shared, the Council will ask the child's parents to determine which parent should submit the application. If parents cannot agree and neither has obtained a

court order stating who should be making the application, the Council will accept an application from the parent in receipt of Child Benefit for the child.

10.5 Before deciding to apply for a place at a particular school (see paragraph 26 parental preference), applicants will need to consider carefully how the child will travel to school, as they will not necessarily be eligible for assistance. If the Council determines that a child lives two miles or more (for primary children) or three miles or more (for secondary children) from your catchment or nearest available school (as determined by the Council) they could be eligible for free home to school transport. This includes Welsh-medium and faith schools.

10.6 All applications must be submitted directly to the School Admissions Team at the Civic Centre by the relevant deadline. It is the applicant's responsibility to ensure that their application is submitted to the Council on-time.

10.7 The Council cannot accept responsibility for any application or evidence that is not submitted correctly via the on-line system or is lost in the postal system. If posting an application, it is recommended that the form is sent by recorded delivery.

10.8 Any applications that are received after the closing date will only be processed after places have been allocated for applications that were received on time, and this may increase the possibility of not achieving a place at the preferred school (see paragraph 20 late applications and additional preferences).

10.9 All applications submitted by the closing date will be assessed together. In most cases the number of applications received in an admissions round is over 1,000 and each one of these has to go through a number of checks. For this reason the admissions timetable sets the closing date many months before the offer date (the date the decision will be issued), and any change in circumstances brought to the attention of the School Admissions Team after the closing date cannot be considered until after the published offer date (paragraph 20 late applications and additional preferences).

10.10 For the purpose of processing applications for school places in Newport the information applicants provide in their application may be shared with other agencies that are directly involved in the education, health and welfare of school children and other local admission authorities, including voluntary aided schools and councils that share a common boundary with Newport.

11 Catchment Areas

11.1 'Catchment area' is the term used to describe the geographical area served by a school. In Newport each address will fall within the catchment area of both an English-medium and a Welsh-medium school. Catchment school details can be confirmed by the School Admissions Team on 01633 656656 or via www.newport.gov.uk/schooladmissions

11.2 Residents living in the catchment area of a school will receive a higher priority for admission but there is no guarantee of a place at any particular school.

11.3 The catchment school is not automatically the nearest school and therefore applicants should confirm their catchment school before making an application for admission, particularly as the preference could affect any entitlement to home to school transport (see paragraph 30).

12 Crown servants

Children of Crown Servants (including diplomats) moving to Newport will be determined as meeting the residency criteria for the relevant catchment school if the application is accompanied by an official proof of posting declaring:

- a definite return date;
- confirmation of the new address wherever possible;
- confirmation of the Crown Servant status.

13 Distance between home and school

13.1 Within each set of oversubscription criteria, 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.

13.2 The distance between home and school is measured as the shortest available walking route, determined using official routes known to the Council and Highways agencies as the Safe Walking Network. The Council deems that a route is 'available' if a child, accompanied as necessary, can walk to school in reasonable safety.

13.3 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.).

13.4 The Council 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 Council.

13.5 The starting point of the calculated route will be determined as being the nearest network point to the main entrance of the property. The main entrance is determined by the Council using the Local Land and Property Gazetteer (LLPG). The finishing point of the calculated route will be determined as being the nearest official open gate adopted for use by the school.

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

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

13.8 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 entrance of the building.

14 Domestic violence agencies

Children temporarily housed under the protection of approved domestic violence agencies will be admitted as a priority to the catchment school if the application form is accompanied by an official letter from the relevant agency.

15 English as an additional language

Families with English as an additional language (EAL), and those who are newly arrived in Newport, have the opportunity of a home visit arranged by the Gwent Education Minority-ethnic Service (GEMS) to aid completion of admission documentation, supported by a bi-lingual Teaching Assistant if required (and if the requisite language is available), to aid communication through their first language. Parents can also request first language support to assist in the Admission Appeals process if required.

16 Evidence

16.1 In making an application applicants will be asked to provide:

- Proof of residency in support of all applications, and for this purpose School Admissions will refer to the Council Tax record of Newport residents. This can only be done with parental consent, which will be assumed by the submission of an online application, unless a statement of non-consent is provided at the time of the application. Any applicant unable to provide this consent, or non-Newport residents, should submit photocopied evidence in order to verify the home address. This must be a valid driving licence, a current child benefit or tax credit notification or, for non-Newport residents, a copy of the current council tax bill;
- A photocopy of the child's birth certificate, NHS medical card or valid passport to authenticate the child's date of birth in all cases except where a child is transferring from one Newport school to another.

16.2 It will also be necessary to submit evidence with an application if any of the following apply:

- Where the application is based on medical grounds applicants must submit evidence in the form of a medical consultant's report, specifying the medical advantage of the child attending the preferred school. Reports from family doctors or other health professionals are not accepted for this purpose;
- Applications for children placed on the Child Protection Register must be supported by a written recommendation from a Social Worker giving reasons for the child's admission to a particular school in order to receive priority;
- Where the child spends equal time living with both parents and/or the home address is in dispute applicants must submit a copy of the current child benefit statement, as the place of residence of the parent receiving this benefit will be considered as the child's home for application purposes;
- Where there is a Residence Order in place affecting the child for whom the application is being made, a copy of the order must be submitted with the application;
- Where the child was previously a looked-after child applicants must submit evidence such as a copy of the adoption certificate to confirm this status if they wish for this to be taken into consideration when allocating places;
- Where the applicant is the child's legal guardian but not the birth parent they must submit a copy of the official document awarding them parental responsibility;

- Where the applicant is a serving or returning armed forces family, or crown servant, they will need to provide official proof of posting declaring a definite return date and confirmation of the new address and family status;
- Where an application for Malpas Church in Wales Primary School is being made on religious grounds, the applicant must provide a written statement from a member of the clergy confirming they are a practising member.

16.3 It is the applicant's responsibility to provide any supporting information required in order for the application to be assessed against the published admissions criteria; the Council will not seek to obtain this information on behalf of the applicant.

16.4 Where an applicant is required to provide documentary evidence, it is strongly recommended that photocopies are provided in all cases as the council cannot guarantee the safe return of original documents through the return post. Applicants who do provide original documents will be contacted and asked to collect them from the Civic Centre in person or will be charged for any request to return them via recorded delivery.

16.5 Where documentary evidence only is received without an application, it will not be regarded as a valid submission. The Council will not seek to obtain the application from the applicant as submission of a completed application is the responsibility of the parent.

16.6 An application without the correct evidence is not complete. The processing of incomplete applications may be delayed and this could affect the timing of the decision. Allegations of fraudulent claims will be investigated and places may be withdrawn if applicants have knowingly provided false information in order to obtain the advantage of a particular school to which they would not normally be entitled.

16.7 It is the applicant's responsibility to advise the School Admissions Team of any changes in circumstances following submission of the application. Depending upon the circumstances, and the timing of the information provided, such changes may impact on the application process.

17 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.

18 Home address

18.1 The Council will consider the child's home address to be the genuine principal place of residence where the child permanently resides with their parent/legal guardian as at the stipulated closing date, and does not mean the address at which the child is cared for by relatives or others. If a child is resident with relatives or others for reasons other than legal guardianship, that address will not be considered for allocation purposes.

18.2 Where parents have shared responsibility for the child and the child spends equal time with both parents during the school week, the place of residence of the parent who receives the child benefit will be considered the child's home for allocation purposes.

18.3 As there is no closing date for in-year applications, when processing an in-year application, for allocation purposes the Council, will consider the address at which the parent/legal guardian and child reside at the time the application is submitted.

18.4 The Council will use the home address provided in the application to determine the catchment school and any eligibility for free home to school transport, in accordance with the Council's current transport policy (see paragraph 30).

18.5 Any new address will not be taken into consideration when determining the outcome of your application if you do not live there on the closing date (see page 2).

18.6 It is the applicant's responsibility to advise the School Admissions Team of any changes in circumstances including a change of address following submission of the application. This is to ensure that correspondence is sent to the correct address and will not affect the outcome of the application if this is after the closing date. Any new address can only be taken into consideration when determining the outcome of an application if the child lives there on the closing date and satisfactory evidence is provided to confirm this.

18.7 Applicants moving into or within Newport should not assume that their child will be allocated a place at the local school. There is no guarantee of a place at any school, even if it is the catchment, and if the school is already full in the child's year group the application will be refused.

19 Independent schools

Applications for an Independent school should be made directly to that school. Parents of children living in Newport are also advised to apply for a place at a Newport School in case the application to the Independent school is unsuccessful, and should state on their application forms that a place is being sought at an Independent school.

20 Late applications and additional preferences

20.1 Late applications must be submitted using a paper application form. It is not possible to make an on-line application after the closing date.

20.2 All additional school preferences (including where the applicant has decided to change their preference) must be made in writing to the School Admissions Team and those requests submitted after the closing date will be processed under this late applications and additional preferences arrangement.

20.3 Any applications received after the published closing date should be processed on a monthly basis where possible and decision letters issued by the end of the month following receipt.

21 Looked-after Children

21.1 Applications for looked-after children (children in public care) [as defined by Section 22 of the Children Act 1989] are given priority if they are supported by a statement from the child's Social Worker outlining the benefits of the 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.

21.2 Children on the Child Protection Register who are recommended for a place by Social Services will only be given priority if places are available.

22 Medical Need

Applications on medical grounds are prioritised if they are supported by a medical consultant's report, obtained by the applicant specifying the medical advantage of the child attending the preferred school. Reports from family doctors or other health professionals are not accepted for this purpose. Note that priority is only given if places are available.

23 Multiple birth children

If when applying the over-subscription criteria, the last child to be admitted is one of a multiple birth, then the Council will admit the other sibling(s) (see also paragraph 8.9).

24 Non-Newport residents

Applicants living in other authority (council) areas who want their children to go to a Newport school should apply via Newport City Council in accordance with the Council's agreed timescales. Please note that since the Council is unable to access the Council Tax records of residents in other areas, such applications must be supported by photocopied evidence of residency.

25 Offer date

25.1 The outcome of all applications will be issued in writing on the relevant offer date (page 2). This is the date on which decision letters will be posted. Online applicants only (not including those for whom an application was made via the 'assisted' method) will be able to view their decision on this date via the online system.

25.2 Applicants will not be informed of the decision over the telephone and should allow sufficient time for the decision letter to be received before contacting School Admissions.

26 Parental preference

26.1 Parents have the right to make an application for their preferred school and as the admission authority the Council has a duty to comply with parental preference, except:

- Where compliance with the preference would prejudice the provision of efficient education or the efficient use of resources;
- Where a child has been permanently excluded from two or more schools and the latest exclusion took place within the last two years.

26.2 Expressing a preference will give a child priority over children whose parents have not expressed a preference for that school.

26.3 All preferences will be considered equally but as expressing a preference does not guarantee admission to the preferred school, even for catchment area residents, we suggest that children are not led to believe that a place will be available to them at any particular school before a decision is issued.

26.4 In making an application it is recommended that at least three different school preferences are named and that one of the preferences is for the catchment school to increase the chances of securing a place that is acceptable.

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

27 Refusals

27.1 Where a preference is refused the applicant will be advised of their right to appeal against that decision and the child's name will be placed on the waiting list for that school. This does not apply to nursery admission, for which there is no right of appeal.

27.2 Where all of the applicant's preferences are refused, and they are a Newport resident, the child will be considered for an alternative place at the catchment school only if places are available. Should the catchment school be unavailable the applicant will be informed of the schools that do have places available and invited to express additional preferences for consideration under the Council's **late application and additional preference** arrangements (paragraph 20). Unsuccessful applicants who do not reside in Newport should contact their home local authority for an alternative school or submit additional preferences for other schools in Newport.

27.3 Note that in a change from the process of previous years, an alternative place will not be offered automatically if all parental preferences are refused. Instead, as detailed above, applicants will be invited to submit additional preferences.

28 Schools in another council area

Parents wishing to apply for a school that is outside Newport should make the application directly to the relevant admission authority in accordance with their admission arrangements.

29 Siblings

29.1 Brothers and sisters, whether half, full, step or foster, will be considered relevant siblings where living in the same household and where they will still be registered at the school when the applicant is eligible to attend. However, siblings in Years 12 and 13 will not be considered relevant under this criterion.

29.2 In allocating nursery places note that siblings do not receive priority under the published over-subscription criteria.

29.3 The admission of a child to a school does not guarantee that a place will be available for other children in the family.

30 Transport

Free home to school transport is provided to primary aged pupils who live 2 miles or more from their catchment school or nearest available school and secondary aged pupils who live 3 miles or more from their catchment school or nearest available school. This includes Welsh-medium and faith schools. In addition the Learner Travel (Wales) Measure states that

a child is eligible for free home to school transport to an alternative school if this is nearer than the catchment school and provided that the qualifying distance is met.

31 Voluntary aided, or faith schools

31.1 As Governing Bodies are responsible for admission to voluntary aided schools, each will have its own admissions policy. Since all admissions authorities within Newport are required to work together towards a common set of closing dates and offer dates, the Council's agreed timetable (page 2) will be adhered to in all instances. Application forms and full details of these admission arrangements can be obtained directly from the relevant school.

31.2 Applicants who wish to express additional preferences for community schools should complete both a Newport City Council application and the application supplied by the voluntary aided school to which they are applying, making the order of their preferences clear in both applications. Information sharing protocols exist between the Council and its' voluntary aided schools to identify children for whom more than one application has been made. Those applicants who do not specify an order of preference will be contacted and asked to confirm this before the application is determined.

32 Waiting list

32.1 During the normal admissions round a child's name will remain on the waiting list for any school preference that was refused until 30th September in the year in which the application is made. If places then become available, all children on the waiting list at that time will be considered together for the place and prioritised as detailed in the published oversubscription criteria.

32.2 A child's position on the waiting list will change if subsequent applications are received that have a higher degree of priority under the admission criteria. Waiting lists do not give priority to children based on the date the application was added to the list and inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school

32.3 After 30th September, applicants will be given the opportunity to remain on the waiting list for the remainder of the academic year, after which time a new application may be made.

Nursery waiting list

32.4 During the nursery admissions round, any child that has been unable to secure a place will be added to a waiting list, held until 30th September in the year in which the child is due to start nursery.

32.5 If places then become available, all children on the waiting list at that time will be considered together for the place and prioritised as detailed in the published oversubscription criteria. Waiting lists do not give priority to children based on the date the application was added to the list and inclusion on a nursery's waiting list does not mean that a place will eventually become available at the preferred nursery.

32.6 Specifically with regard to the nursery admissions process, the waiting list is held for those pupils who have not been able to secure a place. Where the child is allocated a nursery place they will not be eligible for the waiting list.

33 Welsh-medium schools

All Welsh-medium schools in Newport are community schools maintained by the Council and as such are subject to these admission arrangements. Welsh is the official language of these schools in all activities, both formal and informal. All teaching and assessment, with the exception of English as a subject, are through the medium of Welsh at all key stages.

Section B: In-year admission

B1 Parents can ask to change schools at any stage of their child's education and there are a number of valid reasons for doing so, such as moving house etc. Changing schools is an issue that needs to be given serious consideration. It is not always the answer because it can have a detrimental effect on a child's education.

B2 During the school year only limited places are available and applicants moving into or within Newport should not assume that their child will be automatically allocated a place at the local school. There is no guarantee of a place at any school, even it is the catchment, and if the school is already full in the relevant year group the application will be refused.

B3 Consequently, you should consider the following and discuss all options with the School Admissions Team before you move in order to minimise disruption:

- Have you discussed your child's options with their current school? There may be strong educational reasons why a transfer should not take place, which will need to be considered. Parents of pupils in either Year 10 or Year 11 in particular should note that the Council actively discourages requests for transfer at this stage of a child's education, particularly where it is not possible to accommodate their GCSE options as this is likely to have a significant, detrimental effect on their learning outcomes.
- How will your child travel to the school, as they will not necessarily be eligible for transport assistance, even if they have previously qualified (paragraph 30)?
- If you are making an application to transfer more than one child, will they all be accommodated in the same school? In some cases you may be offered different schools for each sibling, depending on what places are available.
- When will your child be able to start at the new school? Parents are strongly advised that where possible, they should not remove their child from the current school until a suitable alternative place can be found. Non-attendance will be recorded as unauthorised absence and could be reported to the Education Welfare Officer. Note that a school transfer will not disrupt any action already being pursued by the Education Welfare Service.

How to make an in-year application for a community or voluntary controlled school

B4 All applications, whether between Newport schools or from outside the City, must be made on an In-year School Admission or Transfer application form, which should be obtained from and returned to the School Admissions Team at the Civic Centre (call 01633 656656 to request an application form or download it from www.newport.gov.uk/schooladmissions).

How places are allocated

B5 Applications are processed in accordance with this admissions policy and priority will be given to those who are seeking a place during the current term. Where an application is to be made some time in advance of the required start date, the Council will hold open the place for no more than one school term.

B6 Headteachers are not able to give parents an expectation that their application will be successful, or tell them that their child has been given a place at the school, before an offer of a place has been made formally by the Council.

Understanding the outcome of your in-year application

B7 The Council will try to comply with parental preference. However, if the admission number of the relevant year group at the chosen school has already been reached, the transfer request will be refused (see paragraph 8.9 for exceptions) and applicants advised of their right to appeal against the Council's decision (see paragraph 6 for details). There is no right of appeal against the refusal of a nursery place.

Notifying applicants

B8 All transfers must be approved by the Council, who will endeavour to make a decision within 15 school days (or 28 calendar days, if sooner) from the date the application is received, although this is not guaranteed and at busy times may be delayed. The outcome of each application is issued in writing as soon as it has been determined.

Waiting lists

B9 Where an application made for an in-year transfer is refused, the child's name will remain on a waiting list for the preferred school until the end of the academic year (31st August) in which the application is made, at which time a new application may be made. If a place becomes available, all pupils on the waiting list at that time will be considered together for the place and prioritised as detailed in the Council's published oversubscription criteria.

B10 A child's position on the waiting list may change as applications may be received that have a higher degree of priority under the admission criteria. Waiting lists do **not** give priority to children based on the date the application was added to the list.

Section C: Admission numbers

Community primary schools	Admission number
English-medium	
Alway Primary	49
Caerleon (Lodge Hill) Primary	45
Clytha Primary	30
Crindau Primary	45
Duffryn Infant	60
Duffryn Junior	60
Eveswell Primary	60
Gaer Primary	60

Glan Usk Primary	90
Glasllwch Primary	30
High Cross Primary	30
Langstone Primary	45
Llanmartin Primary	30
Lliswerry Primary	90
Maesglas Primary	35
Maindee Primary	66
Malpas Court Primary	30
Malpas Park Primary	30
Marshfield Primary	60
Millbrook Primary	30*
Milton Infant	88
Milton Junior	75
Monnow Primary	52
Mount Pleasant Primary	30
Pentrepoeth Primary	60
Pillgwenlly Primary	74
Ringland Primary	36
Rogerstone Primary	60
Somerton Primary	27
St Andrew's Primary	90
St Julian's Primary	90
St Woolos Primary	45
Welsh-medium	
Ysgol Gymraeg Bro Teyrnnon	30
Ysgol Gymraeg Casnewydd	49
Ysgol Gymraeg Ifor Hael	28
Church in Wales primary schools	
Charles Williams Church in Wales Primary	75
Malpas Church in Wales Infant	58
Malpas Church in Wales Junior	52
Roman Catholic primary schools	
St David's RC Primary	30
St Gabriel's RC Primary	26
St Joseph's RC Primary	30
St Mary's RC Primary	60
St Michael's RC Primary	30
St Patrick's RC Primary	28
Community secondary schools	
English-medium	
Bassaleg School	270
Caerleon Comprehensive	241
Llanwern High	260
Lliswerry High	212
Newport High School, Bettws Lane	191

St Julian's School	242
The John Frost School	223
Welsh-medium	
Ysgol Gyfun Gwent Is Coed	120 ^{*2}
Roman Catholic secondary schools	
St Joseph's RC High	230

*¹ with effect from September 2016 onwards, the admission number for Reception is 45. The higher figure will therefore apply Reception to Year 2 for September 2018.

*² This school opened as a seedling in September 2016 for Year 7 pupils only in the first year with an admission number of 90. For September 2018 the higher figure of 120 applies to Year 7 and 8 only.

Proposed