

# **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

## **CHILDREN AND YOUNG PEOPLES CABINET BOARD 3 DECEMBER 2015**

### **REPORT OF HEAD OF TRANSFORMATION ANDREW THOMAS**

#### **Matter For Decision**

#### **Wards Affected – All Wards**

#### **Neath Port Talbot School Admission Policy 2017/2018**

#### **Purpose of Report**

To approve for consultation the school admission arrangements for 2017/2018 Academic Year.

#### **Executive Summary**

The School Admission Policy 2017/2018 implements procedures which do not unfairly advantage or disadvantage any groups of pupils. The policy outlines the procedures to be followed when allocating school places.

#### **Background**

In accordance with The Education (Determination of Admission Arrangements) (Wales) Regulations 2006, the Authority is responsible for determining the admission arrangements for community schools and has a duty to consult annually on those arrangements with governing bodies and other admission authorities including those in the relevant area.

#### **Financial Impact**

This is an annual process. The 2017/2018 School Admission policy is following on from the previous policy.

## **Equality Impact Assessment**

A Screening Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the assessment it has been determined that this Policy does require an Equality Impact Assessment (EIA). The EIA is currently being developed and will be informed by the outcomes of the consultation exercise.

## **Workforce Impact**

This will be the same as previous years.

## **Legal Impacts**

In accordance with The Education (Determination of Admission Arrangements) (Wales) Regulations 2006, the Authority has a duty to consult on school admission arrangements.

There is a legal requirement that finalised school admission arrangements must be in place by 1<sup>st</sup> April each year.

## **Risk Management**

School admission arrangements must be in place by 1<sup>st</sup> April each year.

## **Consultation**

Permission is sort to consult with governing bodies and other admission authorities including those in the relevant area. The consultation process will cease on 29<sup>th</sup> February 2016.

## **Recommendations**

To approve for consultation the proposed 2017/2018 school admission arrangements.

## **Reasons for the Proposed Decision**

To enable the Authority to meet its statutory duties.

## **Implementation of Decision**

The decision is proposed for implementation after the three day call in period.

## **Appendix**

Appendix A: Admissions to schools in Neath Port Talbot County Borough 2017/2018

**List of Background Papers**

National Assembly for Wales: School Admissions Code (No. 005/2013).

National Assembly for Wales: Measuring the capacity of schools in Wales

The Education (Determination of Admission Arrangements) (Wales) Regulations 2006

The Education Act 2002 (Commencement No.8) (Wales) Order 2006

**Officer Contact**

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## **Appendix A**



### **Admissions to schools in Neath Port Talbot County Borough 2017/2018**

Neath Port Talbot County Borough Council aspires to deliver an inclusive education service that:

- **celebrates diversity and respects everyone's right to education in their local community;**
- **provides access to high quality learning experiences for every child and adult; and**
- **encourages and supports individuals to realise their ambitions, achieve their potential and become active and responsible members of society.**

To meet the educational needs of children, the County Borough Council delivers a range of provision, including:

- **part-time nursery education**, available in all infant and primary schools. Successful learning begins in the nursery where children have access to rich experiences in a secure environment;
- **primary schools**, including Welsh medium and denominational schools, provide a broad education based on practical experiences designed to meet individual needs, including national curriculum areas of study.
- **secondary schools**, including a Roman Catholic and a Welsh medium school, set high standards in examinations, sport and cultural activities, and personal and social education. Pupils in all schools have access to a wide range of curricular opportunities and the national curriculum;
- **special schools**, provide rich and stimulating learning experiences for pupils with severe and complex difficulties. All pupils attending these schools have a statement of special educational needs. Specialist support for primary and secondary pupils with emotional and behavioural difficulties is available in pupil referral units within the authority.
- **learning support centres**, based at a number of primary and secondary schools, provide specialist support in mainstream schools for pupils with statements of special educational needs.

Steps are taken to ensure that admission procedures do not unfairly advantage or disadvantage any groups through the application of the Welsh Government School Admissions Code 005/2013.

## **ADMISSION ARRANGEMENTS 2017/2018**

### **Allocation of Nursery Places**

The County Borough Council is the Admissions Authority for all maintained Nursery Classes in Community Schools.

Children can access a part-time nursery place from the start of the term following their third birthday. Application forms are available from the School Admissions Section, Neath Port Talbot County Borough Council which the parent should complete and return to the Admissions Officer, School and Family Support Team, Port Talbot Civic Centre, Port Talbot SA13 1PJ. Admission to a nursery prior to the start of the term following the child's third birthday can only be agreed in consultation with the admissions officer.

Children who are in receipt of a statement of special education needs which identifies mainstream, nursery education within a community school will be guaranteed a place at that setting.

In this document the published date(s) relates to the date(s) as set out in the Schedule of Events in the relevant published Information for Parents Booklet.

The authority will consider each individual application received. If the number of applications exceeds the number of places available, places will be allocated according to the following oversubscription criteria, which are listed in priority order.

#### **Oversubscription Criteria**

- (a) Children looked after<sup>1</sup> or previously looked after by a local authority in Wales or England in accordance with Section 22 of the Children Act 1989.
- (b) Children and young people who live within the catchment area of the nursery applied for.
- (c) Children who have an older sibling who will be on the register at the school at which the nursery class is based when they are admitted.

In considering siblings, the authority determines priority by reference to full, half, step brothers/sisters, fostered or adopted siblings residing at the same address. Any sibling connection must be clearly stated in the application. In the case of multiple births, if it is not possible to offer all children a place in the nursery class, parents will be asked to decide which child should be offered a place first or parents may wish to consider an alternative setting for all children.”

If children are equally entitled to a place in the nursery in categories (a) to (c) above, priority will be given to the child living nearest, between the home and the nursery school/class, as measured by the shortest practicable walking route. The authority uses a Geographical Information System to calculate the shortest distance.

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<sup>1</sup> A looked after child refers to a child who is looked after by the local authority under Section 22(1) of the Children Act 1989 at the time an application to a school is made and who the local authority has confirmed will still be looked after at the time of admission to the school.

In all cases evidence of permanent residence of the pupil at time of application must be supplied. Any place approved on the basis of residence will be withdrawn if the pupil is no longer permanently resident at the address at the beginning of the school term to which the application relates (term dates are published in the Information for Parents Handbook). The home address is considered to be the child's along with their parents' principal place of residence on the published date. i.e. where they are normally and regularly living. If a child is resident with friends' or relatives' (for reasons other than fostering arrangements) the friends or relatives address will not be considered in relation to application for admission to schools in Neath Port Talbot.

Where parents have shared responsibility for a child, and the child lives with each parent for part of the school week then the home address will be determined as the address where the child lives for the majority of the school week e.g. 3 out of 5 days. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

No account will be taken of the particular infant or primary school the child is likely to attend subsequently or to the length of time the school has been aware of the parental intention to apply for a place at the school.

Only applications received by the published closing date for receipt of application forms will be processed in the initial round of allocation of places. Other application forms received will be considered as late applications. Late applications will be considered, on a weekly basis, once the initial allocation has taken place and a place allocated in accordance with availability. As nursery education is non-statutory provision, parents have no statutory right of appeal under the School Standards and Framework Act if they are unsuccessful in gaining a nursery place. Wherever possible children will be placed within two miles of the child's place of residence

Attendance at a Nursery Class does not automatically entitle a child to a reception class place in the same school. A separate application will have to be submitted for admission to the reception class at the school you wish your child to attend.

Transport is not provided by the authority in relation to Nursery Education other than in the case of eligible Looked after Children and eligible children with a Statement of Special Education Needs attending a learning support centre or special school and meet the distance criteria as set out in the Authority's transport policy.

## **Admissions to schools including Infant, Junior, Primary and Secondary Schools**

The County Borough Council is the Admissions Authority for all maintained Community Infant, Junior, Primary and Secondary Schools.

All admissions to mainstream schools are approved by the Admissions Officer, School and Family Support Team. Children are admitted to reception classes in the September following their fourth birthday. Parents may defer entry until the term following their child's fifth birthday. Children transfer to secondary school in the September following their eleventh birthday. Application forms are available from the School Admissions Section, Neath Port Talbot County Borough Council which the parent should complete and return to the Admissions Officer, School and Family Support Team, Port Talbot Civic Centre, Port Talbot SA13 1PJ or parents can apply online at [www.npt.gov.uk](http://www.npt.gov.uk). The closing date for applications is **25<sup>th</sup> November 2016**. All parents of pupils due to transfer from one sector to another at the end of the academic year will be sent an Admissions Application Form by the authority during the Autumn Term. Parents will be advised on their secondary allocated school place on **1<sup>st</sup> March 2017** and for Infant, Junior and Primary places on **17<sup>th</sup> April 2017**.

Attendance at a Nursery Class does not automatically entitle a child to a reception class place in the same school, neither does attendance at a primary school automatically entitle a child to a place at the designated partner comprehensive school.

Children who are in receipt of a statement of special education needs which identifies mainstream education within a community school will be guaranteed a place at that school.

### **Oversubscription criteria**

Parents have the right to express a preference which will be considered individually and complied with wherever possible. Some schools have more requests for places than there are places available. Where a school is oversubscribed preferences will still be considered but the priorities set by the authority will be applied. In deciding which children to admit to a school, the authority applies the criteria set out below in the order of priority shown ((a) being the highest priority) and examines the merits of each case by considering any reasons put forward supporting any expressed preference. The authority will only admit up to the school's Admission Number<sup>2</sup> nor will it breach the Infant Class Size Regulations of 30 or less.

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<sup>2</sup> The Admission Number means the number of pupils that the Authority can admit into the school as defined in the Welsh Assembly Government, School Admission Code 005/2013. Legislation requires the class size, for classes containing pupils the majority of whom will attain the age of 5, 6 and 7 during the course of the school year, not to exceed 30 pupils save for 'excepted pupils' as specified by Regulation. The relevant age group is the group at which children and young people are normally admitted [Reception for infant and primary schools, Y3 for junior schools and Y7 for secondary schools]

- (a) Children and young people looked after<sup>3</sup> or previously looked after by a local authority in Wales or England in accordance with Section 22 of the Children Act 1989.
- (b) Children and young people who live within the catchment area for the school applied for.
- (c) Children and young people who have an older sibling who will be on register at the school when they are admitted. In considering siblings, the authority determines priority by reference to full, half, step brothers/sisters, fostered or adopted siblings residing at the same address. Any sibling connection must be clearly stated in the application. "In the case of multiple births, if it is not possible to offer all children a place in the school, parents will be asked to decide which child should be offered a place first or parents may wish to consider an alternative setting for all children."
- (d) Children and young people attending a designated feeder school but who live outside the catchment area for the school.

If children are equally entitled to a place in the school in categories (a) to (d) above, then priority will be given to the child living nearest, between the home and the school, as measured by the shortest practicable walking route. The authority uses a Geographical Information System to calculate the shortest distance.

Only applications received by the published closing date for receipt of application forms will be considered in the initial round of allocation of places. Other application forms received will be considered as late applications. These applications will be considered once the initial allocation has taken place and places allocated in accordance with availability.

In all cases evidence of permanent residence of the pupil at time of application must be supplied. Any place approved on the basis of residence may be withdrawn if the pupil is no longer permanently resident at the address at the beginning of the school term to which the application relates (term dates as published in the Information for Parents Handbook). The home address is considered to be the child's along with their parent's principal place of residence on the published date. i.e. where they are normally and regularly living. If a child is resident with friends" or relatives" (for reasons other than fostering arrangements) the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week then the home address will be determined as the address where the child lives for the majority of the school week e.g. 3 out of 5 days. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If parents are dissatisfied with the result of an application for a particular community school, an appeal may be submitted to the Independent Admission Appeals Panel In the case of secondary appeals by 21<sup>st</sup> March 2017 and for infant, junior and primary by 4<sup>th</sup> May 2017, any decision made by the Panel being binding on the authority. If the appeal is not successful, further applications for a place at the same school will not be considered for the same academic year unless the Admissions Officer, School and Family Support Team,

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<sup>3</sup> A looked after child refers to a child who is looked after by the local authority under Section 22(1) of the Children Act 1989 at the time an application to a school is made and who the local authority has confirmed will still be looked after at the time of admission to the school.



determines there are significant and material changes in the circumstances of pupil/parents or school.

The authority will keep a waiting list of unsuccessful applicants ranked in order of priority according to the Authority's oversubscription criteria. As places become available, these will be offered on the basis of the ranked order of priority. A waiting list will be maintained until 30th September in the school year in which the applicants applied.

Transport will only be provided for the designated school or the nearest suitable provision (over 2 miles primary and 3 miles secondary). In some cases transport may be provided by the authority for eligible Looked after Children and for eligible children placed by the Authority in a learning support centre or special school provided that they meet the criteria as outlined in the Authority's Transport policy provided they meet the distance criteria outlined in The Local Authority's transport policy.

*Copies of individual school area maps may be obtained from the Admissions Officer, School and Family Support Team. These maps indicate the identified school for your locality.*

## **Admissions to Sixth Forms**

There is at present one mainstream sixth form within the authority for which the County Council is the Admissions Authority, this is at Y.G.Ystalyfera.

### **Oversubscription criteria**

The sixth form has an Admission Number and in the event of the number of requests for places exceeding the number of places available, preferences will still be considered but the priorities set by the authority will be applied. In deciding which young people to admit to the sixth form, the authority applies the criteria set out below in the order of priority shown ( (a) being the highest priority) and examines the merits of each case by considering any reasons put forward supporting any expressed preference. The authority will not normally exceed the sixth form's Indicated Admission Number.

- (a) Young people looked after **or previously looked after** by a local authority in Wales or England in accordance with Section 22 of the Children Act 1989.
- (b) Young people who have an older sibling who will be on register at the sixth form when they are admitted. In considering siblings, the authority determines priority by reference to full, half, step brothers/sisters, fostered or adopted siblings residing at the same address. Any sibling connection must be clearly stated in the application. In the case of multiple births, if it is not possible to offer all children a place in the sixth form, the parents will be asked to decide which child should be offered a place first or parents may wish to consider an alternative setting for all children."

If children are equally entitled to a place in the sixth form in categories (a) to (b) above, then priority will be given to the child living nearest, between the home and the sixth form, as measured by the shortest practicable walking route. The authority uses a Geographical Information System to calculate the shortest distance.

Only applications received by the published closing date for receipt of application forms will be considered in the initial round of allocation of places. Other application forms received will be considered as late applications. These applications will be considered once the initial allocation has taken place and places allocated in accordance with availability.

In all cases evidence of permanent residence of the pupil at time of application must be supplied if required. Any place approved on the basis of residence may be withdrawn if the pupil is no longer permanently resident at the address at the beginning of the school term to which the application relates (term dates as published in the Information for Parents Handbook). The home address is considered to be the child's along with their parent's principal place of residence on the published date. i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than fostering arrangements) the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week then the home address will be determined as the address where the child lives for the majority of the school week e.g. 3 out of 5 days. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If parents/pupil is/are dissatisfied with the result of an application for a particular sixth form, an appeal may be submitted to the independent Admission Appeals Panel by 21<sup>st</sup> March 2014, any decision made by the Panel being binding on the authority. If the appeal is not successful, further applications for a place at the same sixth form will not be considered for the same academic year unless the Admissions Officer, School and Family Support Team determine whether there are significant and material changes in the circumstances of pupil/parents or sixth form.

Transport to sixth forms is discretionary and non-statutory. It is currently available to all students who live over 3 miles from the school. The authority maintains the right to withdraw this provision at any time.

## **Admissions during the Academic Year**

Requests for children and young people to transfer between schools at periods other than at the normal transfer age will be determined by applying the above arrangements. Application forms are available from the School Admissions Section, Neath Port Talbot County Borough Council which the parent should complete and return to the Admissions Officer, School and Family Support Team, Port Talbot Civic Centre, Port Talbot SA13 1PJ. Successful applicants will receive a leaving date" from the school at which the child / young person is enrolled and a start date" for the new receiving school. Moving children / young people during the academic year is not encouraged and, unless otherwise stated, admission to the receiving school will be from the beginning of the following term.

Transfer into a school within Neath Port Talbot from another authority, or necessitated by a change of address, will be authorised as soon as possible but within **15 school days or 28 calendar days which is ever the sooner.**

Children who transfer due to being in receipt of a statement of special education needs will be admitted into the named school as soon as possible but within 15 working days.

## **Admission Number – Community Schools**

Each school has a set Admission Number (AN) which is calculated using the "Measuring the capacity of schools in Wales" assessment. The school cannot refuse to admit pupils unless it has reached its admission number.

## **Admission Procedures - Community Schools**

The Local Authority is the Admissions Authority for all maintained Community Schools and Sixth Forms.

All applications for admission into a school / sixth form within Neath Port Talbot **must** be made on the appropriate form to the authority and **not** to the school. Parents can apply online at [www.npt.gov.uk](http://www.npt.gov.uk)

Head teachers cannot admit children into the school application have to be made to the Admissions Authority, which is the local authority for community schools.

- All parents of children known to the authority and residing within Neath Port Talbot will be forwarded an Admission Application Form and accompanying Admission Arrangement notes during the Autumn Term prior to entry into school in September of the following academic year.
- Parents should return the Admission Application Form to the Admissions Officer prior to, or on, the date given on the Admission Arrangements.
- The outcome of all admission applications will be notified to parents in writing, with all outcomes sent from the central office on the date given on the Admission Arrangements.
- Parents, who are satisfied with the placement offered, will accept the offer in writing to the authority. Unfilled places will be allocated to children and young people whose parents have applied for admission ahead of those who have not formally accepted the initial offer of a place.
- Parents who are not satisfied with the placement offered have a right of appeal. Information regarding appeals will be within the contents of the letter received. Appeals will

be heard by an independent panel constituted for the sole purpose of hearing appeals.

Requests for admission to the relevant age group submitted on or before the administrative closing date will be processed collectively. In this respect, no advantage shall be gained from the early submission of an admission request. Requests submitted after the closing date will be processed upon receipt.

Admissions will not be determined on the basis of selection criteria involving the sitting of tests, viewing of school reports, interviewing pupils, with or without parents for the purpose of assessing ability or aptitude.

Where requests for admission exceed the number of places available, places will be allocated by applying the Authority's oversubscription criteria.

The authority will keep a waiting list of unsuccessful applicants ranked in order of priority according to the Authority's oversubscription criteria. As places become available, these will be offered on the basis of the ranked order of priority. A waiting list will be maintained until 30<sup>th</sup> September in the school year in which the applicants applied.

Children attending the nursery class will not have an automatic right of admission to full time education at the same school. Similarly, children transferring from an infant school to a junior school, or from primary phase to secondary, do not have an automatic right of admission to any school.

The Authority will be under no duty to comply with preferences expressed otherwise than in accordance with its arrangements.

Separate admission arrangements apply to pupils for whom the Authority holds a statement of special educational need. Pupils with a statement of educational needs must be admitted to the school named on their statement.

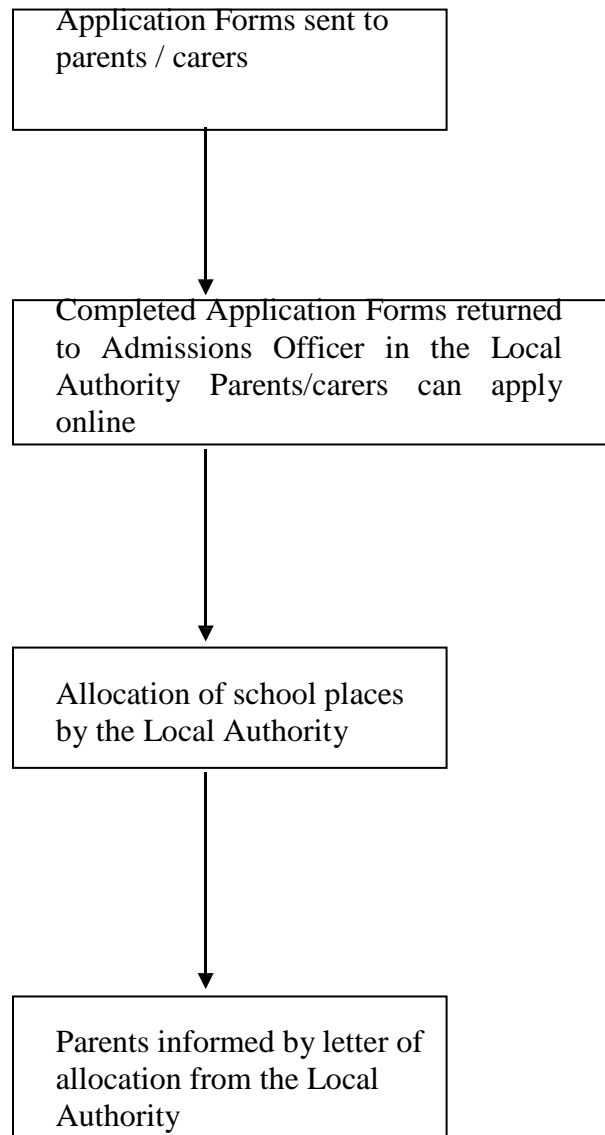
Looked after and previously looked after children must, after children with a statement of educational needs, be given first priority in the case of oversubscription.

## **Admissions to Faith Schools**

Faith Schools are their own Admission Authority, through the governing body, and parents should approach the head teacher of their preferred school directly for details of the admission arrangements and the appropriate application form.

There are two Church in Wales primary schools and four Roman Catholic primary schools in the County Borough. At secondary level, church school education is available at St. Joseph's R.C. Comprehensive School, Port Talbot, which has a sixth form.

## Admissions Process



## Schedule of Events for

### Secondary School Admissions 2017 - 2018

#### 7<sup>th</sup> October, 2016

**Application forms / School Prospectus, Information for Parents Handbook distributed to parents.**

Parents of children entering a new school (Year 7) have a minimum of 6 weeks to apply to a school of their choice.
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*Application forms to be returned to:*

*Mrs H Lewis  
Schools Admissions Officer,  
Neath Port Talbot County Borough Council,  
Port Talbot Civic Centre.  
Port Talbot  
SA13 1PJ*

#### 25<sup>th</sup> November 2016

**Closing date of submission of Admission Application Forms**

**Applications processed**

*January .... Schools given indicative information regarding numbers due for admission (excluding statements).*

#### 1<sup>st</sup> February 2017

**Children with statement of special education needs have placements confirmed.**

#### 1<sup>st</sup> March 2017

**Parents and Schools informed of allocation of secondary places to mainstream pupils.**

14 days for parents to lodge an appeal
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#### 21<sup>st</sup> March 2017

**Appeals against refusal to admit**

## Schedule of Events for

### Infant, Junior and Primary School Admissions

2017 - 2018

7<sup>th</sup> October, 2016

**Application forms / School Prospectus, Information for Parents Handbook distributed to parents.**

Parents of children entering a new school (Reception; Year 3) have a minimum of 6 weeks to apply to a school of their choice.
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*Application forms to be returned to:*

*Mrs H Lewis  
Schools Admissions Officer,  
Neath Port Talbot County Borough Council,  
Port Talbot Civic Centre.  
Port Talbot  
SA13 1PJ*

**25<sup>th</sup> November 2016**

**Closing date of submission of Admission Application Forms**

**Applications processed**

*January .... Schools given indicative information regarding numbers due for admission (excluding statements).*

**1<sup>st</sup> February 2017**

**Children with statement of special education needs have placements confirmed.**

**17<sup>th</sup> April 2017**

**Parents and Schools informed of allocation of infant, junior and primary places to mainstream pupils.**

14 days for parents to lodge an appeal

**4<sup>th</sup> May 2017**

**Appeals against refusal to admit**

**Schedule of Events for**  
**Nursery Allocations 2017 - 2018**

**7<sup>th</sup> October, 2016**

**Application forms distributed to parents.**

*Application forms to be returned to:*

*Mrs H Lewis  
Schools Admissions Officer,  
Neath Port Talbot County Borough Council,  
Port Talbot Civic Centre.  
Port Talbot  
SA13 1PJ*

**14<sup>th</sup> April 2017**

**Closing date of submission of Admission Application Forms  
Applications processed**

**31<sup>st</sup> May 2017**

**Parents and Schools informed of allocation of nursery places.**