



CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL

# School Admissions Policy

## 2024-25

### **About this policy**

The Authority's Admissions Policy aims to establish arrangements that:

- Are clear, objective and give every child a fair chance of a satisfactory school place;
- Give full information for an informed choice;
- Ensure local admission procedures which are well coordinated and easy to follow with minimum bureaucracy and which give parents the opportunity of having their school preference met;
- Give an effective statutory right of appeal if parents are dissatisfied.

## **1. Introduction**

- 1.1 The Learning Service is the admissions authority for the county's schools. It acts in accordance with the requirements of section 84 of the School Standards and Framework Act 1998 (The Act), as amended by section 40 of the Education and Inspections Act 2006, and within the Guidance provided by the Welsh Government's Statutory Code, 005/2013, July 2013. This Admissions Policy has been created in accordance with the [School's Admissions Code](#).
- 1.2 The Authority is responsible for determining the arrangements for admissions to all 37 of its Community Primary schools, 2 voluntary controlled primary schools, its 5 secondary schools and its one special school. As a Voluntary Aided school the Governing Body at St. Mary's Primary School is the relevant Admissions Authority for that school. As a Foundation school, the Governing Body at Ysgol Caergeiliog Foundation School is the Admissions Authority for that school. The headteachers of schools have no part in the admissions process and will not discuss available places with parents.
- 1.3 The Authority will comply with statutory requirements and will give full recognition to the expression of parental preference wherever possible. It will also consider the resource implications for the Authority and impact on other education policies.
- 1.4 Each school has a defined catchment area, and maps of these margins are kept at the Learning Service or at the individual schools. School catchment areas drive school admission and transport policies and procedures but living within a specific catchment area does not guarantee a place at that catchment area's school.

## **1.5 Admission Number**

- 1.5.1 The 1998 Act requires all schools to have a Standard Number. Every school also has an Admission Number (Published Admission Number or PAN) in respect of the age at which pupils are normally admitted. The admission number may not be lower than the standard number but it may be set higher than the standard number. Before determining or changing a school's admissions number, the admissions authority will consult with the governing body/relevant authority through the Admissions Forum.

Each school's admission number is calculated by using the capacity assessment method as set out in the Welsh Government's circular "Measuring the Capacity of Schools in Wales" – 021/2011.

- 1.5.2 Once an admission number has been set, the admission authority must respect that number. Pupils will not be admitted above the published number unless exceptional circumstances apply and the authority is satisfied that admission under such circumstances would not prejudice efficient education and efficient use of resources.

1.5.3 If the number of applications for admission to any year group at a school is less than the admission number of that school, the Authority will admit all pupils who have applied for admission excluding certain categories i.e. twice-excluded.

1.5.4 Admission authorities are required to keep admission numbers under review and any proposal to change the number will be the subject of consultation.

## **2. Admission Procedures**

There are three main categories of school admissions:

### **2.1 Annual Admission Round**

This covers all pupils who are due to change schools in September of each year and includes:

- admission to the nursery class of a school
- admission to the reception class of a school
- transfer from primary school (Year 6) to secondary school (Year 7)

### **2.2 Admission to the nursery class of a school**

There are currently 37 schools in Anglesey that offer part time nursery education from the September following a child's 3<sup>rd</sup> birthday. Information will be provided and publicized in January of every year to enable parents to make an application to a school of their choice. Application forms are available from the local school, the Learning Service or the Council's website.

Parents who wish to apply for part time admission to a school outside Anglesey should contact the relevant Local Authority's Education Department for further information.

2.2.1 Parents should ensure that their applications for admission are returned by 1<sup>st</sup> February to the Learning Service.

2.2.2 The Local Authority will allocate places in accordance with the Admissions & Oversubscriptions Criteria (see 3.4) as soon as possible after 1<sup>st</sup> March and will inform parents by the last day of May whether their child has been admitted to the preferred school or not. Parents whose child has not been admitted to their preferred school will be invited to select an alternative school, unless they have already done so. It should be noted that the appeals procedures do not apply to part time admissions (see section 3).

**2.2.3 It is essential that pupils who wish to attend the catchment area school apply to do so since parents who have applied to a particular school will be given priority over those who have not applied. Late applications which are received after the closing date for application when a good reason is given, for example, when a single parent has been ill for some time, or a family has just moved into the area, or is returning from abroad will be considered provided applications are received before offers of places are made. Late applications without good reason or**

**those which are received after the offer of places have been made will be considered after those pupils whose applications were submitted before the closing date. It should be noted that submitting an application before the closing date does not guarantee a place in the preferred school.**

- 2.2.4 Headteachers and Governing Bodies should not give any guarantee of a place to parents who are applying for a place at their school.

## **2.3 Admission to the reception class of a school**

- 2.3.1 Parents of children who will be of the age to start primary school on a full time basis in the September following their 4<sup>th</sup> birthday and are also already receiving part time nursery education will be contacted in January with information to enable them to exercise their choice in making an application for a place at an Anglesey school. The only exceptions to admissions following the 4th birthday will be in special cases where the Local Authority is of the view that not to allow early admission would severely hinder the pupil's social and/or educational development in the context of the 1989 Children's Act or the Child Protection Register. Information will be provided and publicized in January of every year to enable parents to make an application for a place in a school of their choice. Application forms are available from the local school, the Learning Service or the Council's website.

- 2.3.2 **It should be noted that an application for full time admission must be made on behalf of children who are currently part time pupils at the school. Under Welsh Government rules a decision to admit a child to a nursery class in a school, or attending the local voluntary nursery group, does not guarantee a place in the Reception class.** Application forms are available from the local school, Learning Service or the Council's website. Parents who wish to apply for admission to a school outside Anglesey should contact the relevant Local Authority for further information.

- 2.3.3 In accordance with the School Admission Code, which stipulates that parents are to be given at least 6 weeks in which to submit their application for school admission, parents should ensure that their applications for admission are returned by 1<sup>st</sup> February to the Learning Service.

- 2.3.4 The Local Authority will allocate places in accordance with Admissions & Oversubscriptions Criteria (see 3.4.2) as soon as possible after 1<sup>st</sup> February and will inform parents by the last day of May whether their child has been admitted to the preferred school or not. Parents whose child has not been admitted to their preferred school will be invited to select an alternative school, unless they have already done so, and will be informed of their right of appeal against the admission authority's decision.

- 2.3.5 Where a place is offered before a child is of compulsory school age, the parents have the option of deferring their child's entry until later in the same school year up to the term following their child's 5th birthday. The place is held for that child and is not available to be offered to another child.

2.3.6 Parents who wish to apply for a place at either St. Mary's School or Ysgol Caergeiliog Foundation School should submit their application to the relevant headteacher by 1<sup>st</sup> February and will be informed by the school whether their application has been successful

2.3.7 **It is essential that pupils who wish to attend the catchment area school apply to do so since parents who have applied to a particular school will be given priority over those who have not applied. Late applications which are received after the closing date for application when a good reason is given, for example, when a single parent has been ill for some time, or a family has just moved into the area, or is returning from abroad will be considered provided applications are received before offers of places are made. Late applications without good reason or those which are received after the offer of places have been made will be considered after those pupils whose applications were submitted before the closing date. It should be noted that submitting an application before the closing date does not guarantee a place in the preferred school.**

2.3.8 Headteachers and Governing Bodies should not give any guarantee of a place to parents who are applying for a place at their school.

## 2.4 **Transfer from primary school to secondary school**

2.4.1 Parents of children who will be of the age to transfer to secondary school in Anglesey in the following September will be contacted in November every year with information to enable them to exercise their choice in making an application for admission to the secondary school in whose catchment area they reside, or to indicate that they wish to apply for a place at another Anglesey secondary school. Parents who wish to apply for admission to a school outside Anglesey should contact the relevant Local Authority's Education Department for further information.

2.4.2 In accordance with the School Admissions Code, which stipulates that parents are to be given at least 6 weeks in which to submit their application for school admission, parents should ensure that their applications for admission to secondary schools are returned to the Learning Service, Llangefni by the last day of December.

2.4.3 Before the first day of March, every parent of a child who has applied for admission to secondary school will be informed as to whether their child has been admitted to the preferred school or not. Parents whose child has not been admitted to their preferred school will be invited to select an alternative school, unless they have already done so, and will be informed of their right to appeal against the admission authority's decision.

Headteachers and Governing Bodies should not give any guarantee of a place to parents who are applying for a place at their school.

## **2.5 Transfer and Movement of Children**

- 2.5.1 Parents wishing to transfer their child from one school to another other than at the normal transfer age, or when the family moves to a new address, must submit an application to the Learning Service. The Authority's admissions policy and the appeals procedure will also apply to decisions in this section.

The Local Authority has **15 school days** from receipt of application to respond to the request.

Parents are advised not to transfer their child during the school year in order to avoid interrupting their school courses.

The admissions and oversubscriptions criteria for nursery, reception and secondary schools will apply to any applications to transfer between schools during the school year.

### **2.5.2 Extra-District Pupils**

Applications in respect of children not residing in the county for admission to a school maintained by the Authority should contact the relevant the Learning Service for further information.

- 2.5.3 Headteachers and Governing Bodies should not give any guarantee of a place to parents who are applying for a place at their school and neither should they accept the children before the Authority has come to a decision. The Authority will contact both schools requesting their comments before coming to a decision.

## **2.6 Special School Admission**

**The Authority maintains one special school, namely Canolfan Addysg y Bont.**

- 2.6.1 Admission to this school is through referral by the Director of the Learning Service. The admissions process acknowledges parental rights to express a preference for a Local Authority maintained school in compliance with the requirements of the "Additional Learning Needs Code for Wales 2021", "Education Act 1996" and the "Additional Learning Needs and Education Tribunal (Wales) Act 2018". Admission is subject to discussions and decisions made by the ALN Moderation Panel in consultation with the school's headteacher. All pupils admitted must have Local Authority maintained Individual Development Plans (IDP) although some pupils may be admitted for assessment purposes in exceptional cases.

- 2.6.2 The Headteacher and Governing Body should not give any guarantee of a place to parents who are applying for a place at the school and neither should they accept the children before the Authority has come to a decision. Any arrangements to gradually transfer / "get to know the new school" should only be made after the Authority has come to its decision and with the agreement of both schools.

### **3. Admissions and Oversubscriptions Criteria within the Annual Admissions Round**

#### **3.1 Part time Admissions to Nursery classes**

Pupils are normally admitted part time to Anglesey primary schools annually in the September following their 3<sup>rd</sup> birthday; this only applies to the 37 primary schools with nursery class provision (see Appendix 1). The only exceptions to admissions in the September following the 3<sup>rd</sup> birthday will be in special cases where the Authority is of the view that not to allow early admission would severely hinder the pupil's social and/or educational development in the context of the 1989 Children's Act.

#### **3.2 Full time Admissions to Reception classes**

Pupils are normally admitted full time to Anglesey primary schools annually in the September following their 4<sup>th</sup> birthday. The only exceptions to admissions in the September following the 4<sup>th</sup> birthday will be in special cases where the Authority is of the view that not to allow early admission would severely hinder the pupil's social and/or educational development in the context of the 1989 Children's Act.

#### **3.3 Admissions to Secondary School**

Pupils are usually admitted to the Authority's secondary schools annually in the September following the 11<sup>th</sup> birthday. The only exceptions to admissions in the September following the 11<sup>th</sup> birthday will be in special cases where the authority is of the view that a pupil's social and/or educational development would be severely hindered by not transferring to secondary school 12 months earlier than the normal admission age or by not remaining in the primary school for 12 months later than the normal transfer age.

#### **3.4 Oversubscription Criteria**

##### **3.4.1 Nursery classes**

If the number of applications for entry into the nursery class at a school is more than the admission number of that school then pupils will be admitted up to the admission number in accordance with the following criteria. The Authority must be satisfied that the reasons given by the parents in expressing their preference to educate their children at the school satisfies one of the following criteria which are listed in order of priority:

- 1 Looked After Children and previously Looked After Children.
- 2 Pupils recommended for placement at the school with regard to their additional learning needs, where a child's Local Authority maintained Individual Development Plan (IDP) or Local Education Authority Individual Medical Plan (IMPLAN) names a particular school. Such placements must be confirmed by the Local Education Authority's professional advisers.

- 3 Pupils who live within the catchment area of the school who have a brother or sister already attending the school and who will still be on the school roll when the child is due to start
- 4 Pupils who live within the catchment area of the school.
- 5 Pupils who live outside the catchment area who have a brother or sister already attending the school and who will still be on the school roll when the child is due to start.
6. Pupils who live outside the catchment area

In a tie-break situation within any of the criteria the Authority will give priority to pupils whose home is nearest the school via the shortest appropriate walking route, which will be measured using official maps, showing the catchment area boundaries which can be seen at the Learning Service or in the school. If there is any doubt then the Authority will arrange for the route to be measured in more detail.

Where a pupil has been refused admission the Admission Authority will, in accordance with this policy, use its best endeavours to explain its decision in writing and to discuss the options that are available to parents in order to secure suitable education for their children. This includes the right to appeal against the Authority's decision.

Brothers and/or sisters include full, half, step, adopted or fostered brother or sister living in the same household.

In cases of applications for twins or multiple birth children where the Authority is unable to offer all the places required, parents may accept the places that have been offered and accept places at another school for the remaining child(ren). The child(ren) will be added to the waiting list which will remain until 30<sup>th</sup> September.

For the purpose of admissions a child's home address is the address where he/she spends the majority of the school week. Parents should ensure that they notify the Learning Service of any changes of address before and after the closing date. The Authority may withdraw the offer of a place if it is found that a false address has been given.

### 3.4.2 **Reception classes**

If the number of applications for entry into the reception class at a school is more than the admission number of that school then pupils will be admitted up to the admission number in accordance with the following criteria, if the Authority is satisfied that the reasons given by the parents in expressing their preference to educate their children at the school satisfies one of the following criteria which are listed in order of priority-

- 1 Looked After Children and previously Looked After Children.
- 2 Pupils recommended for placement at the school with regard to their additional learning needs, where a child's Local Authority maintained Individual Development Plan (IDP) or Local Authority Individual Medical



- Plan (IMPLAN) names a particular school. Such placements must be confirmed by the Local Education Authority's professional advisers.
- 3 Pupils who live within the catchment area of the school who have a brother or sister already attending the school and who will still be on the school roll when the child is due to start
  - 4 Pupils who live within the catchment area of the school.
  - 5 Pupils who live outside the catchment area who have a brother or sister already attending the school and who will still be on the school roll when the child is due to start.
  6. Pupils who live outside the catchment area

In a tie-break situation within any of the criteria the Authority will give priority to pupils whose home is nearest the school via the shortest appropriate walking route, which will be measured using official maps, showing the catchment area boundaries which can be seen at the Learning Service or in the school. If there is any doubt then the Authority will arrange for the route to be measured in more detail.

Where a pupil has been refused admission the Admission Authority will, in accordance with this policy, use its best endeavours to explain its decision in writing and to discuss the options that are available to parents in order to secure suitable education for their children, including the right to appeal against the Authority's decision.

Brothers and/or sisters include full, half, step, adopted or fostered brother or sister living in the same household.

In cases of applications for twins or multiple birth children where the Authority is unable to offer all the places required, parents may accept the places that have been offered and accept places at another school for the remaining child(ren). The child(ren) will be added to the waiting list which will remain until 30<sup>th</sup> September.

If the child spends time split between both parents a child's home address for admissions purposes is the address where he/she spends the majority of the school week. Parents need to ensure that any changes of address before and after the closing date are reported to the Learning Service. Any place offered as the result of a fraudulent address being used may be withdrawn.

### **3.4.3 Secondary School**

If the number of applications for entry into Year 7 at a school is more than the admission number of that school then pupils will be admitted up to the admission number in accordance with the following criteria, the Authority being satisfied that the reasons given by the parents in expressing their preference to educate their children at the school satisfies one of the following criteria which are listed in order of priority-

- 1 Looked After Children and previously Looked After Children.

- 2 Pupils recommended for placement at the school with regard to their additional learning needs, where a child's Local Authority maintained Individual Development Plan (IDP) or Local Authority Individual Medical Plan (IMPLAN) names a particular school. Such placements must be confirmed by the Local Education Authority's professional advisers. Pupils who live within the catchment area of the school who have a brother or sister already attending the school and who will still be on the school roll (i.e. in years 8 – 11) when the child is due to start.
- 3 Pupils who live within the catchment area of the school.
- 4 Pupils who live outside the catchment area who have a brother or sister already attending the school and who will still be on the school roll (i.e. in years 8-11) when the child is due to start.
- 5 Pupils who do not live within the school's catchment area but who have attended a primary school which is in the school's catchment area.
- 6 Pupils who live outside the catchment area

In a tie-break situation within any of the criteria the Authority will give priority to pupils whose home address is nearest the school via the shortest appropriate walking route, which will be measured using official maps, showing the catchment area boundaries which can be seen at the Learning Service or in the school. If there is any doubt then the Authority will arrange for the route to be measured in more detail.

When applying for a secondary school place, parents should be aware that it is the home address that denotes the secondary school catchment area, rather than which primary school their child attended.

If the child spends time split between both parents a child's home address for admissions purposes is the address where he/she spends the majority of the school week. Parents need to ensure that any changes of address before and after the closing date are reported to the Learning Service. Any place offered as the result of a fraudulent address being used may be withdrawn.

Where a pupil has been refused admission the Admission Authority will, in accordance with this policy, use its best endeavours to explain its decision in writing and to discuss the options that are available to parents in order to secure suitable education for their children, including the right to appeal against the Authority's decision.

Brothers and/or sisters include full, half, step, adopted or fostered brother or sister living in the same household.

In cases of applications for twins or multiple birth children where the Authority is unable to offer all the places required, parents may accept the places that have been offered and accept places at another school for the remaining child(ren). The child(ren) will be added to the waiting list which will remain until 30th September.

#### **4. Admissions and Oversubscriptions Criteria during the school year**

## 4.1 Primary Schools

If the number of applications for entry into any year group at a school is more than the admission number of that school then pupils will be admitted up to the admission number in accordance with the following criteria, the Authority being satisfied that the reasons given by the parents in expressing their preference to educate their children at the school satisfies one of the following criteria which are listed in order of priority-

- 1 Looked After Children and previously Looked After Children
- 2 Pupils recommended for placement at the school with regard to their additional learning needs, where a child's Local Authority maintained Individual Development Plan (IDP) or Local Authority Individual Medical Plan (IMPLAN) names a particular school. Such placements must be confirmed by the Local Education Authority's professional advisers.
- 3 Pupils who live within the catchment area of the school who have a brother or sister already attending the school and who will still be on the school roll when the child is due to start
- 4 Pupils who live within the catchment area of the school.
- 5 Pupils who live outside the catchment area who have a brother or sister already attending the school and who will still be on the school roll when the child is due to start.

In a tie-break situation within any of the criteria the Authority will give priority to pupils whose home is nearest the school via the shortest appropriate walking route, which will be measured using official maps, showing the catchment area boundaries which can be seen at the Learning Service or in the school. If there is any doubt then the Authority will arrange for the route to be measured in more detail.

Where a pupil has been refused admission the Admission Authority will, in accordance with this policy, use its best endeavours to explain its decision in writing and to discuss the options that are available to parents in order to secure suitable education for their children, including the right to appeal against the Authority's decision.

Brothers and/or sisters include full, half, step, adopted or fostered brother or sister living in the same household.

In cases of applications for twins or multiple birth children where the Authority is unable to offer all the places required, parents may accept the places that have been offered and accept places at another school for the remaining child(ren). The child(ren) will be added to the waiting list which will remain until 30th September.

For the purpose of admissions, a child's home address is the address where he/she spends the majority of the school week. Parents should ensure that they notify the Lifelong Learning Department of any changes of address before and after the closing date. The Authority may withdraw the offer of a place if it is found that a false address has been given.

## 4.2 Secondary Schools

If the number of applications for entry into any year group at a school is more than the admission number of that year group then pupils will be admitted up to the admission number in accordance with the following criteria, the Authority being satisfied that the reasons given by the parents in expressing their preference to educate their children at the school satisfies one of the following criteria which are listed in order of priority-

- 1 Looked After Children and previously Looked After Children.
- 2 Pupils recommended for placement at the school with regard to their medical or psychological needs. Such placements must be confirmed by the LA's professional advisers, e.g. Chief Educational Psychologist or Senior Medical Officer of Health.
- 3 Pupils who live within the catchment area of the school who have a brother or sister already attending the school and who will still be on the school roll (i.e. in years 8 – 11) when the child is due to start.
- 4 Pupils who live within the catchment area of the school.
- 5 Pupils who live outside the catchment area who have a brother or sister already attending the school and who will still be on the school roll (i.e. in years 8-11) when the child is due to start.
- 6 Pupils who do not live within the school's catchment area but who have attended a primary school which is in the school's catchment area.

In a tie-break situation within any of the criteria the Authority will give priority to pupils whose home is nearest the school via the shortest appropriate walking route, which will be measured using official maps, showing the catchment area boundaries which can be seen at the Learning Service or in the school. If there is any doubt then the Authority will arrange for the route to be measured in more detail.

Where a pupil has been refused admission the Admission Authority will, in accordance with this policy, use its best endeavours to explain its decision in writing and to discuss the options that are available to parents in order to secure suitable education for their children, including the right to appeal against the Authority's decision.

Brothers and/or sisters include full, half, step, adopted or fostered brother or sister living in the same household.

In cases of applications for twins or multiple birth children where the Authority is unable to offer all the places required, parents may accept the places that have been offered and accept places at another school for the remaining child(ren). The child(ren) will be added to the waiting list which will remain until 30th September.

For the purpose of admissions a child's home address is the address where he/she spends the majority of the school week. Parents should ensure that they notify the Lifelong Learning Department of any changes of address before and after the closing date. The Authority may withdraw the offer of a place if it is found that a false address has been given.

## **5. Waiting List**

The Authority will maintain a waiting list of applicants who have been refused admission to the preferred school if a place does subsequently become available at the school, children will be admitted from the waiting list to take up any places in line with the over-subscription criteria. The date the application was received does not dictate the order of priority for any allocation. In instances where admission is refused parents are asked to inform the appropriate admission authority in writing whether they wish their child's name to be placed on the school's Waiting List for Places. The LA will maintain a waiting list until the 30<sup>th</sup> September in the year of entry to school.

## **6. Appeals Arrangements – Primary and Secondary**

- 6.1 Parents wishing to appeal against the Admission Authority's decision to refuse admission to the preferred school will be required to submit the appeal to the appropriate admission authority within 15 working days of being informed of the decision to refuse admission.
- 6.2 All admissions appeals will be heard by independent Appeals Panels. If the Panel finds for the parents such a decision is binding on the Authority. The Panel will meet within 6 weeks of the appeal being lodged and parents will be informed of the decision of the Panel within 5 working days after the Panel has met to consider the appeal in accordance with the [School's Admissions Code](#). The Appeals Panel will be considering all appeals against the decision of admission authorities whether it is the LA or the governing body.
- 6.3 If a parent whose appeal has been heard believes that the Panel acted improperly or unreasonably in handling a case, the parent may make a complaint to investigation to the Commissioner for Local Administration (the Local Government Ombudsman) or seek judicial review. The Welsh Government has no power to consider complaints against the decision of independent appeals panels.
- 6.4 The appeals procedures do not apply to part-time nursery admissions.

## **7. Education after statutory school age – admission to 6<sup>th</sup> form**

- 7.1 Priority will be given to pupils who already attend the relevant school. However, applications from students from other schools will also be considered, subject to the availability of places. Parents have the right to appeal if refused a place for their child.
- 7.2 Further details e.g. eligibility criteria are available in individual schools' year 12/13 (i.e. 6th form) handbook, available from the school.
- 7.3 Under Section 8(3) of the Education Act 1996 a new single school leaving date has been set. This is the last Friday in June in the school year in which a child reaches age 16.
- 7.4 Until that date:
  - Parents and guardians must ensure their child's participation in education, at school or otherwise;

- Local Councils must secure the provision of suitable education;
- Employers must not employ a child full time;
- Training providers may not provide full time Government sponsored training.

## **8. Other information relevant to Admission Arrangements**

### **8.1 Admission of Pupils from outside the Isle of Anglesey County Council**

Children residing outside Anglesey will be admitted in accordance with the stated criteria. Applications should be made in writing to the Authority.

### **8.2 Admission to schools within another Authority**

Parents residing in the county who wish to send their children to a school maintained by another Authority should seek admission to the school of their choice by following the admission procedure laid down by that Authority.

### **8.3 Reducing class sizes (infant class size limit)**

Welsh Government regulations require Councils to limit infant class sizes where the majority of the pupils are within the age ranges for Reception, Year 1 and Year 2 to no more than 30 pupils and also to ensure where possible that junior class sizes do not exceed 30 pupils.

There are, however, exceptions to these regulations (called “excepted pupils”) which may allow the 30 pupils per class limit to be exceeded. These pupils are as follows:

1. Children whose Local Authority maintained Individual Development Plans (IDP) specify that they should be educated at the school concerned, and who are admitted to the school outside the normal admissions route.
2. Looked After Children admitted outside the normal admission round.
3. Children of UK Service personnel when admitted to a school outside the normal admission round
4. Children initially refused admission to a school, but subsequently offered a place outside a normal admissions round by direction of an admissions appeal panel, or because the person responsible for making the original decision recognises that an error was made in implementing the school’s admission arrangements.
5. Children who cannot gain a place at any other suitable school which could accommodate them within a reasonable distance of their home because they move into the area outside a normal admission round.
6. Children for whom education at a school with a designated religious character is desired where the school concerned is the only such school within a reasonable distance of their home.
7. Pupils admitted to the school within an age group in which children are normally admitted and
  - admitted after the first day of the relevant school year, and
  - where the school has not yet reached its admission number but has already organised its classes, and
  - where admission of the child would mean that the school would have to

take a relevant measure.

8. Children who are registered pupils at special schools, but who receive part of their education at a mainstream school.
9. Children with special educational needs who are normally educated in a special unit in a mainstream school, but who receive part of their lessons in a non-special class.

In the first seven of these categories, the class may only be above 30 for that school year or the remainder of that school year. Qualifying measures must be taken for the following year, or the class will be unlawfully large.

#### 8.4 Children with Local Authority maintained Individual Development Plans (IDP)

The Authority, and schools have regard to the Additional Learning Needs Code for Wales 2021 when identifying, assessing and providing for children with additional learning needs. Some children may require additional learning provision which is over and above that which a mainstream school could reasonably be expected to provide. The Authority will assess the needs of such pupils in accordance with the guidelines laid down by the Additional Learning Needs Code for Wales 2021. Where the assessment indicates this to be necessary, it will arrange for additional provision to be made for them. This provision will be included in a Local Authority maintained Individual Development Plan (IDP) for the child concerned and will include the naming of a particular school for the child to attend. This document is negotiated with parents and schools. It states the child's needs and how and where those needs will be met.

All Governing Bodies have a Governor with responsibility for the Additional Learning Needs Policy, which parents are entitled to see. Each school has an Additional Learning Needs Co-ordinator (ALNCo) who oversees the day to day operation of the policy and procedures. Parents who wish to discuss any aspect of their child's additional learning needs should with the school's ALNCo or Headteacher.

The Authority's Special School, Canolfan Addysg y Bont, will normally only admit pupils with a Local Authority maintained Individual Development Plan (IDP) issued under the Additional Learning Needs and Education Tribunal (Wales) Act 2018. Under exceptional circumstances, they will admit pupils who are being assessed under the Additional Learning Needs and Education Tribunal (Wales) Act 2018. The Local Authority maintained Individual Development Plan (IDP) procedure is administered by the Authority and all admissions to Canolfan Addysg y Bont are agreed to by the Authority.

#### 8.5 Children with disabilities

The Authority recognises its duty to provide reasonable adjustments for disabled pupils under the Equality Act 2010. On receiving applications for children with disabilities, the Authority will work to ensure that the child is not discriminated against and that reasonable adjustments are discussed and implemented as soon as possible.

## 8.7 Twice-excluded pupils

Where a child has been permanently excluded from two or more schools, their parents can still express a preference for a school place, but the requirement to comply with that preference is removed for a period of two years from the date on which the latest exclusion took place.

This does not apply to:

- Children with Local Authority maintained Individual Development Plans (IDP).
- Children who were below compulsory school age when excluded.
- Children who were reinstated following a permanent exclusion.
- Children who would have been reinstated following a permanent exclusion had it been practical to do so.
- Looked after children and previously looked after children, where the application for admission is made by or on behalf of the corporate parent.

A permanent exclusion is regarded as taking effect from the first school day the head has told the child not to attend school.

The Authority for the school may refuse admission, or in the case of a community or voluntary controlled school, the governing body may appeal against the decision of the Authority as the admission authority to admit the child (see the School Admission Appeals Code for information on these appeals). The Authority is still responsible for providing suitable full-time education for these children.

## 8.8 Hard-to-place children

All need to play their part in ensuring that children considered hard to place, especially the most vulnerable, are admitted to a suitable school as quickly as possible. This includes, potentially, admitting children to schools that are already full. See the [Anglesey and Gwynedd Managed Move Policy](#).

## 8.9 Children of UK Service personnel and other Crown Servants (including diplomats)

The Authority will aim to mitigate any disadvantage for service families as they are posted to the island and they will be treated as positively as possible and with regard to the needs of the children.

Children of Service personnel based at RAF Valley and living on the base are within the catchment area for Ysgol y Tywyn and are recognised as living the closest to Ysgol y Tywyn.

Children of UK Service personnel will be given excepted status for infant class size purposes when admitted to a school outside the normal admission round.

Annual and within year applications need to be accompanied by an official proof of posting declaring a definite return date, with confirmation of the new address wherever possible if the application is made before the date of the posting.



#### 8.10 Teacher exchange schemes

Where a child goes abroad to accompany his or her parent on a teacher exchange scheme, the school will ensure that the child is able to take up his or her place on return. The child will remain on roll and time away may be treated as an “approved educational activity”.

The Authority will find a place for a child who will become resident in their area as a result of his or her parent’s participation in a teacher exchange scheme. The Authority plan in advance for the needs of these children to ensure that they can take up a suitable school place for the duration of the exchange, wherever this is practicable.

#### 8.11 Transfers from the independent sector

Applications will be treated as for any within year transfer and applications made in respect of such families will be dealt with in a positive manner so that these children are admitted as quickly as possible at the nearest available and appropriate school.

Lone children may be admitted to the UK if they can show that they have a place at an independent, fee paying school. Where a child has been given leave to enter on that basis, the Home Office will not normally grant an extension of stay, or amend the child’s conditions of entry, if the child transfers to a community, voluntary or foundation school.

The Authority will bear this in mind when considering a request for a transfer in respect of a child from overseas who has been previously attending a fee paying school. The Home Office website will be checked for the most up to date advice.

#### 8.12 Applications made in the UK for children living abroad

In the event that the Authority receives an application from parents overseas for a school place for a child who is not yet resident in the UK the Authority will not necessarily know when the child is expected to be resident in the UK, or whether the parents’ application for leave to enter the UK has been or will be successful, or if it has been, on what terms entry has been granted. These considerations will be taken into account when considering the application.

#### 8.13 Pupils who hold passports issued outside the UK

The Authority will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals. The Home Office website carries the most up to date information and will be used as first point of reference.

#### 8.14 School uniform and equipment

There are grants available to help families on low income to purchase school uniform and equipment. Learners who are entitled to free school meals can receive a grant

from the Welsh Government. For further details please contact the local authority or <https://gov.wales/pupil-development-grant-access>.

#### 8.15 School leaving date

This is the last Friday in June in the school year in which a child reaches the age of 16.

Until that date:

- Parents must ensure their child's participation in education at school;
- Employers may not employ a child full-time;
- Training providers may not provide full-time Government sponsored training.

#### 8.16 Domestic Violence Agencies

Children temporarily housed under the protection of approved Domestic Violence agencies will be treated as in catchment if the refuge falls within a school's designated catchment area, and the application form is accompanied by an official letter from the relevant agency.

#### 8.17 Gypsy 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, ability and any additional learning 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 gypsy and traveller families will be dealt with in a positive manner so that these children are admitted as quickly as possible at the nearest available and appropriate school.

#### 8.18 Children with English as an Additional Language

Applications for children with English as an Additional Language (EAL) will be dealt with in a positive manner so that these children are admitted as quickly as possible at the nearest available and appropriate school. The Authority provides support for schools and schools should contact the Authority to request such support and advice.

#### 8.19 Managed Move

In exceptional circumstances when the continued placement of a pupil in a particular school is under extreme threat, Anglesey Learning Service may, with the agreement of parents, attempt to negotiate a move to another school.

### 9. **Information for Parents**

- 9.1 The Authority will ensure that application forms and the Authority's Information Booklet are distributed through the schools during the annual admission rounds. This documentation will also be available on the Council's website throughout the year, and will include a timetable for the admissions process which sets out the relevant

dates for the receipt and determination of applications and for the receipt of appeals. This information will be available no later than 1 October in the publication school year

9.2 The Authority's Admissions Policy is available on request.

9.3 The Authority and all of its schools can be contacted for information regarding admission arrangements at any time of the year.

## **10. Fraudulent or intentionally misleading information**

10.1 When a parent gives fraudulent or intentionally misleading information in order to obtain a place at a school for their child, the Authority reserves the right to withdraw the offer of a place. Where a place is withdrawn, the application may be resubmitted and if refused, the parent is entitled to appeal against the decision.

10.2 When it is suspected that a parent has given fraudulent or intentionally misleading information in order to obtain a place at a school for their child, the Authority will correspond with all those parents who have been successful in obtaining a place at that school to seek proof of that information given on the application forms.

10.3 In the case of proof of address the following is considered to be relevant in establishing the main residence of the child – a recent utility bill, Council Tax Bill, Bank Statement. The evidence needs to include the address of the child's parent/legal guardian.

## **11. Admissions Forum**

The Isle of Anglesey has an established Admissions Forum which meets regularly. Its aim is to ensure a fair admissions system that does not disadvantage one child compared to another and is straightforward and easy for parents to understand. It is responsible for monitoring compliance with the School Admissions Code (005/2013) and where they consider admission arrangements to be unfair or not in accordance with this Code and cannot resolve the matter locally they may refer the matter to the Welsh Ministers for consideration.