

Cyngor Sir Powys/Powys County Council

Proposed Admissions Arrangements for 2018/19

Before you choose the school you wish your child to attend, you will need to consider whether you would like your child to be educated through the medium of Welsh or English. Welsh-medium education is available across Powys, and it is available to children from non-Welsh speaking homes as well as those from Welsh speaking backgrounds. Further information about Welsh-medium education in Powys is available in Section 5.

1. Age of Admission

a) 3 and 4 Year Old Provision (Pre-School)

The Welsh Government funds the Local Authority to ensure that all children in Wales have access to free part time Early Years Education from the beginning of the term following the child's third birthday. Each qualifying child can receive a maximum of 12.5 hours per week of funded Early Years Education if they attend an approved, funded pre-school education setting.

Children eligible for free part time education will only receive the funded place if they are attending an approved funded pre-school education setting.

The table below shows when your child will become eligible for up to **5 terms of funded part time pre-school provision**:-

If your child was born between	Eligible Term
1st April & 31st August	Autumn Term after their 3rd birthday
1st January & 31st March	Summer Term after their 3rd birthday
1st September & 31st December	Spring Term after their 3rd birthday

Funded early years education can only be accessed in settings that are approved **and funded as providers by Powys County Council**. Providers include playgroups, Cylch Meithrin, Day nurseries and school based settings.

Activities are based on Foundation Phase principles and offer good quality experiential learning. Learning will be informal and appropriate to the age and stage of the child.

All settings approved as providers of funded early years education will be monitored by the Powys Foundation Phase Team, Care & Social Standards Inspectorate for Wales (CSSIW) and by HMI Inspectorate (Estyn).

Parent/carers can apply for a part-time place, morning or afternoon, in a registered, approved funded pre-school education setting for a child born between 1 September 2014 and 31 August 2015. There are 3 intakes during the school year – January, April and September. The actual dates for intake are linked to school term dates. These dates can be viewed on the Powys website – www.powys.gov.uk

An application form should be completed and returned to the Admissions and Transport Team accompanied by a copy of the child's birth certificate. A form will be available on the Powys web site www.powys.gov.uk, from Pre-School Settings and the Admissions Team. The published dates for this admission round are printed on page

Places will be allocated up to the registered setting number and if more applications are received than places available the following oversubscription criteria will be used to allocate the places:

Pupils with a statement of special education needs, which names a specific pre-school setting which the child should attend because their needs can be best met by that particular pre-school and its facilities, will be automatically allocated a place.

- a. Looked after or previously looked after children (Evidence of a previously looked after child will be required to accompany the application form)
- b. Residing in the catchment area of the setting with a sibling attending the setting at the time the child will commence at the setting
- c. Residing in the catchment area of the setting
- d. Residing outside the catchment area of the setting with a sibling attending the setting at the time the child will commence at the setting
- e. Residing outside the catchment area of the setting

WELSH GOVERNMENT REGULATIONS RELATING TO PRE-SCHOOL PROVISION ARE SPECIFIC THAT IF A CHILD IS UNSUCCESSFUL IN GAINING A PLACE IN A PRE-SCHOOL SETTING THERE IS NOT A RIGHT OF APPEAL AGAINST THE DECISION. ALSO, BY GAINING A PLACE IN A PRE-SCHOOL SETTING DOES NOT GUARANTEE A PLACE IN A RECEPTION CLASS IN A PRIMARY SCHOOL. A SEPARATE APPLICATION IS REQUIRED TO BE COMPLETED FOR A PLACE IN THE RECEPTION CLASS IN A PRIMARY SCHOOL.

Early Visits to Primary Schools for pre-school age pupils who will be commencing the Reception Class in a Primary School in the September after they attain their fourth birthday

Pre-school age children are entitled to visit a school prior to commencing on a full or part time basis, which will be during the Summer Term prior to commencement of the school year. These visits should be for a maximum of 2 full days or 4 half days, on dates to be arranged with the school.

b) Admission to Primary Schools

Unless other acceptable arrangements are made, a child is required to attend school full-time from the beginning of the term following the fifth birthday. From the commencement of the Autumn Term, September 2018 in Powys a child may be admitted to school, at the parent/carers' request, on either a full-time or part-time basis at the beginning of the Autumn Term following the fourth birthday. (One intake each academic year.)

Viz:

Pupils born between 1 September 2013 and 31 August 2014 can commence school September 2018

Pupils born between 1 September 2014 and 31 August 2015 can commence school September 2019

Pupils born between 1 September 2015 and 31 August 2016 can commence school September 2020

Pupils born between 1 September 2016 and 31 August 2017 can commence school September 2021

If parent/carers reside outside Powys and wish to send their child to a school within this Authority before the child is five years old, they should first inform the Education Authority in whose area they live before applying for admission to the Powys primary school concerned.

If your child attends a non-maintained nursery or maintained or non-maintained pre-school provision linked to an infant or primary school and you wish your child to attend that school, you will still be required to apply for a place in the main school when your child is due to commence full time education. This will apply for a place for a lot of children as from September 2018.

Having a place at a maintained or non-maintained pre-school provision based at a school does not guarantee a place in the school at age 4 and the Authority's criteria for school admissions will apply if the demand for Reception Year Group places exceeds the number of places available (see Section 2).

On line application for a Parental Preference for a place in a Primary School can be made by visiting the Powys website – www.powys.gov.uk Schools & Students. Where ever possible the application should be made this way as the application will reach the Admissions Team much quicker and parent/carer/carers will be able to visit the site at midnight on Monday, 16 April, 2018 to check if the child has attained their first preference school.

Alternately there is a paper copy which can be downloaded from the Powys website.

There are 8 Aided and Foundation Schools within Powys which are responsible for setting their own admission policy (see Appendix E). The policy for these schools could differ from the Local Authority. If you wish your child to attend a Faith or Aided School you should contact the school direct as the Governing Body of the school are responsible for the admission of the pupils to the school.

The Aided and Foundation Schools in Powys are: (See Appendix D for contact details)

1. Llanerfyl Church in Wales Foundation School
2. St Ffraid's Church in Wales Voluntary Aided Primary School, Llansantffraid
3. St Mary's Voluntary Aided (Roman Catholic) Primary School
4. St Michael's Church in Wales (Aided) School, Kerry
5. Archdeacon Griffiths Church in Wales Voluntary Aided School, Llyswen
6. Llangattock Church in Wales (Aided) School
7. St Peter's Church in Wales School, Llanbedr
8. Priory Church in Wales (Aided) School, Brecon

All Powys Primary Schools are Co-Educational day Schools, full details of which are given in Appendix A.

c) Transfer to Junior Schools

Pupils attending the two Infants Schools in the County will transfer to the associated Junior School in the September following their 7th birthday. (Powys County Council have reviewed the Infant and Junior School provision in Welshpool. As from September 2017 there will be two 4 -11 mixed aged primary schools in Welshpool, one English medium and one Welsh medium. Initially all Welsh medium pupils will be educated at the Ardwyn School site and the English medium pupils at the Oldford, Gungrog and Maesydre School sites. Two new schools will be built – the Welsh stream school on Maesydre campus and the English stream on a site near Welshpool High School)

Having a place in an infant school does not guarantee a place in the 'paired' junior school and the Authority's criteria for school admissions will apply if the demand exceeds the number of places available.

An On line application for a Parental Preference for a place in a Junior School can be made by visiting the Powys website – www.powys.gov.uk Schools & Students. Where ever possible the application should be made this way as the application will reach the Admissions Team much quicker and parent/carer will be able to visit the site at midnight on Monday, 16 April, 2018 to check if the child has attained their first preference school.

Alternately there is a paper copy which can be downloaded from the Powys website.

d) Transfer to Secondary Schools

Transfer to secondary school takes place at eleven plus years of age.

All Powys secondary schools are fully comprehensive and co-educational day schools with an 11 - 18 age range. At present all Powys secondary schools are responsible for their 6th Form admissions, on that basis applications for a place in a 6th Form should be made direct to the school.

On line application for a Parental Preference for a place in a Primary School can be made by visiting the Powys website – www.powys.gov.uk Schools & Students. Where ever possible the application should be made this way as the application will reach the Admissions Team much quicker and parent/carer will be able to visit the site at midnight on Thursday, 1 March 2018 to check if the child has attained their first preference school.

Alternately there is a paper copy which can be downloaded from the Powys website.

2. Criteria for Admission to a School

The determination of school admission between the Local Authority Community and Church in Wales Controlled Schools differs from that of Faith and Foundation Schools in Powys. The Faith and Foundation Schools administer their own admissions policy (see Appendix E) which could differ from the Local Authority's. These should also allocated school places and

Powys County Council has a 'catchment area' policy. If you want details of the catchment area for an individual school, please contact admissionsandtransport@powys.gov.uk giving the complete property address including postcode. Places will be allocated up to the school's admission number without the application of any conditions. However should the number of applications exceed the admission number the following oversubscription criteria, listed in order of priority, will be used.

Where schools are over-subscribed it is a requirement of the School Standards & Framework Act, 1998 that criteria are published, which are then used to determine admissions.

Pupils with a statement of special education needs, which names a specific school which the child should attend because their needs can be best met by that particular school and its facilities will be automatically, allocated a place.

The L.A has adopted, in order of priority, the following criteria:

a. Looked after children or previously looked after children. (Evidence of a previously looked after child will be required to accompany the application form)

b. The presence of an elder sibling residing at the same household, with the household being within the catchment area of the school, when the pupil commences at the school. To qualify, primary siblings must be in Nursery to Year 6 and secondary siblings in Years 7 – 13. PLEASE NOTE: Siblings who join a secondary school for 6th form education only (Years 12 and 13), or attend a 6th form on a dual basis arrangement under collaboration arrangements will not be taken into consideration as a sibling at the school.

c. The location of the home if it is within the current catchment area of the school.

d. Any special medical and social needs relating to the individual child where attendance at particular school is essential. (Evidence will be required to accompany the application form).

e. The presence of an elder sibling residing at the same household, with the household being outside the catchment area of the school, when the pupil commences at the school. To qualify, primary siblings must be in Nursery to Year 6 and secondary siblings in Years 7 – 13. PLEASE NOTE: Siblings who join a secondary school for 6th form education only (Years 12 and 13), or attend a 6th form on a dual basis arrangement under collaboration arrangements will not be taken into consideration as a sibling at the school.

f. The location of the home in relation to the school and alternative schools if it is outside the current catchment area of the school

(Sibling includes half-siblings, step-siblings, adopted and looked after, or previously looked after children living in the same household).

Within each criterion, places will be allocated on the basis of the safest, shortest, practicable walking route to the school, in strict order of distance, up to the number of places available, the highest priority being given to the pupil living closest to the school. The distance will be measured from the closest access point on the public highway to the pupil's * ordinary place of residence which is nearest to the school and measured to the nearest school gate. The LA uses the MapInfo Geographical Information System to measure all distances.

* ordinary place of residence is the residence of the parent/carer who receives the Child Benefit for the pupil. (This is also the case where a child lives with parent/carerers with shared responsibility for part of a week).

Social Medical and Social Needs

Parent/carers should note that any special medical and/or social factors must be made known at the time of their original application if they wish these to be considered in the event of oversubscription.

Supporting evidence from a registered health profession such as Doctor or Social Worker, outlining the social medical reasons why a particular school would be the most suitable for the child and giving details of any difficulties that could be caused if the child could not attend the school. This information will be discussed with the Additional Learning Needs Team and any other appropriate officer of the LA, and all facts taken into consideration before the allocation of places. Late information will not be taken into consideration.

Multiple Birth Children (e.g. Twins, Triplets or siblings in same year group)

In the event of only one, or two, in the case of triplets, remaining place/s being available and applications are received for twins, triplets or siblings born in the same school year having the same place of residence, the place/s will be allocated in alphabetical order of the child's first forename, unless other name stated. In these cases the Authority will liaise closely with the school to discuss class size options etc therefore, offering a place to one or two of the affected pupils.

Tie Breaker : in the event of two applications in the same category being considered for a remaining place, priority will be given to whoever lives nearer to the school as measured by the safest, shortest, practicable walking route using the MapInfo Geographical Information System. If the two applicants live in the same block of flats, the place will be allocated to the applicant residing in the flat with the lowest number.

The L.A. and the Governing Bodies of Voluntary (Aided) Schools (as the admission authorities) support the principle of meeting parental preferences wherever and whenever possible. However, it must be recognised that it may not be possible to comply with parental preferences if a school, in

admitting a child, will be in breach of the requirement to comply with the statutory duty in respect of infant class sizes. Further details in respect of the infant class size legislation are shown in Sections 9 and 23 of this booklet.

Following the allocation of places during a normal admission round, any pupil that is refused admission to an oversubscribed school will be placed on a waiting list for a placement until the 30 September of that school year, in line with the School Admissions Code. Places for pupils on a waiting list will be allocated as per the oversubscription criteria and not by the length of time the pupil has been on the list.

After 30 September parent/carers will be required to submit a new application for admission for their preferred school.

The LA does not keep waiting lists for year groups that are not in the normal year of admission to the school.

Late Applications

Late applications, received after the closing dates, will only be considered if there are exceptional reasons why the applicant could not apply on time.

This can be where the family moved into the LA between the closing date and the offer date (in which case evidence of the change of address will be required) or there are other exceptional reasons which prevented the family from applying on time.

Reasons for late applications must be included in writing with the application incorporating any appropriate supporting documents/statements.

All late applications that are not deemed as exceptions will be dealt with after those who made their application at the correct time.

The Common Primary Offer Date for all Welsh Admissions Authorities is **Monday, 16 April, 2018**.

The Common Secondary Offer Date for all Welsh Admissions Authorities is **Thursday 1st March, 2018**.

Late applications received for oversubscribed schools, after places have been allocated will be offered their 2nd choice school or a place in an alternative suitable school that has a place.

3. Choice of Schools

Parent/carer/carers by law have freedom to express a preference as to the school to which they wish their child to be admitted. It is the duty of the L.A. and school governors to comply with any preference expressed in accordance with the Authority's arrangements, provided that compliance with the preference does not:

- Prejudice the provision of efficient education or the efficient use of resources. This prejudice cannot apply unless the school has reached its admission number.
- Require the school to take 'qualifying measures' (i.e. employ an extra teacher, build an extra classroom) to meet the statutory class size limits.

In expressing their preference, parent/carers will normally wish to take into consideration the Authority's policy concerning the provision of transport (see Sections 15 & 16).

As mentioned, parent/carers may express a preference for the school they wish their child to attend and the L.A. must, wherever possible, comply with that preference. In choosing a school, there are

many factors that parent/carers may wish to take into account such as the size, location, academic record and values of the school.

When parent/carers are considering a school, the following advice may be useful:

- Ask for a prospectus for the school - this gives general information about the school. In addition, parent/carers may wish to ask for copies of recent school inspection reports and examination results;
- Visit the schools being considered and have a list of pre prepared questions relating to your child and his/her needs;
- Ensure that you meet the head teacher or deputy and some class teachers
- Enquire about facilities relating to the interests of your child (i.e. sports, science, music etc.)
- If you choose a school outside your normal allocation, you will be responsible for the provision of transport and any costs related to it (see Sections 15 & 16)

Discussions with the Headteacher are valuable for parent/carers wishing to know in detail about a school and they allow the Headteacher in turn to explain the attitudes, values and expectations of the school. While the Authority would seek to encourage such discussions it is emphasised that discussion with the Headteacher will not affect the child's chances of gaining a place at the school.

School Modernisation

The Authority commenced a major strategic review of school provision in the Autumn Term 2008. The review commenced in the Ystradgynlais area in the 2008/09 school year and has subsequently been undertaken in John Beddoes, Gwernyfed, Llanidloes/Machynlleth and the Welsh Medium Severn Valley areas.

A new Welsh Medium Primary School open in 2016 with five new Primary Schools in the Gwernyfed catchment area planned for opening in 2017/18.

A review of the town area of Welshpool and surrounding area commenced in 2014/2015 with the Authority planning the provision of two new schools (one English medium and one Welsh medium) during the 2018/19 school year.

Reviews of potential re-configuration of Secondary and Post 16 provision commenced in the latter half of the 2014/2015 school year. Proposals resulting from these reviews are planned for the 2017 calendar year.

4. Attendance at Schools not Maintained by the Powys Authority

Parent/carers by law have freedom to apply to another LA for a child to attend a school maintained by that Authority. However you should make application via your Home Authority, in the first instance. If a place is allocated, the Powys LA will not normally provide or meet the costs of transport or residence.

The LA does not have any arrangements whereby children may attend schools not maintained by a Local Authority except for special education. If, therefore, it is your wish that your child attends a non-maintained or independent school, you should approach that school directly and you will be responsible for all costs incurred.

5. The Use of the Welsh Language in Powys Schools

Powys County Council aims to ensure that Welsh-medium education is available to all children whose parent/carers/guardians wish them to receive their education through the medium of Welsh.

It is available across Powys, in Welsh-medium schools and in Welsh streams in dual stream schools.

The majority of pupils who receive their education through the medium of Welsh come from non-Welsh speaking homes. Because of this, Welsh-medium schools and streams place a considerable emphasis on learning in and through the language, and your child will learn to read Welsh in school before he or she starts on their English. This can be a cause for concern to some parent/carers, as they see children in other schools getting started straight away on English. However, there is no need to worry; your child will learn to read English in no time when he or she is ready for it.

Pupils who receive their primary education through the medium of Welsh are normally expected to continue to receive their education through the medium of Welsh in secondary school. In Powys, Welsh-medium secondary provision is provided in Welsh streams in a number of high schools across the county. Although the number of subjects taught through the medium of Welsh varies between secondary schools, the aim of Powys County Council and every secondary school that has a Welsh-medium stream is to teach all subjects offered on the curriculum through the medium of Welsh and English in every Key Stage, in order to ensure equal opportunity and equality of provision for all pupils in Powys.

For children living in some parts of South Powys, Powys County Council provides transport out of county to Welsh-medium secondary provision at Ysgol Gyfun Ystalyfera.

The Use of the Welsh language in English-medium education Welsh is a compulsory subject for all pupils in Wales until the end of compulsory education (16 years old). So, even if your child is educated mainly through the medium of English, they will be taught Welsh as a Second Language for nearly 12 years.

In the primary sector, the Council's team of Athrawon Bro (Peripatetic Welsh teachers) supports schools with teaching Welsh as a Second Language.

In September 2008, all primary schools in Powys and Wales began delivering the Foundation Phase as part of the Early Years Curriculum. Welsh Language Development is one of the seven areas of learning within the Foundation Phase, and there will be a requirement for all English-medium schools to provide children with more opportunities to learn and enjoy using the Welsh language, by providing daily access to appropriate Welsh-medium play based activities.

Definitions of schools according to Welsh-medium provision

In 2007, the Welsh Government introduced categories to be used to define schools according to their Welsh-medium provision, in order to ensure consistency across Wales, and to make it easier for parent/carers to obtain a full understanding of the extent to which individual schools teach through the medium of Welsh or English. The appropriate category has been noted alongside the name of each school in the schools list further on in this document.

The categories for primary schools are:

- | | |
|-----------------|---|
| Category 1 (WM) | Welsh-medium primary school |
| Category 2 (DS) | Dual Stream primary school |
| Category 3 (TR) | Transitional primary school: Welsh medium with significant use of English |
| Category 4 (EW) | Predominantly English medium with significant use of Welsh |
| Category 5 (EM) | Predominantly English medium primary school |

The categories for secondary schools are:

- | | |
|-----------------|-------------------------------|
| Category 1 (WM) | Welsh-medium secondary school |
|-----------------|-------------------------------|

Category 2a (AB) Bilingual secondary school – at least 80% of subjects are taught through the medium of Welsh to all pupils

Category 2b (BB) Bilingual secondary school – At least 80% of subjects are taught through the medium of Welsh but are also taught through the medium of English

Category 2c (CB) Bilingual secondary school – 50-79% of subjects are taught through the medium of Welsh but are also taught through the medium of English

Category 2 (CH) Bilingual secondary school – All subjects apart from English and Welsh are taught to all pupils using both languages

Category 3 (EW) Predominantly English medium secondary school with significant use of Welsh

Category 4 (EM) Predominantly English medium secondary school

Further information about these categories is available from the Welsh Government on the Welsh Government website:-

<http://wales.gov.uk/topics/educationandskills/publications/guidance/definingschools?lang=en>

6. Application for Admission to Primary Schools

Parent/carers may request from the Headteacher of a primary school, the Leader of a funded 3 and 4 Year Old Setting/Nursery, funded by the Authority, a copy of the Information for Parent/Carers Booklet Parental Preference for Primary School Admission and School Transport application forms. The forms will be available in the October prior to the commencement of the school year.

If a primary school becomes oversubscribed the Criteria for Admission to School will be used to allocate places (See Section 2). Parent/carers may be asked to provide official documentation showing their child's date of birth. If the Authority is unable to allocate according to the parent/carers first or second preference and they do not wish to accept a place at an alternative school, then they are entitled to appeal against both decisions. The right to appeal to an independent appeals panel applies to all stages. (Please refer to Section 21).

Parent/carers who express a preference for a place for a child in a Reception Class in a Primary School take priority over those who do not apply.

7. Applications for Admission to Junior Schools

Arrangements for admission to Junior Schools are normally made between the Infant School attended by the child and the L.A. in the Autumn Term preceding the date of transfer. Application packs are distributed to the Infant Schools during the Autumn Term.

Headteachers of infant schools will be able to indicate to parent/carers the associated junior school, which children would normally attend, although parent/carers may express a preference for any school of their choice.

Having a place in an infant school does not guarantee a place in the 'paired' junior school and the L.A.'s criteria for school admissions will apply if the demand exceeds the number of places available.

8. Applications for Admission to Secondary Schools

Arrangements for admission to Secondary Schools are normally made between the primary school attended by the child, the secondary school and the L.A. in the Autumn Term preceding the date of transfer.

Headteachers of primary schools will be able to indicate to parent/carers the associated Secondary school, which children would normally attend, although parent/carers may express a preference for any school of their choice. Pupils must reside in the allocation area of the feeder primary school to be in the allocation area of the secondary school. Parent/carers should be mindful of this with regard to the provision of school transport.

If parent/carers live outside Powys and wish to send their child to a Secondary School within this Authority, they should first contact the L.A. in whose area they live before applying for admission to a Powys Secondary School. Details of all Powys Secondary Schools are given at Appendix B.

9. Infant Class Sizes

The Welsh Government is committed to ensuring that no child in Key Stage 1 will be in a class where the teacher pupil ratio is more than 1:30, thus ensuring that all children up to the age of 7 will be taught in classes containing no more than 30 pupils.

The Authority can only refuse to admit a child to a school where to do so would cause class size prejudice, however, such infant class size prejudice cannot be found if the admission number has not been exceeded.

In terms of appeals against the admitting authority refusing admission to a pupil under Infant Class Size legislation, please refer to Section 23.

Exceptions to the Infant class size initiative

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

1. Children whose statements of SEN specify that they should be educated at the school concerned, and who were admitted to the school outside a normal admission round.
2. Children who are looked after by local authorities (looked after children), or who have ceased to be looked after (previously looked after children) as a result of being adopted or being placed with a family or given a special guardian and are admitted to the school outside a normal admissions round.
3. Children initially refused admission to a school, but subsequently offered a place outside a normal admission round by direction of an admission appeal panel, or because the person responsible for making the original decision recognises that an error was made in implementing the school’s admission arrangements.
4. Children admitted outside the normal admission round who:
 - the maintaining local authority confirmed cannot gain a place at any other suitable school within a reasonable distance of their home because they have moved into the area outside a normal admission round, or
 - they desire a religious education, or a Welsh speaking education and the school in question is the only suitable school within a reasonable distance.
5. Children who were admitted to the school outside the normal admission round after which the school has arranged its classes, and after the first day of the school year, the effect of which would mean that the school would have to take a relevant measure if such children were not excepted pupils.
6. Children of armed forces personnel who are admitted outside the normal admission round.

7. Children whose twin or other sibling from a multiple birth are admitted as non-excepted pupils, as the final pupil(s) allocated a place before the admission number is reached.

8. Children who are registered pupils at special schools, but who receive part of their education at a mainstream school.

9. Children with SEN who are normally educated in a special unit in a mainstream school, who receive part of their lessons in a non-special class.

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. For example, because a non-excepted child leaves the class, an additional infant class is created, or an additional teacher is appointed, then that child ceases to be an excepted pupil. Classes must be organised so as to comply with the limit wherever possible.

10. Feeder Primary Schools

Parent/carers should note that admission to a particular primary school does not guarantee a place at the secondary school, which has traditionally received pupils from that primary school.

In the event of over subscription of the secondary school, the Authority's published criteria in respect of admission to a school are applied (see Section 2).

11. Early and Late Applications

Early application cannot be used as a criterion for giving priority in allocating places and all parent/carers who express a preference by the published deadline for primary and secondary schools will be considered against the LA's published criteria. All primary and secondary schools applications made after the published deadline will be considered on their merits and applications for admission to schools outside the normal admission cycle will be considered in the same way as those applying for entry at the usual time.

12. Early or Delayed Transfer to Secondary School

Early or delayed transfers require the agreement of the Schools Service and applications must be made as early as possible in the school year preceding transfer to secondary school.

The process of application for early or delayed transfer is usually lead by the primary school who will arrange for the completion of the application form. This form must be completed early in the year prior to secondary transfer in order to ensure that the application for admission is considered in accordance with the published dates. Failure to meet the published dates could result in a place not being available.

13. Admissions at Other Times

Application for admission to a primary or secondary school at other times, e.g. for those moving into the County, should be made to the Admissions and Transport Team, who will be able to advise concerning admission procedure and availability of places, etc.

14. Transfers between Schools

Parent/carers of pupils in primary and secondary schools who wish to transfer their child to a different school at any time except through change of residence should, in the first instance, discuss the matter with the Headteacher of their current school to explain their reason for requesting a change of school. Having spoken to the current Headteacher, parent/carers should then approach the Headteacher of their chosen school and discuss the possibility of admission, explaining why the change of school is being requested.

Parent/carers are then required to complete an In Year School Admission Request Form, which are available on the Powys County Council website or from the Admissions & Transport Team, Schools Service, Communities, Skills & Learning, Powys County Hall, Llandrindod Wells, LD1 5LG. The completed form should be returned to the Admissions and Transport Team. Applications for such transfers will normally be approved, to take place at the beginning of a term or half term, provided that the transfer does not prejudice the provision of efficient education or the efficient use of resources and is not incompatible with arrangements between the Governing Body and the Local Authority in respect of admission to an aided school.

Failure to complete each section of the application form fully, to include the Section for the Headteacher of the outgoing school, will result in the form being returned and therefore delaying the process.

Applications should not be made more than a term in advance. Applications outside of this time scale will not be processed. School places cannot be reserved therefore applications are processed and places allocated, where possible, close to the date the school place is required. Once a school place has been offered the commencement date should be agreed with the school. Applications received during school holidays cannot be considered until schools re-open.

We are unable to consider applications until confirmation of a moving date has been received. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts or a copy of your signed rental agreement may be required to support your application. Please include this with your application if possible to enable us to process your application.

If your application is due to a move into the UK, documentary evidence to support your application will be required. A copy of the pupil's passport, birth certificate, child benefit letter or medical card are normally acceptable, along with a copy of your rental agreement or exchange of contracts letter. Please send copies with your application. The Admissions Authority reserves the right to seek further documentary evidence as it feels appropriate.

Parent/carers can state two preferences on their application form. If the Admissions Authority are unable to offer a place at your 1st or 2nd preference, a place will be allocated to the nearest school to your home address with available places.

Where the home address changes and parent/carers wish to transfer the children to another school the normal admission process will apply.

15. Primary School Transport

To qualify for primary school transport, pupils must reside 2 or more miles from the nearest school, measured by the shortest walking distance, wherever practicable within existing transport routes.

It should be noted that transport for qualifying pupils is only provided to the catchment school.

The LA uses the MapInfo Geographical Information System to measure all distances.

Transport is available in appropriate areas of Powys for pupils who wish to attend primary schools for education through the medium of English or Welsh. Further information is available from the Admissions & Transport Team, Powys County Hall, Llandrindod Wells.

Application forms for the provision of transport should be returned at the same time as the parent/carer's preference for primary school admission form.

16. Secondary School Transport

To qualify for school transport, pupils of secondary age must reside 3 or more miles from the nearest school measured by the shortest walking distance, wherever practicable within existing transport

routes. It should be noted that transport for qualifying pupils is only provided to the school that normally takes pupils from the area in which they live. The Authority uses the MapInfo Geographical Information System to measure all distances.

Welsh medium transport is available to designated schools offering almost all subjects through the medium of Welsh in the following;

To	From
Ysgol Gyfun Ystalyfera	Sennybridge and Swansea Valley areas of Powys County Council and Pont Neath Vaughan area
Builth Wells High School	Llandrindod, Presteigne and Brecon allocation areas
Llanfyllin High School	Guilsfield
Caereinion High School	Newtown and Welshpool allocation areas (excluding Guilsfield)

Application forms for the provision of transport should be returned at the same time as the parent/carer's preference for secondary school admission form.

17. Post 16 Transport

When a pupil completes Year 11, the end of statutory education, their name is removed from the school transport records. On that basis, if Post 16 pupils still wish to travel on school transport they must make application for transport each academic year. Forms will be forwarded to students who qualify for school transport, for their completion. If the student discontinues to travel on school transport he/she should inform the Admissions and Transport Team immediately.

Transport is also provided for students who wish to study at a second school / college under the collaborative curriculum arrangements that commenced in September, 2011, learners should complete a separate application form for each school/college site they wish to study at.

Further information is available from the Admissions & Transport Team.

18. Vacant Seat Payment Scheme

Pupils who live within the statutory walking distance from school and live near or on an existing transport route may have the opportunity to make use of any vacant seats available under the Vacant Seat Payment Scheme on payment of the appropriate fee. However, this charge is waived if parent/carers are in receipt of the benefits outlined in Section 27.

Under the Vacant Seat Payment Scheme, vehicles operating on school transport contracts do not deviate from the official journey to collect pupils not qualifying for free school transport but wishing to travel under the scheme. The LA is not able to incur additional expenditure by providing seats in excess of requirement and the right to transport is withdrawn if the seat is required for a qualifying pupil.

Further information and application forms in respect of the Vacant Seats Payment Scheme can be obtained from the Passenger Transport Unit, Powys County Hall, Llandrindod Wells, LD1 5LG.

19. Entry for Public Examinations

All Powys secondary schools offer a full range of courses to GCSE level and a variety of G.C.E. A level courses. In addition, a number of schools offer a range of other courses at NVQ and GNVQ levels. Individual pupils are entered by schools for examinations according to their subject choices and after careful consideration of the requirements of individual pupils by teachers, parent/carers and the

pupils themselves. In addition to advice given by schools, officers of the Careers Service will also provide advice.

20. Sixteen plus Provision

The Authority attempts to provide for all 16 plus pupils according to their needs. 16 plus provision for children in special education is given careful consideration from the age of 14 plus onwards and parent/carers are fully consulted. Options at 16 plus include entry to employment, entry to Youth Training Schemes, entry to an Adult Training Centre, staying on at school or entry to a Further Education course, either in the county or elsewhere.

21. Refusal of Admission

The Welsh Government advice indicates that it is not acceptable to refuse admission to pupils or give them a low priority on the grounds that they may disrupt the education of other pupils or for a school to refuse to admit a pupil because they believe that the school cannot cater for his/her special educational needs and, therefore, these factors will not be used to determine the offer of places.

22. Appeals against Admission Decisions

Most pupils in Powys are allocated a place at their parent/carers' first choice of school. If however, it is not possible to allocate a place at the preferred school, an alternative school place will be offered. It is then for parent/carers to decide whether to accept the place at the alternative school or to appeal against the decision of the admission authority.

In accordance with the School Standards and Framework Act 1998 the LA, or Governing Body of an Aided School, will make arrangements to enable the parent/carer of a child to appeal against an admission decision. An appeals panel established in accordance with Sections 94 and 95 and Schedules 24 and 25 of the Act will determine the appeal. The panel must consist of three to five members appointed by the L.A. or Governing Body of an Aided School from the following categories:

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

Independent appeal panels must consider each case individually on its merits and they cannot limit themselves, in advance, to the admission of any particular number of pupils. Consideration by an appeal panel should be in two distinct stages:

a) The Factual Stage, where the panel decides as a matter of fact whether there was a lawful reason to refuse admission; if there was not, the child must be admitted; if there was, the committee must move on to:

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

The decision of the appeal panel will be binding on the LA or Governors.

If a particular secondary school has been oversubscribed and appeal hearings have been held, details are given under the school details in Appendix B.

23. Admission Appeals Relating to Statutory Infant Class Size Limits

When dealing with admission appeals under class size legislation, appeal panels do not follow the two-stage process as outlined in Section 22. Instead, an appeal panel will be able to uphold a parent/carer's appeal only if the decision not to admit the child was due to the admission arrangements not being properly implemented or the decision of the admission authority was not one which a reasonable admission authority would make in that particular case.

24. Numbers of Pupils to be Admitted to Particular Schools

The appropriate admission numbers for Powys Primary and Secondary schools are shown in Appendices A & B.

The LA will offer places in its schools up to the admission number. Places granted by the independent appeals panel, following successful appeal, will be in addition to the admission number. If the appeals process leads to the admission of pupils beyond the admission number, places given up, at a later date, will not be filled by the LA until numbers drop below the admission number.

25. Individual Schools

Basic information about schools maintained by Powys LA is shown in Appendices A & B.

More detailed information about any individual school and a copy of the school prospectus should be sought from the Headteacher.

26. Complaints Procedure

a) Curriculum and Religious Worship

Powys County Council has adopted arrangements in respect of complaints about curriculum and collective worship under the terms of Section 409 of the Education Act 1996. Powys County Council is the Local Authority (the L.A.).

The arrangements have been drawn up following consultation with the heads and governors of schools and have also been approved by the Secretary of State.

The arrangements cover complaints made by parent/carers and others in respect of the performance of duties or exercise of powers by the L.A. or by the governing bodies of schools maintained by the L.A.

The document detailing the LA's arrangements is available for inspection at all schools maintained by the L.A., public libraries and education offices. A copy will be given, if desired, to any person wishing to make a complaint under these arrangements. A copy of the circular of guidance issued by the Welsh Office 26/89 will also be made available.

B) Other Complaints

A copy of the LA's general Complaints Procedure, which covers complaints against the Authority, can be obtained from Schools Service, Powys County Hall, Llandrindod Wells, or any of the area offices listed above or any of the County Council's other information outlets.

The LA is unable to respond to complaints about individual schools as responsibility for addressing such complaints rest with their Governing Bodies. Complainants should approach the individual school concerned for a copy of its Complaints Procedure.