



Information for Parents 2022/2023

Contents

	Page
Glossary	4
Nursery places in Swansea	5
Reception - pupils to start school in a Reception class in September 2021	6
➤ Making an application for a Reception place	6
➤ Important dates	8
➤ How to apply	9
➤ Admission oversubscription criteria for Reception	10
Year 7 - pupils to start in Secondary School in Year 7 in September 2021	11
➤ Making an application for a Year 7 place	11
➤ Important dates	13
➤ How to apply	14
➤ Admission oversubscription criteria for Year 7	15
Late Applications (Reception and Year 7)	16
Important information to consider prior to making an application	17
➤ Choosing a school place for September 2021	17
➤ What address do I use?	18
➤ If I live in the City and County of Swansea can my child go to school outside of Swansea?	20
➤ If I live outside of the City and County of Swansea can my child go to school inside of Swansea?	20
➤ UK Service Personnel and Crown Servants	20
➤ Applications from children overseas	21
Will my request be granted?	22
➤ How will I know if my request has been successful (Reception and Year 7)?	22
➤ The appeal process	23
➤ Waiting lists for pupils applying for Reception or Year 7 places	25

Applying for a school place mid-year (primary and secondary schools)	26
Information about education services in Swansea	28
Details of schools in Swansea	37 - 59
Admission Arrangements	60 - 103
➤ Community schools	60
➤ Voluntary Aided schools	78

School Support Unit
Swansea Council
Oystermouth Road
Swansea
SA1 3SN

Glossary

Admission Authority – the Local Authority (LA) responsible for admissions to all community schools.

Admission number (AN) – the maximum number of children the Local Authority is able to admit to a school in each year group.

Community School – funded and maintained entirely by local authorities.

LA – Local Authority.

Looked After Child (LAC) – a looked after child refers to a child who is looked after by a Local Authority in England or Wales, (as defined by Section 22 of the Children Act 1989 and Section 74 of the Social Services and Wellbeing [Wales] Act 2014).

Previously Looked After Children – children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

Mid-year transfer – a request to change from one school to another at any time during the academic year.

Normal admission round primary – the period of time when parents can apply for a Reception place for their child to take up in the following September (September 2021).

Normal admission round secondary – the period of time when parents can apply for a Year 7 place for their child to take up in the following September (September 2021).

Preference(s) – School(s) selected and applied for.

Statutory School Age - pupils who are between age 5 and 16 (i.e. pupils in any year group between and including Reception to Year 11).

Voluntary aided (VA) schools – church schools e.g. Roman Catholic, Church in Wales.

Nursery Places in Swansea

In Swansea all primary schools provide part-time nursery education. Children can access a part time nursery place from the start of the term after they have turned 3, or the day after their 3rd birthday, and depending on the provision and availability of places at a school. Nursery provision is non-statutory which means that parents can decide whether or not they want to take up a nursery place for their child. You can submit an application for a place at your catchment school or any other school for which you may have a preference. It is not always possible for children to be admitted to a nursery class within the catchment area for their home address or your preferred school. If there is not a place available in the nursery provision your child's name will be placed on a waiting list. There is no right of appeal against the refusal to offer a nursery place in a specific school.

It is important to note that children attending the nursery class of a school will not have an automatic right of admission to full time education in Reception at the same school. Parents will need to apply for a place in Reception along with other applicants.

Attending the nursery class in a primary school does not guarantee your child a place in the Reception class at the school. If a school is oversubscribed, places are allocated in accordance with the LA's admission arrangements and oversubscription criteria.

For full details of Swansea Council's nursery admissions policy and oversubscription criteria please refer to pages 60 – 62. The admission policy and oversubscription criteria for entry into Reception can be found on pages 63 – 67.

Parents may wish to visit schools before they make a decision about which school they wish to apply for and visits to school should be arranged directly with the headteacher of the relevant school. The names, addresses and telephone numbers of all schools are on pages 42 - 59 of this book. School websites also provide useful information about schools, as does the Welsh Government website My Local School www.myllocalschool.wales.gov.uk and the Swansea Council website www.swansea.gov.uk

Information on accessing childcare in Swansea and the 30 hour funded childcare offer can be obtained from the Family Information Service www.swansea.gov.uk/fis

How to apply for a nursery place

Once you have decided which school you would like to apply for **please contact the school directly to request an application form**. When completing the form the pupils current main residential address should be used (**not** the address of grandparents, other family members or childminders). For more detailed information regarding the home address, please refer to pages 18 - 21.

The administration of nursery applications is delegated to primary schools, however the Local Authority, as the admissions authority, maintains and oversees the admission arrangements for nursery.

Reception - Making an application for pupils to start school in a Reception class in September 2022

All children by law must start school no later than the first day of the term after their fifth birthday. In Swansea, all children can start full time school early, at the beginning of the school year in which they become five. However, if you wish to wait until your child is five, you should still make contact with the Admissions Team so that your child's name can be considered for a place using the same procedures as those for pupils starting in September. A place can be held for your child until they reach statutory school age.

For children born between 1st September 2017 and 31st August 2018 who are registered at a nursery class in a Swansea primary school, the Local Authority will write to you at the beginning of October 2021 inviting you to apply online for a Reception place for your child at a Swansea primary school. If you do not live in Swansea or if your child does not currently attend a Swansea school you can still apply for a Reception place online.

You can apply anywhere where you have internet access and you will need to have a valid email address. The system is compatible for use with a number of electronic devices, including mobile phones. If you do not have the use of a computer or any of the above-mentioned devices at home, or you would like additional support with your application, you can find help at your child's primary school, the Contact Centre in the Civic Centre or your local library.

The application allows you to make 3 school choices (known as preferences) which you can rank in your preferred order. You can only apply once for each school of your choice. Please use all 3 preferences available to you and consider including your catchment school. Selecting the same school 3 times will not increase your chances of being offered a place. Making additional choices does not affect your chance of securing your first choice as all places are allocated following the oversubscription criteria. However, if your first choice is oversubscribed and we are not able to allocate a place to your child we will consider your second and then your third preferences. If you have not made additional preferences and we are not able to offer your first choice of school we will offer an available alternative if you reside within in the City and county of Swansea.

If you reside outside of the City and County of Swansea Local Authority, we strongly advise that you also make an application with your own Local Authority (the Local Authority to whom you pay your Council Tax) as, in the event we are unable to offer your child a place at a Swansea school(s) that you have made a preference for we will not offer your child an alternative Swansea school.

Parents are advised that they should only make one admission application, which can contain up to three choices. If multiple applications are made the latest application will be treated as the preferred application and all earlier applications will be ignored.

Where we are able to offer you more than one school, we will offer you your highest ranked preferred school and withdraw all lower ranked preferences.

All completed applications will be considered at the same time so there is no advantage to a parent who submits an application early in the admission round. If your application is received after the deadline detailed in the published schedule your application will be late and considered after all the applications sent in on time have been offered places. You cannot make a late application on-line. By the time late applications are considered all the places in your preferred school(s) may have been allocated and you may be refused a place if the school is full even if you live in the school's catchment area and meet all or some of the other oversubscription criteria.

We will try and meet a parental preference, however, please be aware that:-

- Living in the catchment area does **not** guarantee your child a place at the school.
- Having a sibling of statutory school age already attending the school does **not** guarantee your child a place at the school.
- Attending the nursery class in a primary school does **not** give your child automatic right of entry into the Reception class and it does **not** guarantee your child a place at the school.
- Attending a partner primary school does **not** guarantee your child a place at the associated secondary school.

Changes to Welsh Medium school catchment areas were implemented in September 2021 and the catchment school for your home address may have changed. If you are not sure which English or Welsh medium school is your catchment school and wish to check, please contact Admissions@swansea.gov.uk If you are applying for a place at a school that is not the designated school for your home address, the responsibility and the cost for getting your child to and from school lies with you as parent/carer. The local authority will not provide free home to school transport when a pupil does not attend their designated school. This also applies if a pupil is granted a place at a school which is not their designated catchment school as a result of a successful appeal.

It is your responsibility to submit an application and apply on time. We cannot offer your child a place until you make your application. Your child will not be given a school place automatically.

Attending a nursery class of a primary school does not guarantee your child a place in the Reception class at the school.

If you wish to change your school preference after the published closing date for applications or after an offer of a place has been made on the statutory offer day, a new application will need to be submitted. A new application made will be a late application and will supersede any earlier applications received and any offers that were previously made would no longer be available. You cannot make a late application on-line.

Important dates to remember for primary education

This timetable is for parents who are applying for a place in a Reception class in September 2022

4th October 2021

The online application portal opens.
Apply online at www.swansea.gov.uk/applyforaschoolplace

26th November 2021

Deadline for parents to submit their application by.

19th April 2022

Parents who applied on time notified of the Reception place their child has been allocated.

20th April - 13th May 2022

Parents who applied on time can submit an appeal against an unsuccessful application.

IT IS YOUR RESPONSIBILITY TO APPLY ON TIME

How to apply

The easiest way to apply is online.

APPLY ONLINE USING THE COUNCIL'S APPLICATION PORTAL

www.swansea.gov.uk/applyforaschoolplace

Please be aware that if you wait until the last day to submit your application and experience any difficulties completing the form, there will be no technical support available after 4.00 pm on closing day (26th November 2021).

Things to remember!

- For all online applications you will need a valid email address.
- Apply on time.
- Read the oversubscription criteria.
- Use all your preferences.
- Consider including your catchment school as a preference.
- Make sure you press **SUBMIT** when you have completed your online application.
- Check you have received an email confirming the application has been submitted – this email lists the school preferences you have chosen.
- Re-submit your application if you make any changes (changes can only be made whilst the admission window is open).
- If you do not submit an application you will not receive a school offer.

If your application is late this could significantly reduce your chance of getting the place you want

Reception - Admission Policies and oversubscription criteria

For full details of Swansea Council's admission policies refer to pages 63 - 67. The oversubscription criteria for Swansea schools i.e. all schools other than voluntary aided schools are as follows:

If more applications have been received for any school than there are places available, the following order of priority will apply:

1. Children who are in the care of a local authority i.e. looked after children (LAC), or are previously looked after*.
2. Children who live within the school's defined catchment area. There is no guarantee of a catchment place. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
3. Children who have a brother or sister of statutory school age attending the school at the date of their admission.*** If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
4. Other children for whom a place has been requested for whom criteria 1 to 3 above do not apply. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**

* Looked After Child (LAC) / Previously Looked After Children – a looked after child refers to a child who is looked after by a local authority in England or Wales, (as defined by Section 22 of the Children Act 1989 and Section 74 of the Social Services and Wellbeing [Wales] Act 2014) at the time the application to a school is made and who the Local Authority has confirmed will still be looked after at the time of admission to the school. Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after (as defined by the Welsh Government School Admissions Code document no. 005/2013). Evidence will need to be provided for all LAC criteria applications.

**The measurements will be taken from outside the entrance to the property (house or flat) to the nearest official school entrance. The local authority GIS computer programme is used when undertaking the measurement.

***A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children are twins/triplets then the LA will admit both/all children. Statutory school age is defined as pupils who are between age 5 and 16 (i.e. pupils in any year group between and including Reception to Year 11).

Voluntary Aided Schools - Primary

If you wish to apply for a place at a voluntary aided school you need to contact the school directly. Details of how voluntary aided schools admit their pupils are on pages 78 onwards.

Year 7 - Making an application for pupils to start Secondary School in Year 7 in September 2022

Children transfer to secondary school when they are eleven. Children who are eleven by 31st August start at secondary school in the following September.

For children registered in a Year 6 class in a Swansea primary school, the Local Authority will write to you at the beginning of October 2021 inviting you to apply online for a Year 7 place for your child at a Swansea secondary school. If you do not live in Swansea or if your child does not currently attend a Swansea school you can still apply for a Year 7 place online.

You can apply anywhere where you have internet access and you will need to have a valid email address. The system is compatible for use with a number of electronic devices, including mobile phones. If you do not have the use of a computer or any of the above-mentioned devices at home, or you would like additional support with your application, you can find help at your child's primary school, the Contact Centre in the Civic Centre or your local library.

The application allows you to make 3 school choices (known as preferences) which you can rank in your preferred order. You can only apply once for each school of your choice. Please use all 3 preferences available to you and consider including your catchment school. Selecting the same school 3 times will not increase your chances of being offered a place. Making additional choices does not affect your chance of securing your first choice as all places are allocated following the oversubscription criteria. However, if your first choice is oversubscribed and we are not able to allocate a place to your child we will consider your second and then your third preferences. If you have not made additional preferences and we are not able to offer your first choice of school we will offer an available alternative if you reside within in the City and county of Swansea.

If you reside outside of the City and County of Swansea Local Authority, we strongly advise that you also make an application with your own Local Authority (the Local Authority to whom you pay your Council Tax) as, in the event we are unable to offer your child a place at a Swansea school(s) that you have made a preference for we will not offer your child an alternative Swansea school.

Parents are advised that they should only make one admission application, which can contain up to three choices. If multiple applications are made the latest application will be treated as the preferred application and all earlier applications will be ignored.

Where we are able to offer you more than one school, we will offer you your highest ranked preferred school and withdraw all lower ranked preferences.

All completed applications will be considered at the same time so there is no advantage to a parent who submits an application early in the admission round. If your application is received after the deadline detailed in the published schedule your application will be late and considered after all the applications sent in on time have been offered places. You cannot make a late application on-line. By the time late applications are considered all the places in your preferred school(s) may have been allocated and you may be refused a place if the school is full even if you live in the school's catchment area and meet all or some of the other oversubscription criteria.

We will try and meet a parental preference, however, please be aware that:-

- Living in the catchment area does **not** guarantee your child a place at the school.
- Having a sibling of statutory school age already attending the school does **not** guarantee your child a place at the school.
- Attending a partner primary school does **not** guarantee your child a place at the associated secondary school.

Changes to Welsh Medium school catchment areas were implemented in September 2021 and the catchment school for your home address may have changed. If you are not sure which English or Welsh medium school is your catchment school and wish to check, please contact Admissions@swansea.gov.uk If you are applying for a place at a school that is not the designated school for your home address, the responsibility and the cost for getting your child to and from school lies with you as parent/carer. The local authority will not provide free home to school transport when a pupil does not attend their designated school. This also applies if a pupil is granted a place at a school which is not their designated catchment school as a result of a successful appeal.

It is your responsibility to submit an application and apply on time. We cannot offer your child a place until you make your application. Your child will not be given a school place automatically.

Attending a partner primary school does not guarantee your child a place in the associated secondary school

If you wish to change your school preference after the published closing date for applications or after an offer of a place has been made on the statutory offer day, a new application will need to be submitted. A new application made will be a late application and will supersede any earlier applications received and any offers that were previously made would no longer be available. You cannot make a late application on-line.

Important dates to remember for secondary education

This timetable is for parents who are applying for a place in Year 7 in September 2022.

4th October 2021

The online application portal opens.
Apply online at www.swansea.gov.uk/applyforaschoolplace

26th November 2021

Deadline for parents to submit their application by.

1st March 2022

Parents who applied on time notified of the Year 7 place their child has been allocated.

2nd March - 25th March 2022

Parents who applied on time can submit an appeal against an unsuccessful application.

IT IS YOUR RESPONSIBILITY TO APPLY ON TIME

How to apply

The easiest way to apply is online.

APPLY ONLINE USING THE COUNCIL'S APPLICATION PORTAL

www.swansea.gov.uk/applyforaschoolplace

Please be aware that if you wait until the last day to submit your application and experience any difficulties completing the form, there will be no technical support available after 4.00 pm on closing day (26th November 2021).

Things to remember!

- For all online applications you will need a valid email address.
- Apply on time.
- Read the oversubscription criteria.
- Use all your preferences.
- Consider including your catchment school as a preference.
- Make sure you press **SUBMIT** when you have completed your online application.
- Check you have received an email confirming the application has been submitted – this email lists the school preferences you have chosen.
- Re-submit your application if you make any changes (changes can only be made whilst the admission window is open).
- If you do not submit an application you will not receive an offer of a school place.

If your application is late this could significantly reduce your chance of getting the place you want

Year 7 - Admission policies and oversubscription criteria

For full details of Swansea Council's admission policies refer to pages 67 - 71. The oversubscription criteria for Swansea schools i.e. all schools other than voluntary aided schools are as follows:

If more applications have been received for any school than there are places available, the following order of priority will apply:

1. Children who are in the care of a local authority i.e. looked after children (LAC) or previously looked after*.
2. Children who live within the school's defined catchment area. There is no guarantee of a catchment place. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
3. Children who have a brother or sister of statutory school age attending the school at the date of their admission***. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
4. Children attending a designated partner primary school but who live outside the catchment area of that school. Attending a partner primary school does not guarantee a place in the associated secondary school. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
5. Other children for whom criteria 1 to 4 above do not apply. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.

* Looked After Child (LAC) / Previously Looked After Children – a looked after child refers to a child who is looked after by a local authority in England or Wales, (as defined by Section 22 of the Children Act 1989 and Section 74 of the Social Services and Wellbeing [Wales] Act 2014) at the time the application to a school is made and who the Local Authority has confirmed will still be looked after at the time of admission to the school. Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after (as defined by the Welsh Government School Admissions Code document no. 005/2013). Evidence will need to be provided for all LAC criteria applications.

**The measurement will be taken from outside the entrance to the property (house or flat) to the nearest official school entrance. The local authority GIS computer programme is used when undertaking the measurement.

***A brother or a sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children for that place are twins/triplets, the LA will admit both/all children. Statutory school age is defined as pupils who are between age 5 and 16 (i.e. pupils in any year group between and including Reception to Year 11).

Voluntary aided schools - Secondary

If you wish for your child to attend Bishop Vaughan Roman Catholic Comprehensive School places will be allocated using criteria which the school's governing body has agreed. These criteria can be found on pages 99 onwards. You should still apply online using the above timescale and it is recommended that you also make a second and third choice in the event that Bishop Vaughan Roman Catholic Comprehensive is not able to offer your child a place.

Late applications (Reception and Year 7)

Applications received after the deadline of 26th November 2021

Applications submitted after the published closing date will not be considered until after all on time applications received have been allocated and offered their places on the statutory offer day. Where there are more late applications for a school than there are places available the applications will be considered in line with the oversubscription criteria. The Local Authority will only be able to allocate a place in your chosen school if places are still available. This means that you may not be allocated a place at the school of your choice even if you live in the school's catchment area or move into the catchment area after 26th November 2021.

If you wish to change your school preference after the published closing date for applications or after an offer of a place has been made on the statutory offer day, a new application will need to be submitted. A new application made will be a late application and will supersede any earlier applications received and any offers that were previously made would no longer be available.

Please contact the Admissions Team for a late form: Admissions@swansea.gov.uk

Important information to consider prior to making an application

Choosing a school place for September 2022

Most children attend their catchment area school (this school is usually, but not always the school nearest to your home). You can, if you wish, apply to another school of your choice.

Changes to Welsh Medium school catchment areas were implemented in September 2021 and the catchment school for your home address may have changed. If you are not sure which English or Welsh medium school is your catchment school and wish to check, please contact Admissions@swansea.gov.uk

If you are applying for a place at a school that is not the designated school for your home address, the responsibility and the cost for getting your child to and from school lies with you as parent/carer. The local authority will not provide free home to school transport when a pupil does not attend their designated school. This also applies if a pupil is granted a place at a school which is not their designated catchment school as a result of a successful appeal.

There are 62 English Medium primary schools and 11 English Medium secondary schools in Swansea. There are 10 Welsh Medium primary schools and 2 Welsh Medium secondary schools. There are 5 voluntary aided (church) primary schools in Swansea, one is a Church in Wales school and the other four are Roman Catholic schools. There is also one Roman Catholic secondary school. Responsibility for admissions to voluntary aided schools lies with the school's governing body. Details of how the voluntary aided schools admit their pupils are shown on pages 78 – 103.

Pages 37 - 40 show the partner primary schools that are associated with each secondary school although attending a partner primary school does not guarantee a place in the associated secondary school. Detailed information about each school is available from the individual school. You may wish to visit different schools before you decide on the school you want your child to attend. To do this, please make an appointment with the headteacher. You can also obtain the school prospectus, free of charge, from the school and this will give you a range of information about the school, for example, pupil welfare, school uniform and after school clubs etc. School websites are also useful sources of information and the Welsh Government website, My Local School www.mylocalschool.wales.gov.uk, publishes data and reports on all schools in Wales.

The names, addresses and telephone numbers of all schools are on pages 41 - 59.

We will try and meet a parental preference, however, please be aware that:-

- Living in the catchment area does **not** guarantee your child a place at the school.
- Having a sibling of statutory school age already attending the school does **not** guarantee your child a place at the school.
- Attending the nursery class in a primary school does **not** give your child automatic right of entry into the Reception class and it does **not** guarantee your child a place at the school.
- Attending a partner primary school does **not** guarantee your child a place at the associated secondary school.

What do I do if I want my child to be educated in Welsh?

There are ten Welsh Medium primary schools and two Welsh Medium secondary schools in Swansea. All the Welsh medium primary schools have nursery provision. You should request a place at the Welsh medium primary or secondary school using the processes detailed in this booklet. Teaching in these schools is through the medium of Welsh in foundation phase and key stage two. English is introduced in Year 3. Welsh is taught as part of the national curriculum to all pupils in the English medium primary schools in Swansea. The Education Department provides an intensive language service for children of primary age whose parents have moved into Swansea and want them to access Welsh medium education. For more information please contact the Welsh Centre on 01792 762470.

Changes to Welsh Medium school catchment areas were implemented in September 2021 and the catchment school for your home address may have changed. To check the designated Welsh Medium catchment area school for your home address, please contact Admissions@swansea.gov.uk

If you are applying for a place at a school that is not the designated school for your home address, the responsibility and the cost for getting your child to and from school lies with you as parent/carer. The local authority will not provide free home to school transport when a pupil does not attend their designated school. This also applies if a pupil is granted a place at a school which is not their designated catchment school as a result of a successful appeal.

What address do I use?

The address on the application form must be the child's permanent address. In all cases evidence of permanent residence of the pupil at time of application must be supplied if required. The Local Authority may request confirmation of the home address, particularly where schools are oversubscribed in the year group. The home address is very important, as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with parents or carers.

Any place approved on the basis of residence **will be withdrawn** if the pupil is no longer permanently resident at the address at the beginning of the school term to which the application relates. The home address is considered to be the child's along with their parents' main and genuine principal place of residence i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship) the friends or relatives address will not be considered for allocation purposes. For children of families living between two addresses because the parents are permanently living apart the address at which the child spends the greater part of the school week will be taken as the child's main address when an admission application is considered. Evidence of arrangements may be requested. Only the one main residential address will be used to allocate places. Addresses which have restrictions on occupancy (such as chalets or caravans on holiday parks with seasonal restrictions on occupancy) cannot be used as a permanent address. The online application form requires you to include your council tax reference number. Failure to do this could result in the Local Authority needing to verify this information. Supplying the council tax reference numbers or using the addresses of grandparents, other relatives, family friends or businesses will be viewed as fraudulent, misleading or inaccurate information and could lead to the place at your preferred school being withdrawn. If you are not able to provide council tax information other proof of residency may be required.

A temporary address will not be used for allocation purposes but it does not restrict you from applying for a school place. If you do not have a permanent address you should contact the Admissions Team for further advice on how to complete the form. Details of acceptable documents are suggested below.

Proof of Residency - Accepted Documents - (*documents must be recent – within the last 3 months*)

- Drivers Licence / Car Insurance Policy
- Mortgage payment document / Tenancy Agreement
- Recently paid gas / electricity or other utility bill
- Recently paid credit card / store card bill

The Local Authority is the admissions authority and must be notified of any change of address during the admissions procedure.

Places cannot be allocated on the basis of an intended future address, unless the house move can be confirmed through the formal 'exchange of contracts' or the signing of a minimum of a six month tenancy agreement. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been provided. Proof that a move from the previous address has taken place may also be required e.g. proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice. An address of UK service personnel is accepted if the application form is accompanied by an official Ministry of Defence letter confirming a definite return date and giving a new address. The Local Authority reserves the right to seek further documentary evidence to support a claim of residence which could include contacting the estate agent, solicitor, landlord or relevant professional.

The Local Authority reserves the right to contact other Local Authority departments or other organisations or individuals to verify the details submitted on admission application forms.

If I live in the City and County of Swansea, can my child go to school outside of Swansea?

If you wish to send your child to a school outside the City and County of Swansea, you should get in touch with the education department at the local authority responsible for admissions to the school.

Swansea Council will not usually provide transport or make any contribution towards transport costs for pupils who go to a school outside the City and County of Swansea.

The Education Department will not contribute towards transport costs for pupils to **attend** specialist schools e.g. schools for drama and dance.

If I live outside the City and County of Swansea, can my child go to a school in Swansea?

Children who live outside the City and County of Swansea are able to apply for a place in a Swansea school. If you are applying for a Reception place or a Year 7 place for September 2022, please refer to the admission criteria detailed on pages 10 and 15.

We strongly advise that you also make an application with your own Local Authority (the Local Authority to whom you pay your Council Tax) as in the event we are unable to offer your child a place at a Swansea school(s) that you have made a preference for, we will not offer your child an alternative Swansea school.

Children will be able to have full-time education in schools in the City and County of Swansea **if places are available**. If there are no places available, parents have the same right of appeal as children of parents living in Swansea. You should follow the relevant application processes detailed in this document.

Children of UK Service Personnel and Crown Servants

School applications can be made without a confirmed address in Swansea. If an application is made in advance of the approaching school year it should be accompanied by an official Ministry of Defence (MOD) or Foreign and Commonwealth Office letter declaring a return date. Admission applications will be considered in line with the LAs admission arrangements.

Applications from children overseas

All applications from families outside of the United Kingdom will be accepted. They will be processed and considered on their current address and in accordance with published admission arrangements.

Once a family living outside the UK relocates to within the UK, evidence of the new address will be required.

The only exception to this is for families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in the area.

In most cases, children arriving from overseas have the right to attend state-funded schools in Wales. However, the following children are not entitled to a state education:

- children from non-European Economic Area (EEA) countries who are here as short-term visitors - these are children who live abroad but have been admitted to the UK for a short visit (for example as tourists or to visit relatives), and not to study
- children from non-EEA countries who have permission to study in the UK - these children are allowed to study in England on the basis that they attend an independent, fee-paying school

Applications will not be refused simply because of doubts about a child's immigration status. However, advice may be requested from the Home Office to check on a child's entitlement to a state-funded education.

Will my request be granted?

Reception and Year 7 places September 2022

Requests for admission for places in Reception and Year 7 transfer groups that are received by the published deadlines will be considered at the same time as all other applications for the relevant year group and parental preferences (your choice of school for your child) will be granted provided there are places available.

Parents are advised that they should only make one admission application, which can contain up to three choices. If multiple applications are made the latest application will be treated as the preferred application and all earlier applications will be ignored. Where there is shared parental responsibility all parents should be in agreement about the preferences listed in the application. It is the parents' responsibility to come to this agreement. If we receive more than one application for the same pupil requesting a different preference on each application, the forms will be returned unprocessed until an agreed decision is made by those with parental responsibility.

Each school has an admission number which states how many pupils they are able to admit into each year group. The Local Authority (LA) cannot normally admit over the school's admission number. Additionally, in Reception classes there is a legal upper limit of 30 pupils per class.

Where the number of applications to a school is equal or less than the number of places available (the admission number) then all pupils applying will be admitted to the school. Where there are more applications for a school than there are places available then the places will be allocated in accordance with the oversubscription criteria. It is important to remember that attending the nursery at any school does not guarantee your child a place in the reception class and neither does attending the partner primary of a secondary school. There is no guarantee of a catchment place for pupils starting reception or starting secondary school. You can make a second and third preference (consider including your catchment school) in the event your first choice is oversubscribed. Making additional choices does not affect your chance of securing your first choice as all places are allocated following the oversubscription criteria. However, if your first choice is oversubscribed and we are not able to allocate a place to your child we will consider your second and then your third preferences. If you have not made additional preferences and we are not able to offer your first choice of school we will offer an available alternative if you reside within in the City and county of Swansea.

Where we are able to offer you more than one school, we will offer you your highest ranked preferred school and withdraw all lower ranked preferences.

All completed applications will be considered at the same time so there is no advantage to a parent who submits an application early in the admission round. If your application is received after the deadline detailed in the published schedule your application will be late and considered after all the applications sent in on time have been offered their places. By the time late applications are considered all the places in your preferred school(s) may have been allocated and you may be refused a place if the school is full even if you live in the school's catchment area and meet all or some of the other oversubscription criteria. Information about admission numbers and places granted can be found on pages 41 – 59.

There will be no selection tests or interviews by the schools.

How will I know if my admission request has been successful? (Reception and Year 7)

You will receive a letter/e-mail to tell you whether your child has been given a place at the chosen school. If the application has been refused because the school has allocated up to the admission number, you have a right to appeal. Details of how to do this will be sent with the letter. You should use the timescales detailed in the letter and this document. Any appeals received after that date may be dealt with after those received by the deadline.

Withdrawal of a place

A place can be withdrawn by the LA if information is received that suggests the application no longer meets the oversubscription criteria it was originally assessed on. Any place approved on the basis of residence will be withdrawn if the pupil is no longer permanently resident at the address at the beginning of the school term to which the application relates.

The appeal process

The appeal will be heard by an independent appeal panel usually comprising of 3 or 5 members. The members are volunteers who are trained to undertake the role and usually comprise school governors, headteachers and lay persons. They will not be connected to the school which you are appealing for a place at or the school where you have been offered a place. The clerk to the panel is a representative from the Local Authority's Legal Department and they take no part in the decision making. You will be given the opportunity to present your case and a representative from the Education Department will present the reasons why you have been refused the place. Once the appeal has been heard the panel will make their decision which is final. There is no further right of appeal regarding this decision.

For Reception and Year 7, multiple appeals for the same school may be heard as grouped appeals. Appeals for late applications will be held after the appeals for on time applications have been held.

If your appeal is unsuccessful, you will not be able to appeal for a place at the same school during the same academic year unless there has been a significant change in circumstances. These circumstances would need to be discussed with the School and Governor Team. However, parents are entitled to a new appeal in respect of a different school year e.g. if an appeal is lost for a place in Reception, parents can appeal the following year if their child is refused a place for Year 1. Similarly if an appeal is lost for a place in Year 7, parents can re-apply the following year for a place in Year 8 and appeal if their child is refused a place for Year 8. There are very few circumstances in which an independent panel can admit a pupil to an infant class if it has reached 30 pupils. The appeal can be upheld only if the appeal panel is satisfied that the decision was not one which a reasonable admission authority would make in the circumstances of the case, or that the child would have been offered a place if the admission arrangements had been properly implemented. This is because of the statutory class size limit of 30 pupils maximum in infant classes.

Parents who wish to appeal a decision to refuse a place can still accept a place at the alternative school offered. This will not impact on the appeal in any way and will ensure that their child has a school place confirmed in the event the appeal is not successful. If the place offered is refused it may then be offered to another pupil on that school's waiting list.

Information providing the number of appeals held and the number of appeals that were successful for Reception and Year 7 September 2021 can be found below:

Reception and Year 7 (September 2021 Admission Rounds)

Preferred School	No of Appeals	No of Successful Appeals
Gowerton School	3	3
Cwmrhydyceirw Primary School	2	0
Llangyfelach Primary School	2	0
Mayals Primary School	2	0
Parkland Primary School	5	5
Penllergaer Primary School	8	2
Sea View Primary School	2	1
Sketty Primary School	4	1
Totals	28	12

Information providing the number of appeals held and the number of appeals that were successful for the academic year 2020/2021 can be found below:

Appeals for Mid-Year places

Preferred School	No of Appeals	No of Successful Appeals
Bishopston Comprehensive School	5	4
Cefn Hengoed Comprehensive School	8	6
Pentrehafod Comprehensive School	1	1
Pontarddulais Comprehensive School	3	3
Craigfelen Primary School	2	1
Cwmrhydyceirw Primary School	5	2
Gowerton Primary School	2	2
Mayals Primary School	4	3
Newton Primary School	3	3
Parkland Primary School	14	6
Penllergaer Primary School	3	2
Sketty Primary School	1	1
St Thomas Primary School	1	1
Totals	52	35

Waiting lists for pupils applying for Reception or Year 7 places

Waiting lists for all schools (with the exception of Voluntary Aided schools) are administered by the Local Authority. If you are unsuccessful in securing a place for Reception September 2022 or Year 7 September 2022 in your preferred school(s) as stated on the application form in the normal admission round then your child's name will automatically be placed on the waiting list for that school(s). Accepting a place at another school will not affect your position on the waiting list. If a place in the preferred school(s) becomes available it will be allocated by the Local Authority in accordance with the oversubscription criteria, not in the order of the date which pupils' names were placed on the list. Pupils whose parents appeal do not have priority over other pupils on the waiting list. Pupils' names will remain on the waiting list for the whole academic year and will only be removed if they are successful at appeal or if a parent confirms in writing that they no longer wish their child's/children's name to remain on the waiting list. Parents wishing to be considered for a place for their child after this time will need to make a new application.

Applying for a school place mid-year (primary and secondary schools)

The Local Authority recognises that for some pupils, a move from one school to another during the middle of a term or school year can be particularly difficult and stressful for both the pupils themselves and their families. There may be a variety of reasons why you feel a mid-year move to a new school is the best option for your child.

Before you decide to request a transfer to another school, for reasons other than a house move you should consider your options very carefully and discuss your reasons and any issues with the headteacher of your child's current school. A change of school does not always resolve a problem and in some circumstances a move can create difficulties particularly where a pupil is mid-way through examination studies i.e. during Years 10 and 11.

Many issues can be successfully resolved without the need for a change of school. We recommend you consider the following before you decide whether a school move is the right choice for your child:-

- Have you brought any significant issues that your child is experiencing to the attention of the school? This will allow them the opportunity to look into matters and to try to resolve the difficulties.
- Have you conducted sufficient research yourselves and are confident that the new school is able to meet the particular needs of your child?
- Is the new school able to offer the subject choices and courses that your child has been studying? This is particularly relevant for pupils in year 9 who are selecting their GCSE subject options, and more so for those wishing to move in years 10 and 11. Once GCSE courses have already started it is not always possible to continue studying the same range of subjects in another school, which could impact on the number of GCSEs exam passes that will be achievable following a change of school. There is also the possibility that even if the new school offers the required courses, they may not be in a position to accommodate your child if the courses are full. This could be particularly problematic in practical subjects such as Catering, Construction or Computing that rely on a certain number of work stations per pupil.
- Have you considered how your child will travel to and from the new school on a daily basis?
- Whether on balance, the time needed for your child to adapt to new surroundings, make new friends and settle into new routines is worth the upheaval associated with a school move?

If after considering the points above you wish to pursue a school move for your child, you will need to complete an application form. You are invited to list up to 3 schools in order of preference, and fully complete all sections with relevant details. If your first choice is oversubscribed and we are not able to allocate a place to your child we will consider your second and then your third preferences.

Normal admissions criteria will apply to each application.

If you move into the area during the school year or you want to transfer your child to another school during the school year you may wish to arrange to visit the proposed school to discuss the move and options available. If you decide to proceed with the transfer you will need to complete an application form and return it to the Admissions Team at the Civic Centre.

If you reside outside of the City and County of Swansea Local Authority, we strongly advise that you also make an application with your own Local Authority (the Local Authority to whom you pay your Council Tax) as, in the event we are unable to offer your child a place at a Swansea school(s) that you have made a preference for we will not offer your child an alternative Swansea school.

The application form can be accessed in the following ways:

- Downloading a form from our website – this is the quickest option
- Requesting one from the school you would like your child to attend
- Visiting the Contact Centre in the Civic Centre, Swansea
- Emailing Admissions@swansea.gov.uk to request a form
- Telephoning the Admissions Team to request a form by post

If you have more than one child that requires a school place, please complete a separate application for each child.

Application forms are processed in date order within 15 school days or 28 calendar days (whichever is sooner) of the application being received by the Local Authority. If there is room in the appropriate year group, your child will be given a place. If the year group is full, i.e. they have admitted up to their admission number (AN) then you will be contacted in writing and told that the Local Authority is unable to give your child a place. You will be given the option to appeal against the decision not to award a place at the chosen school. Details of how to appeal will be sent with the letter. If you are not offered a place because the school you apply for is full then your child's name will be placed on the waiting list and kept on the list for the remainder of the academic year. If any places become available while your child's name is on the waiting list then the place will be offered to children using the oversubscription criteria. If you have any questions regarding the admissions process please contact the Admissions Team in the Civic Centre: Admissions@Swansea.gov.uk

Information about education services in Swansea

What if my child has special education needs?

If you think your child may have additional learning needs (ALN), you should talk to your child's headteacher or the Additional Learning Needs Coordinator (ALNCO) at the school. If your child is not yet in school, telephone 01792 636162. You may have already received advice from your health visitor or community paediatrician. Wherever possible pupils with additional learning needs are taught in their local mainstream catchment area school. Extra money is included in each school's budget to help meet the needs of children with additional learning needs. Each school has an Additional Learning Needs Coordinator to provide extra help and advice. Educational psychologists and specialist teachers (who work in several schools) are also available to help the school. If your child has significant needs they may be referred for a statutory assessment or to the Local Authority who will be asked to determine the nature of your child's needs, which in turn may lead to a statement of special educational needs or a Local Authority Individual Development Plan (IDP). However, this is very rare, as most children with additional learning needs will have their needs met in their local school from the school's resources. If your child does have a statement of special educational needs/ Local Authority Maintained IDP, the Local Authority will seek to ensure their needs are still met in their local mainstream school. Schools receive training on supporting learners with additional needs to ensure that they are able to support a wide range of needs. A few children have long-term, complex needs which are best met in a special school where additional specialist teaching, expertise and equipment are available. There are two special schools in Swansea. These are Ysgol Crug Glas and Ysgol Pen-y-bryn. Pupils can only attend these Special Teaching Facility's (STFs) and special schools if they are placed there by the Local Authority.

If your child holds a statement of special educational need/ Local Authority Maintained IDP then their annual review in Year 5 will discuss secondary phase placement and the recommendations of this review will be considered by the Local Authority in the first term of Year 6. The preferred placement scheme does not apply to pupils with a statement of special educational needs/ LA maintained IDP. Parents are encouraged to express their preferences within the Person Centred Review and can seek support to do this by contacting the ALN Caseworker linked to their school or via the caseworker@swansea.gov.uk email address. The Education Department reserves the right to name a school which is not the catchment area school. If your child has a statement/ LA maintained IDP and you wish to change your child's school for some reason, you need to put this request in writing to the Additional Learning Needs and inclusion Team in the Civic Centre asking them to amend the name of the school on your child's statement. If you would like further information about provision, policy or procedures for children with special education needs/ additional learning needs, further information is available from the Additional Learning Needs Unit in the Civic Centre: ALNU@swansea.gov.uk

Is there specialist support available for behavioural difficulties in school?

In general, young people with social, emotional and behavioural difficulties are supported and managed within school by their mainstream teachers. In a small number of cases specialist input is needed. Schools can then call on the support of the educational psychologist or behaviour support teacher who will work with staff in the school to help resolve any difficulties. If, despite the additional support, the young person continues to behave in a particularly challenging way then the school can make a request for a place in Maes Derw, the pupil referral unit (PRU). Before being placed in the PRU, pupils will generally have had support from the educational psychologist and/or behaviour support teacher whilst in school. Not all pupils that present with social, emotional and behavioural difficulties have additional learning needs. Additional learning needs is decided when a learner has significant prolonged learning difficulties that require additional learning provision. Pupils placed in the PRU are expected to return to their mainstream school and their length of stay in the PRU varies. Referrals for PRU are made by the school to the Education Other Than At School (EOTAS) Panel or the Additional Learning Needs (ALN) Panel if the young person concerned is in receipt of a statement of special educational needs/ additional learning needs.

Is there any extra help for my child whose home language is not English or Welsh?

Yes, most schools have funding to develop their own provision for children whose home language is not English or Welsh. If you think your child might need help for learning English/Welsh as an additional language (EAL/WAL) you need to speak to your child's school. If the school needs advice or guidance on how to support your child the school can contact EAL@swansea.gov.uk

How will my child get to school?

The Council provides home to school transport on the basis of its published Home to School Transport Policy. This is in accordance with the requirements of the Welsh Government's Learner Travel (Wales) Measure 2008.

Free transport is provided for pupils who live two miles or more from their catchment area primary school or three miles or more from their catchment area secondary school. The distance is measured by the shortest available walking route in accordance with the Council's Home to School Transport Policy, the Learner Travel (Wales) Measure 2008 and the Welsh Government's Learner Travel – Statutory Provision and Operational Guidance (June 2014). Free transport is provided from the beginning of the school year in which pupils reach the age of five. Free Transport is not provided for younger/nursery aged children).

If you are applying for a place at a school that is not the designated school for your home address, the responsibility and the cost for getting your child to and from school lies with you as parent/carers. The local authority will not provide free home to school transport when a pupil

does not attend their designated school. This also applies if a pupil is granted a place at a school which is not their designated catchment school as a result of a successful appeal. You can check the designated school for your home address by contacting education@swansea.gov.uk.

Pupils who qualify for free transport will be sent an application form in May/June for the academic year starting in September.

For children with statements of additional learning needs, the general transport policy described above applies. The Council will provide free transport for children with additional learning needs where they are placed by the Education Department at a mainstream school other than their local catchment school, at a specialist teaching facility other than at their local school, or in a special school, as long as they live 2 miles or more away in the case of primary pupils and 3 miles or more in the case of secondary school pupils. The local authority does have discretion to provide free home to school transport according to the nature of the additional learning needs of the child. If the Education Department feels that a child's needs can be met at their local mainstream school, but the parents choose an alternative mainstream school, the parent is then responsible for any transport arrangements and costs.

You can get more information about school transport by ringing the Council's Integrated Transport Unit on 01792 636347 or online from the Council's School Transport web pages: www.swansea.gov.uk/schooltransport

The local authority is currently reviewing its school transport arrangements. Should any changes be proposed appropriate consultation will be undertaken and this booklet will be updated accordingly.

What is the Education Welfare Service?

The Education Welfare Service (EWS) supports the Local Education Authority (LEA) with statutory duties in ensuring that every child and young person in Swansea has access to appropriate and relevant educational provision which enables them to learn. Regular attendance at school is very important to make sure that children and young people get the best possible education. Each school has a named Education Welfare Officer (EWO). There is also a named EWO aligned to the Pupil Referral Units. EWS work with children and young people whose education is being affected by punctuality, irregular attendance, absence from school and wellbeing issues. Assessing problems and looking at solutions by working closely with schools, pupils, their parents and carers. EWO's are very supportive and work from a preventative angle so every effort is made to avoid legal sanctions. EWO's work hard to engage with children, young people and their families, to build positive working relationships in order to address any concerns and work with them to resolve issues rather than to take legal action.

However, EWS have the responsibility for ensuring regular school attendance and may use Fixed Penalty Notice and/or Court prosecution processes to support this. The service has allocated officers to undertake specific duties for Child Employment (CE), Elective Home Education (EHE) and Children Missing Education (CME).

Young people working while of school age

If your child wants to have any part-time work while still at school there are a number of rules that apply. These legal requirements ensure that young people are registered and licensed with the Local Authority's Child Employment Officer and that they do not undertake work that could damage their health, place them in physical danger, or have an adverse effect on their education. The official date for leaving school is the last Friday in June in the school year in which the pupil is 16 years old.

Before this date young people over the age of 13 may apply for a work permit for part-time work. An application form must be completed and signed by the parents and the employer. If the type of work is suitable and the hours to be worked are within the stipulated limits, a work permit will be issued. For further information please contact Childemployment@swansea.gov.uk

Additional information can be found on the National Network for Child Employment and Entertainment (NNCEE) on www.nncee.org.uk

Useful contacts:

Education Welfare Service: Telephone: 01792 637648

Education Welfare Service: Educationwelfareservice@swansea.gov.uk

Child employment information: Childemployment@swansea.gov.uk

Elective Home Education: Electivehomeeducation@swansea.gov.uk

What if my child wants to be involved in entertainment productions?

Some children have the opportunity to take part in the world of entertainment such as on stage or in films and television. A licence is needed for this and as with part-time employment, there are conditions to follow. The person arranging the production is responsible for applying for a performance licence and this needs to be done at least 21 days before the first day of the performance. There is a section of the application form for the parent to complete and if your child is involved in an entertainment production you will need to make sure that a licence has been issued.

Licence application forms are available from the School and Governor Support Team. Contact ChildPerformanceLicence@Swansea.gov.uk.

Safeguarding

The Local Authority Education Department employs a full time Education Child Protection and Safeguarding Officer. The Officer provides advice, guidance and support on child protection and safeguarding matters for school staff, parents and other professionals and also provides training for school staff, education staff and governors. The officer also works closely with other agencies responsible for safeguarding including social services, police and health as part of an Integrated Safeguarding Hub. Each school has appointed a designated person – usually the headteacher in primary schools, with responsibility for child protection and safeguarding. Each school governing body has appointed a governor with responsibility for child protection and safeguarding.

The telephone number for the Education Child Protection and Safeguarding Officer is 01792 637148 / 07827 822700.

Will school meals be available for my child?

The primary school lunch consists of a freshly prepared two course meal with a drink and this is provided at every school. These meals meet the nutritional guidelines as required by the “The Healthy Eating in Schools (Nutritional Standards and Requirements) (Wales) Regulations 2013” and it is our aim to make these attractive and appetising to children.

There is a three weekly menu which is available on the Swansea Council website www.swansea.gov.uk/primaryschoolmeals at a price of £2.40 per day. Recent research suggests that eating healthily at regular times by combining a breakfast in the morning with a school lunch at midday can help children to learn better. Special dietary requirements can be catered for on request. All primary schools offer a cashless system via internet payment or pay-point at your local shop.

Secondary schools have cafeterias which presently provide meal deals that are available at the value of £2.40. Most schools have a biometric tilling system supported by a cashless system via internet payment.

Is my child entitled to a free school meal?

Pupils whose parents are in receipt of Universal Credit and have annualised net earnings of £7400 or less, Income Support, income-based Job Seeker’s Allowance, Child Tax Credit (with a taxable income of up to £16,190 pa and as long as they are not receiving Working Tax Credit), the guaranteed element of Pension Credit or income related Employment and Support Allowance are eligible for free school meals. Welsh Government also introduced new rules from April 2019 to protect those who were on Free School Meals on 1st April 2019.

Further information on free school meals and the protection criteria can be found via the details below:

Web: www.swansea.gov.uk/freeschoolmeals

Email: freeschoolmeals@swansea.gov.uk

Tel: 01792 635353

Breakfast clubs

The majority of primary schools in Swansea have free breakfast clubs that usually run for around half an hour prior to the start of the school day. Many schools also include some provision for childcare prior to the breakfast club and make a small charge for this service. You should contact your child's school for details of opening times, charges and how to register.

School Visits

A charge is made for accommodation and food for children who take part in activities where they stay overnight. Schools also often request voluntary contributions for activities and day trips.

No charge is made for any agreed residential course or camp (which is part of the curriculum) for pupils whose parents receive Income Support, income-based Job Seeker's Allowance, Child Tax Credit (with a taxable income of up to £16,190 pa and as long as you are not receiving Working Tax Credit), the guaranteed element of State Pension Credit or income related employment and support allowance.

If a pupil travels from home to an activity encouraged but not provided by the Education Department or school (for example work experience) you will be asked to pay the bus fares. You can find out what is provided free and when you will be expected to pay by getting details of these policies from the school, or the Education Department.

School uniform

The Welsh Government offer an annual School Uniform Grant to pupils who are eligible for free school meals (not those who are transitionally protected). In September 2021 this grant was available to children entering Reception, Year 1, Year 3, Year 5, Year 7, Year 8, Year 9, Year 10 and Year 11 in Swansea schools, as well as Looked After Children (LAC) from Reception upwards. If the grant is available in future years the council will contact eligible parents directly around June/July to advise them how to apply.

Further information is available here: www.swansea.gov.uk/schooluniformgrant

What examinations will my child take?

All secondary schools will give you details of their public examination results if you ask for them. All students have the entitlement to sit examinations, at the appropriate level, in subjects they study. The school will pay the examination fee when the pupil is sitting the exam for the first time. If a pupil misses an exam without a valid medical reason, then the parents of that pupil may be asked to pay the fee. If the pupil has been prepared for the exam somewhere else or chooses to take an exam which the school has not offered or recommended, then the parents of that pupil will be asked to pay the fee. You can obtain further information about the examination policy from the school.

School governors

Every school has a governing body which plays an important part in the life of the school. Governors have a responsibility for school improvement, school policies and the conduct of the school. They look after important matters such as the school's finances and the appointment of staff. Governing bodies are made up of local people who are ready to give their time on a voluntary basis because of their interest in the school. They will include parents, people appointed by the Local Authority, teachers, the headteacher, business people and other members of the local community.

All newly appointed governors must attend a two hour induction course and also a two hour course on school performance data. In addition to this there is a training programme for governors on a range of subjects to help them fulfil their role effectively. The Local Authority provides this training programme for governors free of charge. If you are interested in finding out how to become a school governor, you should contact the School and Governor Support Team in the Civic Centre - schoolandgovernorunit@swansea.gov.uk.

Careers information and guidance

As pupils enter the crucial years for career decisions – Years 9, 11, 12 and 13, Careers Wales will be available to help parents as well as pupils. They can also arrange for parents to attend a careers interview, either with your child or separately. Careers Advisers also attend parents' evenings and careers events at school or college, and parents are welcome to visit them at one of their careers centres. While at school or college they will offer pupils/students group talks on career related topics and individual interviews to discuss their options and career ideas. Careers Wales is also able to offer Careers Information, Advice, Guidance & Coaching in person, via video or over the phone.

Further information and advice is available from; Swansea Careers Centre, Grove House, Grove Place, Swansea, SA1 5DF, Tel: 0800 028 4844 or www.careerswales.gov.wales.

What education is available when my child is over 16?

A wide range of courses are available for students who wish to stay on in full time education after their 16th birthday. Students may choose to continue their studies in a secondary school with a sixth form or a Further Education (FE) college. The Swansea schools with sixth forms are Bishop Gore Comprehensive School, Bishop Vaughan Catholic School, Gowerton Comprehensive School, Morriston Comprehensive School and Olchfa Comprehensive School.

Both Ysgol Gyfun Gymraeg Bryn Tawe and Ysgol Gyfun Gwyr offer sixth form provision through the medium of Welsh. The FE college, Gower College Swansea, is independent of the Local Authority.

Can my child get financial assistance if he/she goes into further or higher education?

Education Maintenance Allowance

An Education Maintenance Allowance funded by the Welsh Government is available for students on full time post-16 courses in sixth forms or Gower College Swansea. Families on low income are able to apply for the grant and a maximum of up to £30 per week, payable fortnightly, can be paid to eligible students. General information about the scheme and necessary application packs should be available in school or college. Alternatively you can contact the Student Finance Wales contact centre direct on 0300 200 4050 or via www.studentfinancewales.co.uk by selecting the school/college option.

Student Finance Wales

Students from low income households and aged 19 or older may be eligible for a Welsh Government Learning Grant Further Education (WGLG FE) (previously known as Assembly Learning Grant FE) for full and part-time courses in sixth form and tertiary colleges. You can get all the information you need directly from your college or by contacting the Student Finance Wales contact centre direct on 0300 200 4050 or via www.studentfinancewales.co.uk and selecting the school/college option.

What can I do if I have a complaint or if I am not satisfied with my child's education?

Every attempt is made by schools to discuss and resolve difficulties and complaints made by parents. First, make an appointment and go to talk to your child's headteacher about the problem. Most concerns can be resolved by doing this. However, if your complaint has not been resolved you can ask for a copy of the school complaints policy. All schools have a written complaints policy which will explain how to pursue any unresolved complaint. If you have a query about the procedure to be followed contact School and Governor Support Team schoolandgovernorunit@swansea.gov.uk.

What can I do if the information I want is not in this booklet?

If you want any further information or advice, speak to the headteacher of the school or contact the Education Department at the Civic Centre on 01792 636000.

English medium comprehensive schools and their partner primary schools

Birchgrove Comprehensive School	Birchgrove Primary School, Clydach Primary School, Craigfelen Primary School, Glais Primary School
Bishop Gore Comprehensive School	Blaenymaes Primary School, Brynmill Primary School, Cadle Primary School, Grange Primary School, Oystermouth Primary School, Parkland Primary School **, Portmead Primary School, Sketty Primary School **, Whitestone Primary School (**According to address – Bishop Gore or Olchfa)
Bishopston Comprehensive School	Bishopston Primary School, Crwys Primary School, Knelston Primary School, Mayals Primary School, Newton Primary School, Pennard Primary School
Cefn Hengoed Comprehensive School	Cwm Glas Primary School, Danygraig Primary School, Pentrechwyth Primary School, St. Thomas Primary School, Talycopa Primary School, Trallwn Primary School
Dylan Thomas Comprehensive School	Christchurch Church in Wales Primary School, Seaview Primary School, St. Helen's Primary School, Terrace Road Primary School, Gendros Primary School, Gors Primary School, Townhill Primary School
Gowerton Comprehensive School	Llanrhidian Primary School, Penclawdd Primary School, Pen y Fro Primary School, Gowerton Primary School, Waunarlwydd Primary School
Morrison Comprehensive School	Clase Primary School, Cwmrhydyceirw Primary School, Glyncollen Primary School, Pentre'r Graig Primary School, Morrison Primary School, Ynystawe Primary School
Olchfa Comprehensive School	Cila Primary School, Dunvant Primary School, Hendrefoilan Primary School, Parkland Primary School **, Sketty Primary School ** (**According to address – Bishop Gore or Olchfa)
Pentrehafod Comprehensive School	Brynhyfryd Primary School, Burlais Primary School, Clwyd Primary School, Gwyrosydd Primary School, Hafod Primary School, Plasmarl Primary School, Waun Wen Primary School
Penyrheol Comprehensive School	Casllwchwr Primary, School Gorseinon Primary School, Penyrheol Primary School, Pontybrenin Primary School, Tre Uchaf Primary School
Pontarddulais Comprehensive School	Llangyfelach Primary School, Pengelli Primary School, Penllergaer Primary School, Pontarddulais Primary School, Pontlliw Primary School

** Depending on address. Contact admissions@swansea.gov.uk for confirmation.

Roman Catholic comprehensive schools and their partner primary schools

Bishop Vaughan R.C. Comprehensive School	St. David's R.C. Primary, St. Illtyd's R.C. Primary, St Joseph's Cathedral Primary School (Swansea), St Joseph's Catholic Primary School (Clydach)
---	--

Welsh Medium School Catchments

Changes to Welsh Medium school catchment areas were implemented in September 2021 and the catchment school for your home address may have changed. To check the designated Welsh Medium catchment area school for your home address, please contact Admissions@swansea.gov.uk

If you are applying for a place at a school that is not the designated school for your home address, the responsibility and the cost for getting your child to and from school lies with you as parent/carer. The local authority will not provide free home to school transport when a pupil does not attend their designated school. This also applies if a pupil is granted a place at a school which is not their designated catchment school as a result of a successful appeal.

Welsh medium comprehensive schools and their partner primary schools

Ysgol Gyfun Gwyr	YGG Bryniago, YGG Bryn-y-môr, YGG Pontybrenin, YGG y Login Fach, YGG Llwynderw
Ysgol Gyfun Gymraeg Bryn Tawe	YG y Cwm, YGG Gellionnen, YGG Lôn-las, YGG Tan-y-Lan, YGG Tirdeunaw

Welsh-medium school catchment areas are made up from a number of English-medium school catchment areas.

Welsh Medium Schools	Catchment Areas of Designated Welsh Medium Primary Schools
<i>YGG BRYNIAGO</i>	Pontarddulais Primary School, Pontlliw Primary School
<i>YGG BRYNYMOR</i>	Brynmill Primary School, Hafod Primary School, Hendrefoilan Primary School, Parkland Primary School **, Sketty Primary School **, Sea View Primary School, St Helen's Primary School, Terrace Road Primary School, Townhill Primary School, Waun Wen Primary School (**Depending on address)
<i>YGG GELLIONNEN</i>	Clydach Primary School, Craigfelen Primary School, Glais Primary School, Glyncollen Primary School, Ynystawe Primary School
<i>YGG LLWYNDERW</i>	Bishopston Primary School, Grange Primary School, Knelston Primary School, Mayals Primary School, Newton Primary School, Oystermouth Primary School, Parkland Primary School **, Pennard Primary School, Whitestone Primary School (**Depending on address)
<i>YGG LON LAS</i>	Birchgrove Primary School, Talycopa Primary School, Trallwn Primary School
<i>YGG PONTYBRENIN</i>	Casllwchwr Primary School, Gorseinon Primary School, Llanrhidian Primary School, Penclawdd Primary School, Pengelli Primary School, Penllergaer Primary School, Penyrheol Primary School, Pontybrenin Primary School, Tre Uchaf Primary School
<i>YGG TAN-Y-LAN</i>	Clase Primary School, Cwmrhydyceirw Primary School, Llangyfelach Primary School, Morriston Primary School, Pentre'r Graig Primary School
<i>YGG TIRDEUNAW</i>	Blaenymaes Primary School, Brynhyfryd Primary School, Burlais Primary School, Cadle Primary School, Clwyd Primary School, Gendros Primary School, Gwyrosydd Primary School, Plasmarl Primary School, Portmead Primary School
<i>YG Y CWM</i>	Cwmglas Primary School, Danygraig Primary School, Pentrechwyth Primary School, St Thomas Primary School
<i>YGG Y LOGIN FACH</i>	Cila Primary School, Crwys Primary School, Duvant Primary School, Gors Primary School, Gowerton Primary School, Pen Y Fro Primary School, Waunarlwydd Primary School

**** Depending on address. Contact admissions@swansea.gov.uk for confirmation.**

Changes to Welsh-medium Catchment Areas that were implemented in September 2021

The following changes were implemented in September 2021:

English Medium catchment school	New Welsh Medium Primary catchment school	Welsh medium catchment school prior to September 2021	New Welsh Medium Secondary catchment school	Welsh medium secondary catchment school prior to September 2021
Blaenymaes Primary	YGG Tirdeunaw	YGG Pontybrenin	YG Bryn Tawe	YGG Gwyr
Brynhyfryd Primary	YGG Tirdeunaw	YGG Bryn y Mor	YG Bryn Tawe	YGG Gwyr
Clase Primary	YGG Tan y Lan	YGG Tirdeunaw	YG Bryn Tawe	YG Bryn Tawe
Burlais Primary	YGG Tirdeunaw	YGG Bryn y Mor	YG Bryn Tawe	YGG Gwyr
Cadle Primary	YGG Tirdeunaw	YGG Pontybrenin	YG Bryn Tawe	YGG Gwyr
Clwyd Primary	YGG Tirdeunaw	YGG Pontybrenin	YG Bryn Tawe	YGG Gwyr
Gendros Primary	YGG Tirdeunaw	YGG Pontybrenin	YG Bryn Tawe	YGG Gwyr
Portmead	YGG Tirdeunaw	YGG Pontybrenin	YG Bryn Tawe	YGG Gwyr
Seaview Primary	YGG Bryn y Mor	YGG Y Login Fach	YGG Gwyr	YGG Gwyr
Townhill Primary	YGG Bryn y Mor	YGG Y Login Fach	YGG Gwyr	YGG Gwyr

To check the designated Welsh Medium catchment area school for your home address, please contact Admissions@swansea.gov.uk

School details:

The following tables provide a range of useful information about schools in the City and County of Swansea.

Abbreviations

EM	English medium
WM	Welsh medium
AN	Admission number

Number on roll - count of full time plus part time pupils as per Welsh Government Pupil level Annual School Census (PLASC) April 2021

Applications received during admission round – number of applications submitted for Reception and Year 7 within the published deadlines (1st, 2nd and 3rd preferences).

IMPORTANT INFORMATION:

Please be aware that the capacity of nursery is only an indication of the number of places available. There is no fixed admission number for nursery classes and the number of places available each year will be dependent on a range of factors and determined following consideration of all relevant issues.

The total capacity number is an indication of the number of places available across the whole school. For entry into a specific year group the admission number is the important factor and should be the number taken into account when places are allocated.

All schools in Swansea are day schools. There are no boarding schools.

Name, address and telephone number of establishment	Age Range	Type	Number on roll Apr 2021 F.T.E	AN Sept 2022	Sept 2021 reception applications received during admission round	Total Capacity	Name of Head Teacher
COMMUNITY PRIMARY SCHOOLS							
Birchgrove Primary School Heol Nant Bran, Birchgrove, Swansea, SA7 9LS. (01792) 814814 Email: BirchgrovePrimarySchool@birchgrove-pri.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/birchgroveprimary	3-11	EM	418	60	38	420	Mr M O'Brien
Bishopston Primary School Bishopston Road, Bishopston, Swansea, SA3 3EN. (01792) 232754 E:mail: BishopstonPrimarySchool@bishopston-pri.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/bishopstonprimary	3-11	EM	257	38	48	271	Mr J Owen
Blaenymaes Primary School Broughton Avenue, Blaenymaes, Swansea, SA5 5LW. (01792) 583366 E:mail: BlaenymaesPrimarySchool@blaenymaes.swansea.sch.uk Web: Swansea-edunet.gov.uk/en/schools/blaenymaes	3-11	EM	235	37	25	259	Mrs K Lecrass (Acting)
Brynhyfryd Primary School , Llangyfelach Road, Brynhyfryd, Swansea, SA5 9LN. (01792) 483870 Email: BrynhyfrydPrimarySchool@brynhyfrydpri.swansea.sch.uk Web: Swansea-edunet.gov.uk/en/schools/brynhyfrydprimary	3-11	EM	429	60	62	420	Mr J Knight
Brynmill Primary School Trafalgar Place, Brynmill, Swansea, SA2 0BU. (01792) 463019 E:mail: BrynmillPrimarySchool@brynmill.swansea.sch.uk Web: Swansea-edunet.gov.uk/en/schools/brynmill	3-11	EM	266	45	49	315	Miss J Simons

Name, address and telephone number of establishment	Age range	Type	Number on roll Apr 2021 F.T.E	AN Sept 2022	Sept 2021 reception applications received during admission round	Total Capacity	Name of Head teacher
COMMUNITY PRIMARY SCHOOLS continued							
Burlais Primary School Gerddi Alexander, Cwmbwrla, Swansea, SA5 8BN. (01792) 652350 E:mail: BurlaisPrimarySchool@burlaisprimary.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/burlais	3-11	EM	503	75	64	528	Mr M Thompson
Cadle Primary School Middle Road, Fforestfach, Swansea, SA5 5DU. (01792) 584498 E:mail: CadlePrimarySchool@cadle.swansea.sch.uk Web: Swansea-edunet.gov.uk/en/schools/cadle	3-11	EM	308	51	41	363	Mr J Richards
Casllwchwr Primary School Castle Street, Loughor, Swansea, SA4 6TU. (01792) 892420 E:mail: CasllwchwrPrimarySchool@casllwchwr.swansea.sch.uk Web: www.casllwchwrprimary.com	3-11	EM	205	30	36	210	Mr O Thomas
Cila Primary School 577 Gower Road, Upper Killay, Swansea, SA2 7DR. (01792) 202775 E:mail: CilaPrimarySchool@cila.swansea.sch.uk Web: Swansea-edunet.gov.uk/en/schools/cila	3-11	EM	117	16	26	117	Mr R Squires
Clase Primary School Rheidol Avenue, Clase, Swansea, SA6 7JX. (01792) 781747 E:mail: ClasePrimarySchool@clase.swansea.sch.uk Web: Swansea-edunet.gov.uk/en/schools/clase	3-11	EM	307	45	41	316	Mrs S Hope
Clwyd Primary School Eppynt Road, Penlan, Swansea, SA5 7AZ (01792) 588673 E:mail: ClwydPrimarySchool@clwyd.swansea.sch.uk Web: Swansea-edunet.gov.uk/en/schools/Clwyd	3-11	EM	334	45	51	320	Mr S Brown

Name, address and telephone number of establishment	Age range	Type	Number on roll April 2021 F.T.E	AN Sept 2022	Sept 2021 reception applications received during admission round	Total Capacity	Name of Head teacher
COMMUNITY PRIMARY SCHOOLS continued							
Clydach Primary School Sybil Street, Clydach, Swansea, SA6 5EU. (01792) 843356 E:mail: 6702244_ClydachPrimarySchool@Hwb.cymru.net Web: www.clydachprimaryschool.co.uk	3-11	EM	204	37	18	260	Mrs E Peters
Craigfelen Primary School Woodside Crescent, Clydach, Swansea, SA6 5DP. (01792) 843278 E:mail: CraigfelenPrimarySchool@craigfelen.swansea.sch.uk Web: Swansea-edunet.gov.uk/en/schools/Craigfelen	3-11	EM	181	25	22	176	Mrs A Williams
Crwys Primary School Chapel Road, Three Crosses, Swansea, SA4 3PU. (01792) 872473 E:mail: CrwysPrimarySchool@crwys.swansea.sch.uk Web: Swansea-edunet.gov.uk/en/schools/crwys	3-11	EM	123	24	15	172	Mr D Saer
Cwm Glas Primary School Colwyn Avenue, Winch Wen, Swansea SA1 7EN. (01792) 771693 E:mail: CwmGlasPrimarySchool@cwmglas.swansea.sch.uk Web: www.cwmglasprimary.sch.uk	3-11	EM	260	40	39	282	Mr N Craven-Lashley
Cwmrhydyceirw Primary School Maesygwernen Road, Morriston, Swansea, SA6 6LL. (01792) 771524 E:mail: CwmrhydyceirwPrimarySchool@cwmrhydyceirw.swansea.sch.uk Web: Swansea-edunet.gov.uk/en/schools/cwmrhydyceirw	3-11	EM	513	65	98	460	Mr D Casker
Danygraig Primary School Ysgol Street, Port Tennant, Swansea, SA1 8LE. (01792) 650946 E:mail: DanygraigPrimarySchool@danygraig.swansea.sch.uk Web: Swansea-edunet.gov.uk/en/schools/Danygraig	3-11	EM	201	40	25	281	Mr S Davies

Name, address and telephone number of establishment	Age range	Type	Number on roll April 2021 F.T.E	AN Sept 2022	Sept 2021 reception applications received during admission round	Total Capacity	Name of Head teacher
COMMUNITY PRIMARY SCHOOLS continued							
Dunvant Primary School Dunvant Road, Dunvant, Swansea, SA2 7SN. (01792) 207336/207196 E:mail: DunvantPrimarySchool@dunvant-pri.swansea.sch.uk Web: Swansea-edunet.gov.uk/en/schools/dunvant	3-11	EM	335	46	61	322	Mrs K Thomas
Gendros Primary School Armine Road, Fforestfach, Swansea, SA5 8DB. (01792) 586570 E:mail: GendrosPrimarySchool@gendros.swansea.sch.uk Web: Swansea-edunet.gov.uk/en/schools/Gendros	3-11	EM	292	43	46	304	Mr D Phillips
Glais Primary School School Road, Glais, Swansea, SA7 9EY. (01792) 842627 E:mail: GlaisPrimarySchool@glais.swansea.sch.uk Web: Swansea-edunet.gov.uk/en/schools/glais	3-11	EM	111	15	23	107	Mrs T Davies
Glyncollen Primary School Heol Dolfain, Parc Gwernfadog, Morriston, Swansea, SA6 6QF. (01792) 791727 E:mail: GlyncollenPrimarySchool@glyncollen.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/Glyncollen	3-11	EM	182	30	33	210	Mrs S Hamilton
Gors Primary School Gors Avenue, Cockett, Swansea, SA1 6SF. (01792) 522202 E:mail: GorsPrimarySchool@gors.swansea.sch.uk Web: Swansea-edunet.gov.uk/en/schools/gors	3-11	EM	297	44	39	309	Mrs F Gibbard
Gorseinon Primary School – Brynawel Road, Gorseinon, Swansea SA4 4UX. (01792) 987089 E:mail: GorseinonPrimarySchool@gorseinonprimary.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/gorseinon	3-11	EM	266	45	41	316	Mr J Dodd

Name, address and telephone number of establishment	Age range	Type	Number on roll April 2021 F.T.E	AN Sept 2022	Sept 2021 reception applications received during admission round	Total Capacity	Name of Head teacher
COMMUNITY PRIMARY SCHOOLS continued							
Gowerton Primary Primary School Ffordd Beck, Gowerton, Swansea, SA4 3GE (01792) 872439 E:mail: 6702240_GowertonPrimarySchool@Hwbcymru.net Web: swansea-edunet.gov.uk/en/schools/gowertonprimary	3-11	EM	364	49	47	346	Mrs S Ralph
Grange Primary School West Cross Avenue, West Cross, Swansea SA3 5TS. (01792) 404766 E:mail: GrangePrimarySchool@grange.swansea.sch.uk Web: www.grange-school.co.uk/	3-11	EM	139	30	19	216	Mrs K Hurley
Gwyrosydd Primary School Parkhill Terrace, Treboeth, Swansea, SA5 7DJ. (01792) 797117 E:mail: GwyrosyddPrimarySchool@gwyrosydd-primary.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/gwyrosydd	3-11	EM	392	58	50	408	Mr J Atter
Hafod Primary School Odo Street, Hafod, Swansea, SA1 2LT. (01792) 461356 E:mail: HafodPrimarySchool@hafod.swansea.sch.uk Web: www.hafodprimary.co.uk	3-11	EM	225	30	28	210	Mr T Dadds
Hendrefoilan Primary School Duvant Road, Duvant, Swansea, SA2 7LF. (01792) 290223 E;mail: HendrefoilanPrimarySchool@hendrefoilan.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/hendrefoilan	3-11	EM	202	30	51	210	Ms A Field
Knelston Primary School Reynoldston, Gower, Swansea, SA3 1AR. (01792) 390071 E.mail: KnelstonPrimarySchool@knelston.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/Knelston	3-11	EM	104	19	7	139	Mr P Jenkins

Name, address and telephone number of establishment	Age range	Type	Number on roll April 2021 F.T.E	AN Sept 2022	Sept 2021 reception applications received during admission round	Total Capacity	Name of Head teacher
COMMUNITY PRIMARY SCHOOLS continued							
Llangyfelach Primary School Pengors Road, Llangyfelach, Swansea, SA5 7JE. (01792) 771497 E:mail: Llangyfelach.Primary@swansea-edunet.gov.uk Web: swansea-edunet.gov.uk/en/schools/Llangyfelach	3-11	EM	226	30	40	210	Mr L Burnell
Llanrhidian Primary School Llanrhidian, Gower, Swansea, SA3 1EH.(01792) 390181 E:mail: LlanrhidianPrimarySchool@llanrhidian.swansea.sch.uk Web: www.llanrhidian.swansea.sch.uk/	3-11	EM	159	20	19	143	Mrs D Caswell
Mayals Primary School Fairwood Road, West Cross, Swansea, SA3 5JP. (01792) 402755 E:mail: MayalsPrimarySchool@mayals.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/mayals	3-11	EM	230	30	52	216	Mr L Cox
Morrison Primary School Neath Road, Morrison, Swansea, SA6 8EP. (01792) 781811 E:mail: MorrisonPrimarySchool@morrison-pri.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/morrisonprimary	3-11	EM	156	23	28	162	Mrs A Thomas
Newton Primary School Slade Road, Newton, Swansea, SA3 4UE. (01792) 369826 E:mail: NewtonPrimarySchool@newton.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/newton	3-11	EM	211	30	35	210	Mrs H Rees
Oystermouth Primary School Newton Road, Mumbles, Swansea SA3 4BE. (01792) 369233 E:mail: OystermouthPrimarySchool@oystermouth.swansea.sch.uk Web: www.oystermouthprimaryschool.ik.org	3-11	EM	201	30	36	215	Mrs C Morgan

Name, address and telephone number of establishment	Age range	Type	Number on roll April 2021 F.T.E	AN Sept 2022	Sept 2021 reception applications received during admission round	Total Capacity	Name of Head teacher
COMMUNITY PRIMARY SCHOOLS continued							
Parkland Primary School Sketty Park Drive, Sketty, Swansea, SA2 8NG (01792) 205462 E:mail: ParklandPrimarySchool@parkland.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/parkland	3-11	EM	578	75	103	525	Mrs A Lloyd
Penclawdd Primary School Park Road, Penclawdd, Swansea, SA4 3FH. (01792) 850239 E:mail: PenclawddPrimarySchool@penclawdd.swansea.sch.uk Web: www.penclawdd.swansea.sch.uk	3-11	EM	143	30	21	210	Ms L Reynolds-Milnes
Pengelli Primary School Station Road, Grovesend, Swansea, SA4 4GY (01792) 892736 E:mail: PengelliPrimarySchool@pengelli.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/Pengelli	3-11	EM	113	15	11	109	Ms H Talaat
Penllergaer Primary School Pontarddulais Road, Penllergaer, Swansea, SA4 9DB. (01792) 892354 E:mail: PenllergaerPrimarySchool@penllergaer.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/Penllergaer	3-11	EM	364	43	59	301	Ms J Woolcock
Pennard Primary School Pennard Road, Pennard, Swansea, SA3 2AD (01792) 233343 E:mail: PennardPrimarySchool@pennard.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/Pennard	3-11	EM	163	30	29	213	Ms K Hanson
Pentrechwyth Primary School Bonymaen Road, Pentrechwyth, Swansea, SA1 7AP. (01792) 653186 E:mail: PentrechwythPrimarySchool@pentrechwyth.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/Pentrechwyth	3-11	EM	132	24	21	169	Ms A Christopherson

Name, address and telephone number of establishment	Age range	Type	Number on roll April 2021 F.T.E	AN Sept 2022	Sept 2021 reception applications received during admission round	Total Capacity	Name of Head teacher
COMMUNITY PRIMARY SCHOOLS continued							
Pentre'r Graig Primary School School Road, Morriston, Swansea, SA6 6HZ. (01792) 771831 E:mail: PentrerGraigPrimarySchool@pentrergraiswansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/pentrergrais	3-11	EM	288	45	41	320	Mrs A Davies
Pen y Fro Primary School Priors Crescent, Dunvant, Swansea, SA2 7UF. (01792) 203728 E:mail: PenyFroPrimarySchool@penyfroswansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/penyfro	3-11	EM	214	30	32	213	Mrs R J Lewis
Penyrheol Primary School Frampton Road, Penyrheol, Swansea, SA4 4LY. (01792) 892337 E:mail: PenyrheolPrimarySchool@penyrheol-pri.swansea.sch.uk Web: www.penyrrheolprimary.co.uk	3-11	EM	252	43	28	305	Mrs A Williams
Plasmarl Primary School Britannia Road, Plasmarl, Swansea, SA6 8LH,(01792) 798210 E:mail: PlasmarlPrimarySchool@plasmarl.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/Plasmarl	3-11	EM	174	28	28	198	Miss L Saunders
Pontarddulais Primary School Upper James Street, Pontarddulais, Swansea, SA4 8JD. (01792) 882383 E:mail: PontarddulaisPrimarySchool@pontarddulais-pri.swansea.sch.uk Web: www.pontarddulaisschool.ik.org	3-11	EM	393	60	54	422	Mr G Davies
Pontlliw Primary School Clodir Road, Pontlliw Swansea, SA4 9FA. (01792) 882553 E:mail: PontlliwPrimarySchool@pontlliw.swansea.sch.uk Web: www.pontlliwprimary.co.uk	3-11	EM	213	26	36	182	Mrs A Norman

Name, address and telephone number of establishment	Age range	Type	Number on roll April 2021 F.T.E	AN Sept 2022	Sept 2021 reception applications received during admission round	Total Capacity	Name of Head teacher
COMMUNITY PRIMARY SCHOOLS continued							
Pontybrenin Primary School Glyn Rhosyn, Gorseinon, Swansea SA4 6HX (01792) 891151 E:mail: 6702223_PontybreninPrimarySchool@Hwbcymru.net Web: www.pontybreninprimary.com	3-11	EM	339	45	53	319	Mr P Williams
Portmead Primary School Cheriton Crescent, Portmead, Swansea, SA5 5LA. (01792) 583549 E:mail: PortmeadPrimarySchool@portmead.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/Portmead	3-11	EM	211	35	27	250	Mrs A Evans (Acting)
Sea View Community Primary School Creidiol Road, Mayhill, Swansea, SA1 6TX. (01792) 650703 E:mail: SeaViewPrimarySchool@seaview.swansea.sch.uk Web: Swansea-edunet.gov.uk/en/schools/seaview	3-11	EM	213	30	35	210	Ms J Dunn
Sketty Primary School Llwyn Mawr Road, Sketty, Swansea, SA2 9HJ. (01792) 206655 E:mail: SkettyPrimarySchool@sketty.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/Sketty	3-11	EM	445	60	90	420	Mrs B Phillips
St. Helen's Primary School Vincent Street, Swansea, SA1 3TY. (01792) 655763 E:mail: StHelensPrimarySchool@sthelens.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/sthelens	3-11	EM	219	30	39	210	Mrs N Fredrickson
St. Thomas Primary School Grenfell Park Road, St Thomas, Swansea, SA1 8DN (01792) 650052 E:mail: St. Thomas.Primary@swansea-edunet.gov.uk Web: swansea-edunet.gov.uk/en/schools/stthomas	3-11	EM	395	55	52	389	Mr R Dwyer

Name, address and telephone number of establishment	Age range	Type	Number on roll April 2021 F.T.E	AN Sept 2022	Sept 2021 reception applications received during admission round	Total Capacity	Name of Head teacher
COMMUNITY PRIMARY SCHOOLS continued							
Talycopa Primary School Heol Hafdy, Llansamlet, Swansea, SA7 9RZ. (01792) 793660 E:mail: TalycopaPrimarySchool@talycopa.swansea.sch.uk Web: www.talycopa.org.uk/	3-11	EM	204	30	29	212	Ms R Knight
Terrace Road Primary School Terrace Road, Mount Pleasant, Swansea, SA1 6JD (01792) 654257 E:mail: TerraceRoadPrimarySchool@terraceroad.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/Terraceroad	3-11	EM	281	45	17	318	Mrs A Evans
Townhill Primary School Townhill Road, Townhill, Swansea, SA1 6PT (01792) 516370 E:mail: TownhillCommunityPrimarySchool@townhill.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/townhill	3-11	EM	467	60	54	420	Mr P Owen
Trallwn Primary School Glan-y-Wern Road, Trallwn, Swansea, SA7 9UJ. (01792) 792478 E:mail: TrallwnPrimarySchool@trallwn.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/Trallwn	3-11	EM	227	41	29	287	Mrs R Barker
Tre Uchaf Primary School Heol Cae-Ty-Newydd, Loughor, Swansea, SA4 6QB. (01792) 893682 E:mail: TreUchafPrimarySchool@treuchaf.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/treuchaf	3-11	EM	207	29	41	206	Mrs L Davies

Name, address and telephone number of establishment	Age range	Type	Number on roll April 2021 F.T.E	AN Sept 2022	Sept 2021 reception applications received during admission round	Total Capacity	Name of Head teacher
COMMUNITY PRIMARY SCHOOLS continued							
Waun Wen Primary School Lion Street, Waun Wen, Swansea, SA1 2BZ. (01792) 651010 E:mail WaunWenPrimarySchool@waunwen.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/waunwen	3-11	EM	188	29	19	208	Mrs C Nicklin
Wanarlwydd Primary School Brithwen Road, Wanarlwydd, Swansea, SA5 4QS. (01792) 872431 E:mail: WanarlwyddPrimarySchool@wanarlwydd.swansea.sch.uk Web: www.waunprimary.com	3-11	EM	258	41	35	287	Mrs L R Davies
Whitestone Primary School Rushwind Close, West Cross, Swansea, SA3 5RF. (01792) 404113 E:mail: WhitestonePrimarySchool@whitestone.swansea.sch.uk Web: www.whitestone.swansea.sch.uk	3-11	EM	127	27	22	191	Mrs B Peterson
Ynystawe Primary School Clydach Road, Ynystawe, Swansea, SA6 5AY. (01792) 842628 E:mail: YnystawePrimarySchool@ynystawe.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/Ynystawe	3-11	EM	186	24	37	172	Mrs S Williams (Acting)
WELSH MEDIUM COMMUNITY PRIMARY SCHOOLS							
Y.G.G. Bryniago Lower James Street, Pontarddulais, Swansea, SA4 1HY. (01792) 882012 E:Mail YGGBryniago@bryniago.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/Bryniago	3-11	WM	198	31	22	222	Mrs N Jones
Y.G.G. Brynmor St, Alban's Road, Brynmill, Swansea, SA2 0BP. (01792) 466354 E:mail: YGGBrynmor@brynmor.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/Brynmor	3-11	WM	249	37	49	260	Mrs Elin Wakeman

Name, address and telephone number of establishment	Age range	Type	Number on roll April 2021 F.T.E	AN Sept 2022	Sept 2021 reception applications received during admission round	Total Capacity	Name of Head teacher
WELSH MEDIUM COMMUNITY PRIMARY SCHOOLS continued							
Y.G.G. Gellionnen Gellionnen Road, Clydach, Swansea, SA6 5HE. (01792) 845489 E:mail: 6702232_YGGGellionnen@Hwbcymru.net Web: swansea-edunet.gov.uk/en/schools/Gellionnen	3-11	WM	236	43	31	305	Mr K Davies
Y.G.G. Llwynderw West Cross Lane, West Cross, Swansea, SA3 5LS. (01792) 407130 E:mail: 6702235_YGGLlwynderw@Hwbcymru.net Web: swansea-edunet.gov.uk/en/schools/Llwynderw	3-11	WM	333	45	47	320	Ms I Griffiths
Y.G.G. Lonlas Walters Road, Llansamlet, Swansea, SA7 9RW. (01792) 771160 E:mail: YGGLonLas@ygglonlas.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/Lonlas	3-11	WM	474	75	530	530	Mrs K Thomas
Y.G.G. Pontybrenin Loughor Road, Kingsbridge, Gorseinon, Swansea, SA4 6AU. (01792) 894210 E:mail: YGGPontybrenin@pontybrenin.swansea.sch.uk Web: www.yggpontybrenin.com/	3-11	WM	551	71	82	501	Mr C H Scourfield
Y.G.G. Tan-y-lan Hill View Crescent, Clase, Swansea, SA6 7HN. (01792) 772800 E:mail: YGGTanylan@yggtan-y-lan.swansea.sch.uk Web: www.yggtan-y-lan.co.uk/	3-11	WM	178	60	23	420	Mr B Jones

Name, address and telephone number of establishment	Age range	Type	Number on roll April 2021 F.T.E	AN Sept 2022	Sept 2021 reception applications received during admission round	Total Capacity	Name of Head teacher
WELSH MEDIUM COMMUNITY PRIMARY SCHOOLS continued							
Y.G.G. Tirdeunaw Heol Gwyrosydd, Penlan, Swansea, SA5 7BX. (01792) 774612 – need to check? E:mail: YGGTirdeunaw@yggtirdeunaw.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/Tirdeunaw	3-11	WM	374	75	52	525	Mrs J James
Y.G. Y Cwm Jersey Road, Bon-y-Maen, Swansea, SA1 7DL.(01792) 650326 E:mail: YsgolGymraegyCwm@ygycwm.swansea.sch.uk Web: www.ygycwm.co.uk/	3-11	WM	150	28	22	197	Mrs S David
Y.G.G. Y Login Fach Roseland Road, Waunarlwydd, Swansea, SA5 4ST. (01792) 874399 E:mail: YGGYLoginFach@yloginfach.swansea.sch.uk Web: www.yloginfach.co.uk/	3-11	WM	228	30	36	214	Miss U Evans
VOLUNTARY AIDED SCHOOLS							
Christchurch Church in Wales Primary Rodney Street, Swansea, SA1 3UA. (01792) 510900 E:mail: ChristchurchPrimarySchool@christchurch.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/Christchurch	3-11	EM	149	16	19	113	Ms H Davies
St. David's RC Primary West Cross Avenue, West Cross, Swansea. SA3 5TS. (01792) 512212 E:mail: 6703303_StDavidsCatholicPrimarySchool@Hwbcymru.net Web: swansea-edunet.gov.uk/en/schools/stdavids	3-11	EM	119	30	11	196	Ms E Richards

Name, address and telephone number of establishment	Age range	Type	Number on roll April 2021 F.T.E	AN Sept 2022	Sept 2021 reception applications received during admission round	Total Capacity	Name of Head teacher
VOLUNTARY AIDED SCHOOLS continued							
St. Illtyd's RC Primary Jersey Road, Bonymaen, Swansea, SA1 7DG. (01792) 462104 E:mail: StIlltydsCatholicPrimarySchool@st-illtyds.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/stilltyds	3-11	EM	196	30	13	215	Mrs M Davies
St. Joseph's RC Cathedral Primary Caepistyll Street, Greenhill, Swansea, SA1 2BE. (01792) 653609 E:mail: 6703309_StJosephsCathedralPrimarySchool@Hwbcymru.net Web: Swansea-edunet.gov.uk/en/schools/Stjosephscathedral	3-11	EM	466	60	68	420	Mrs A Heald
St. Joseph's Catholic Primary Pontardawe Road, Clydach, Swansea, SA6 5NX. (01792) 842494 E:mail: StJosephsCatholicPrimarySchool@stjosephs.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/StJosephsPrimary	3-11	EM	209	30	25	201	Ms J Stack

Name, address and telephone number of establishment	Age range	Type	Name of Head teacher
COMMUNITY SPECIAL SCHOOLS			
Ysgol Crug Glas Croft Street, Swansea, SA1 1QA. (01792) 652388 E:mail: YsgolCrugGlas@crugglas.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/crugglas	3-19	EM	Ms M Hibbs
Ysgol Pen-y-Bryn Glasbury Road, Morriston, Swansea, SA6 7PA. (01792) 799064 E:mail: YsgolPenyBryn@penybryn.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/penybryn	4-19	EM	Mr G Sutton
Maytree Autistic Unit Mynydd Garnlwyd Road, Clase, Morriston, Swansea, SA6 7QG (01792) 771760/ 793653 E:mail: YsgolPenyBryn@penybryn.swansea.sch.uk			

Name, address and telephone number of establishment	Age range	Type	Number on roll April 2021 F.T.E	AN Sept 2022	Sept 221 Year 7 applications received during admission round	Total Capacity	Name of Head teacher
COMMUNITY COMPREHENSIVE SCHOOLS							
Birchgrove Birchgrove Road, Birchgrove, Swansea, SA7 9NB. (01792) 535400 E:mail: 6704075_BirchgroveComprehensiveSchool@Hwb.cymru.net Web: swansea-edunet.gov.uk/en/schools/Birchgrove	11-16	EM	493	161	117	806	Mr A Owen
Bishop Gore De-la-Beche Road, Sketty, Swansea, SA2 9AP. (01792) 411400 / 610400 E:mail: BishopgoreSchool@bishopgore.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/bishopgore	11-18	EM	1221	240	344	1385	Mrs H Burgum

Name, address and telephone number of establishment	Age range	Type	Number on roll April 2021 F.T.E	AN Sept 2022	Sept 2021 Year 7 applications received during admission round	Total Capacity	Name of Head teacher
COMMUNITY COMPREHENSIVE SCHOOLS continued							
Bishopston The Glebe, Bishopston, Swansea, SA3 3JP. (01792) 234121/ 234197 E:mail: BishopstonPrimarySchool@bishopston-pri.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/Bishopston	11-16	EM	1094	222	290	1112	Mr J Bird
Cefn Hengoed Caldicot Road, Winch Wen, Swansea, SA1 7HX. (01792) 773464 / 775034 E:mail: 6704031_Cefnhengoedcommunityschool@Hwbcymru.net Web: swansea-edunet.gov.uk/en/schools/cefnhengoed	11-16	EM	848	167	203	836	Mr C Bale
Dylan Thomas John Street, Cockett, Swansea, SA2 0FR. (01792) 610300 E:mail: DylanThomasCommunitySchool@dylanthomas.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/dylanthomas	11-16	EM	568	131	115	657	Mr P Davies (Acting)
Gowerton Cecil Road, Gowerton, Swansea, SA4 3DL.(01792) 873461 E:mail: GowertonSchool@gowerton.swansea.sch.uk Web: www.gowerton.com	11-18	EM	1195	211	294	1199	Mr N Jones
Morrison Heol Maes Eglwys, Morrison, Swansea, SA6 6NH. (01792) 797745 E:mail: MorrisonComprehensiveSchool@morrison.swansea.sch.uk Web:swansea-edunet.gov.uk/en/schools/Morrison	11-18	EM	998	220	209	1311	Mr M Franklin

Name, address and telephone number of establishment	Age range	Type	Number on roll April 2021 F.T.E	AN Sept 2022	Sept 2021 Year 7 applications received during admission round	Total Capacity	Name of Head teacher
COMMUNITY COMPREHENSIVE SCHOOLS continued							
Olchfa Gower Road, Sketty, Swansea, SA2 7AB. (01792) 534300 E:mail: 6704032_OlchfaSchool@Hwb.cymru.net Web: www.olchfa.org.uk	11-18	EM	1821	289	439	1855	Mr H Davies
Pentrehafod Pentremawr Road, Hafod, Swansea, SA1 2NN. (01792) 410400 E:mail: 6704043_PentrehafodSchool@Hwb.cymru.net Web: swansea-edunet.gov.uk/en/schools/Pentrehafod	11-16	EM	1041	227	245	1135	Mr M Goulding
Penyrheol Pontarddulais Road, Gorseinon, Swansea, SA4 4FG. (01792) 533066 E:mail: PenyrheolComprehensiveSchool@penyrheol-comp.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/Penyrheol	11-16	EM	868	195	179	975	Mr D Benny (Acting)
Pontarddulais Caecerrig Road, Pontarddulais, Swansea, SA4 1PD. (01792) 884556 E:mail: PontarddulaisComprehensiveSchool@pontcomp.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/Pontarddulais	11-16	EM	844	168	176	841	Mr G Rees (Acting)

Name, address and telephone number of establishment	Age range	Type	Number on roll April 2021 F.T.E	AN Sept 2022	Sept 2021 Year 7 applications received during admission round	Total Capacity	Name of Head teacher
WELSH MEDIUM COMMUNITY COMPREHENSIVE SCHOOLS							
Ysgol Gyfun Bryn Tawe Heol Gwyrosydd, Penlan, Swansea, SA5 7BU. (01792) 560600 E:mail: 6704078_YGGBrynTawe@Hwbcymru.net Web: swansea-edunet.gov.uk/en/schools/bryntawe	11-18	WM	877	205	186	1243	Mr S Davies
Ysgol Gyfun Gwyr Talbot Street, Gowerton, Swansea, SA4 3DB. (01792) 872403 E:mail: YsgolGyfunGwyr@yggwyr.swansea.sch.uk Web: www.yggwyr.org.uk/	11-18	WM	1107	173	198	1069	Mr D Jenkins
VOLUNTARY AIDED COMPREHENSIVE SCHOOLS							
Bishop Vaughan Catholic Comprehensive Mynydd Garnllwyd Road, Morriston, Swansea, SA6 7QG. (01792) 772006 / 771589 E:mail: BishopVaughanSchool@bishopvaughan.swansea.sch.uk Web: swansea-edunet.gov.uk/en/schools/Bishopvaughan	11-18	EM	1137	215	218	1310	Mrs E Pole

Contact details for Gower College Swansea

GOWER COLLEGE SWANSEA		
Gorseinon Campus 52/58 Belgrave Road, Gorseinon, Swansea, SA4 6RF. (01792) 890700	Post 16	Mr M Jones
Tycoch Campus Tycoch Road, Sketty, Swansea, SA2 9EB. (01792) 284000	Post 16	Mr M Jones

ADMISSION ARRANGEMENTS 2022-2023

(Nursery classes based at local authority schools)

The local authority, the LA, is the admitting authority for all community schools (schools funded and maintained entirely by LAs) in the area.

The LA has agreed that schools will undertake the administration of nursery applications on behalf of the LA.

Admission to nursery classes

Parents/carers who require a place in a nursery class will be required to submit an admission application.

Parents/carers can either apply on-line for a place at the catchment school or express a preference for a placement at an alternative school. Support can be provided for parents who need assistance if necessary. Requests for places will be granted unless to do so would prejudice the provision of efficient education or the efficient use of resources.

There is **no right of appeal** following the refusal of an application for a place in a nursery class.

The number of nursery places available may differ to the admission number for the rest of the year groups within a school (Reception to Year 6)

(a) Oversubscription Criteria – nursery classes in Community Schools

If more applications have been received for any school than there are places available, the following order of priority will apply:

1. Children who are in the care of a local authority i.e. looked after children (LAC), or previously looked after*.
2. Children who live within the school's defined catchment area. There is no guarantee of a catchment place. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
3. Children who have a brother or sister of statutory school age attending the school at the date of their admission***. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
4. Other children for whom a place has been requested for whom criteria 1 to 3 above do not apply. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.

* Looked After Child (LAC) / Previously Looked After Children – a looked after child refers to a child who is looked after by a local authority in England or Wales, (as defined by Section 22 of the Children Act 1989 and Section 74 of the Social Services and Wellbeing

[Wales] Act 2014) at the time the application to a school is made and who the Local Authority has confirmed will still be looked after at the time of admission to the school. Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after (as defined by the Welsh Government School Admissions Code document no. 005/2013). Evidence will need to be provided for all LAC criteria applications.

** The measurements will be taken from outside the entrance to the property (house or flat) to the nearest official school entrance. The local authority GIS computer programme is used when undertaking the measurement.

*** A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children are twins/triplets then the LA will admit both/all children. Statutory school age is defined as pupils who are between age 5 and 16 (i.e. pupils in any year group between and including Reception to Year 11).

Children who have a Statement of Special Educational Needs

The oversubscription criteria does not apply to pupils for whom the LA holds a Statement of Special Educational Needs although the rights of parents to be involved in the placement of their child are protected in law. The LA in consultation with Parents/carers and schools will determine the school at which education is to be provided. The LA reserves the right to name a school which is not the catchment area school.

Schools have a duty to admit children with a Statement of Special Educational Needs who have been placed in a school by the LA and these pupils are counted towards the number admitted up to the admission number unless they are placed in a Special Teaching Facility with planned places.

Please note that the information contained in this publication is correct at the time of going to print, but subject to change based on new guidance / legislation being issued which was not available when published.

Voluntary Aided Schools (church schools - Roman Catholic, Church in Wales)

Requests for admission to voluntary aided schools will be determined by reference to admission criteria set by the governing Body. (The governing bodies of Voluntary Aided Schools are responsible for determining their own admission arrangements).

(b) Admission Procedures – nursery places in Community Schools

Parents/carers can apply for a place for their child at the catchment school or state a preference for an alternative placement using the admission application.

Requests for admission will be granted provided there are places available. Where admission requests exceed the number of places available, places will be allocated in accordance with the LAs oversubscription criteria.

The main residential address should be used when applying. Addresses which have restrictions on occupancy (such as chalets or caravans on holiday parks with seasonal restrictions on occupancy) cannot be used as a permanent address.

Children attending the nursery class of a school will not have an automatic right of admission to full time education at the same school. Parents/carers will need to apply for a place along with other applicants at the appropriate time. There is no guarantee of a catchment place.

Attending the nursery at any school does not guarantee a place in the reception class.

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

Parents/Carers who reside outside of the City and County of Swansea Local Authority should also make an application with their own Local Authority (the Local Authority to whom they pay Council Tax) as, in the event the school(s) applied for in Swansea are oversubscribed the LA will be under no duty to offer a place at an alternative Swansea school.

Withdrawal of a place

A place can be withdrawn by the LA if information is received that suggests the application no longer meets the oversubscription criteria it was originally assessed on. Any place approved on the basis of residence will be withdrawn if the pupil is no longer permanently resident at the address at the beginning of the school term to which the application relates.

Waiting Lists

The LA, as the admitting authority, maintains waiting lists for oversubscribed schools. For all admissions, where parents/carers are refused a place for their child/children they are automatically placed on the waiting list. Pupils names will remain on the waiting list for the whole academic year and will only be removed if a parent/carer confirms in writing that they no longer wish their child/rens' name to remain on the waiting list. If a place becomes available it will be allocated by the LA in accordance with the oversubscription criteria.

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

ADMISSION ARRANGEMENTS 2022-2023 (Reception)

The local authority, the LA, is the admitting authority for all community schools (schools funded and maintained entirely by LAs) in the area.

Each child about to commence full time education will be invited to apply for a place at a school maintained by the LA.

Parents/carers can either apply on-line for a place at the catchment school or express a preference for a placement at an alternative school. Support can be provided for parents who need assistance if necessary. Requests for a place will be granted unless to do so would:

- prejudice the provision of efficient education or the efficient use of resources, and
- for voluntary aided schools, be incompatible with the admission arrangement agreed between the governing body and the LA.

Those parents who apply on time for a place at any school will be given priority over those who have not.

(a) Admission Limits – Community Schools

All schools must admit up to their admission number in the year of entry (i.e. Reception classes in primary schools). In the year of entry a child will be refused a place once the admission number has been reached. Parents/carers who are refused a place at the school must be given right of appeal.

The admission number applies to all year groups (except nursery).

(b) Oversubscription Criteria – Community Schools

If more applications have been received for any school than there are places available, the following order of priority will apply:

5. Children who are in the care of a local authority i.e. looked after children (LAC), or are previously looked after*.
6. Children who live within the school's defined catchment area. There is no guarantee of a catchment place. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
7. Children who have a brother or sister of statutory school age attending the school at the date of their admission.*** If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.

8. Other children for whom a place has been requested for whom criteria 1 to 3 above do not apply. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**

* Looked After Child (LAC) / Previously Looked After Children – a looked after child refers to a child who is looked after by a local authority in England or Wales, (as defined by Section 22 of the Children Act 1989 and Section 74 of the Social Services and Wellbeing [Wales] Act 2014) at the time the application to a school is made and who the Local Authority has confirmed will still be looked after at the time of admission to the school. Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after (as defined by the Welsh Government School Admissions Code document no. 005/2013). Evidence will need to be provided for all LAC criteria applications.

**The measurements will be taken from outside the entrance to the property (house or flat) to the nearest official school entrance. The local authority GIS computer programme is used when undertaking the measurement.

***A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children are twins/triplets then the LA will admit both/all children. Statutory school age is defined as pupils who are between age 5 and 16 (i.e. pupils in any year group between and including Reception to Year 11).

The LA **will not** provide transport or make any contribution towards transport costs for children admitted from outside the school's defined catchment area. However, if the catchment area school is full in the year group, transport will be provided to the nearest school with room if that school is more than 2 miles from the home address.

Children who have a Statement of Special Educational Needs

The oversubscription criteria does not apply to pupils for whom the LA holds a Statement of Special Educational Needs although the rights of parents to be involved in the placement of their child are protected in law. The LA in consultation with Parents/carers and schools will determine the school at which education is to be provided. The LA reserves the right to name a school which is not the catchment area school.

Schools have a duty to admit children with a Statement of Special Educational Needs who have been placed in a school by the LA and these pupils are counted towards the number admitted up to the admission number unless they are placed in a Special Teaching Facility with planned places.

Please note that the information contained in this publication is correct at the time of going to print, but subject to change based on new guidance / legislation being issued which was not available when published.

Voluntary Aided Schools (church schools - Roman Catholic, Church in Wales)

Requests for admission to voluntary aided schools will be determined by reference to admission criteria set by the governing Body. (The governing bodies of Voluntary Aided Schools are responsible for determining their own admission arrangements).

(c) Admission Procedures – Community Schools

Parents/carers will be asked to apply on line for a place for their child at the catchment school or to state a preference for an alternative placement using the admission application.

Requests for admission will be granted provided there are places available. Where admission requests exceed the number of places available, as determined by the published admission number, applications will be allocated by applying the LAs oversubscription criteria.

The main residential address should be used when applying. Addresses which have restrictions on occupancy (such as chalets or caravans on holiday parks with seasonal restrictions on occupancy) cannot be used as a permanent address.

Children attending the nursery class of a school will not have an automatic right of admission to full time education at the same school. Parents/carers will need to apply for a place along with other applicants. There is no guarantee of a catchment place.

Attending the nursery at any school does not guarantee a place in the reception class.

Although the LA permits pupils to start reception full time at the start of the academic year in which they become five, the law does not require a child to start school until the start of term following the child's fifth birthday. Therefore, if the parent of a reception age child wishes to defer entry until later in the school year a place must be allocated to this child and this place is not available to be offered to another child. Entry cannot however be deferred beyond the beginning of the term after the child's fifth birthday nor beyond the academic year for which the original application was accepted.

Requests for admission to reception submitted on or before the administrative closing date, **26 November 2021** will be processed collectively and places allocated according to the above oversubscription criteria. In this respect, no advantage shall be gained from the early submission of an admission request. Requests submitted after the closing date will be treated as late applications.

For requests to change a school preference after the published closing date for applications or after an offer of a place has been made on the statutory offer day, a new application will need to be submitted. A new application made will be a late application and will supersede any earlier applications received and any offers that were previously made would no longer be available.

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

The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements. Parents/carers who have applied by the **26 November 2021** will be advised whether they have been allocated a place by the **19 April 2022**.

Parents/Carers who reside outside of the City and County of Swansea Local Authority should also make an application with their own Local Authority (the Local Authority to whom they pay Council Tax) as, in the event the school(s) applied for in Swansea are oversubscribed the LA will be under no duty to offer a place at an alternative Swansea school.

Late Applications

Requests submitted after the published closing date will not be considered until after all on time applications received have been allocated and offered their places on the statutory offer day. Where there are more late applications for a school than there are places available the applications will be considered in line with the oversubscription criteria. Appeals for late applications may be held after the appeals for on time applications have been held.

Right of Appeal

Parents/carers will be informed, in writing, as to whether their application has been successful. Where their application has been refused parents/carers will be informed in writing that they have right of appeal to an independent appeal panel. If they exercise that right, the appeal must be forwarded to the School and Governor Team at the Civic Centre by **13 May 2022** (for applications that were received on time). The appeal will be considered by an independent appeal panel of 3 or 5 people comprising lay members, and persons with experience in education.

Please note: Because of the statutory class size maximum of 30, there are very restricted circumstances in which an appeal for a place in an infant class (Reception, Year 1 and Year 2) can be successful. The restricted circumstances are outlined in Annex C – point C.4 of the Welsh Governments School Admission Appeals Code – document no: 007/2013.

Withdrawal of a place

A place can be withdrawn by the LA if information is received that suggests the application no longer meets the oversubscription criteria it was originally assessed on. Any place approved on the basis of residence will be withdrawn if the pupil is no longer permanently resident at the address at the beginning of the school term to which the application relates.

Waiting Lists

The LA, as the admitting authority, maintains waiting lists for oversubscribed schools. For all admissions, where parents/carers are refused a place for their child/children they are automatically placed on the waiting list and an opportunity to meet with an independent appeal panel is offered. Pupils names will remain on the waiting list for the whole academic year and will only be removed if they are

successful at appeal or if a parent confirms in writing that they no longer wish their child/ren's name to remain on the waiting list. If a place becomes available it will be allocated by the LA in accordance with the oversubscription criteria.

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

ADMISSION ARRANGEMENTS 2022-2023 (Year 7)

The local authority, the LA, is the admitting authority for all community schools (schools funded and maintained entirely by LAs) in the area.

Each child about to transfer from primary to secondary education will be invited to apply for a place at a school maintained by the LA.

Parents/carers can either apply on-line for a place at the catchment school or express a preference for a placement at an alternative school. Support can be provided for parents who need assistance if necessary. Requests for a place will be granted unless to do so would:

- prejudice the provision of efficient education or the efficient use of resources, and
- for voluntary aided schools, be incompatible with the admission arrangement agreed between the governing Body and the LA.

Those parents who apply on time for a place at any school will be given priority over those who have not.

(a) Admission Limits – Community Schools

Availability of places is determined by reference to the school's admission number. Schools must admit up to the admission number in the year of entry (i.e. Year 7 in secondary school) and must not exceed this number. Parents/carers who are refused a place at the school must be given right of appeal.

The admission number applies to all year groups.

(b) Oversubscription Criteria – Community Schools

If more applications have been received for any school than there are places available, the following order of priority will apply:

1. Children who are in the care of a local authority i.e. looked after children (LAC) or previously looked after*.
2. Children who live within the school's defined catchment area. There is no guarantee of a catchment place. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
3. Children who have a brother or sister of statutory school age attending the school at the date of their admission***. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
4. Children attending a designated partner primary school but who live outside the catchment area of that school. Attending a partner primary school does not guarantee a place in the associated secondary school. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
5. Other children for whom criteria 1 to 4 above do not apply. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.

* Looked After Child (LAC) / Previously Looked After Children – a looked after child refers to a child who is looked after by a local authority in England or Wales, (as defined by Section 22 of the Children Act 1989 and Section 74 of the Social Services and Wellbeing [Wales] Act 2014) at the time the application to a school is made and who the Local Authority has confirmed will still be looked after at the time of admission to the school. Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after (as defined by the Welsh Government School Admissions Code document no. 005/2013). Evidence will need to be provided for all LAC criteria applications.

**The measurement will be taken from outside the entrance to the property (house or flat) to the nearest official school entrance. The local authority GIS computer programme is used when undertaking the measurement.

***A brother or a sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children for that place are twins/triplets, the LA will admit both/all children. Statutory school age is defined as pupils who are between age 5 and 16 (i.e. pupils in any year group between and including Reception to Year 11).

The LA **will not** provide transport or make any contribution towards transport costs for children admitted from outside the school's defined catchment area. However, if the catchment area is full in the year group, transport will be provided to the nearest school with room if that school is more than 3 miles walking distance from the home address.

Children who have a Statement of Special Educational Needs

The oversubscription criteria does not apply to pupils for whom the LA holds a Statement of Special Educational Needs although the rights of parents to be involved in the placement of their child are protected in law. The LA in consultation with Parents/carers and schools will determine the school at which education is to be provided. The LA reserves the right to name a school which is not the catchment area school.

Schools have a duty to admit children with a Statement of Special Educational Needs who have been placed in a school by the LA and these pupils are counted towards the number admitted up to the admission number unless they are placed in a Special Teaching Facility with planned places.

Please note that the information contained in this publication is correct at the time of going to print, but subject to change based on new guidance / legislation being issued which was not available when published.

Voluntary Aided Schools (church schools - Roman Catholic, Church in Wales)

Requests for admission to voluntary aided schools will be determined by reference to admission criteria set by the governing body. (The governing bodies of Voluntary Aided Schools are responsible for determining their own admission arrangements).

(c) Admission Procedures – Community Schools

Parents/carers will be asked to apply on line for a place for their child at the catchment school or to state a preference for an alternative placement using the admission application.

Requests for admission will be granted provided there are places available as determined by the published admission number. Where admission requests exceed the number of places available, places will be allocated by applying the LAs oversubscription criteria.

The main residential address should be used when applying. Addresses which have restrictions on occupancy (such as chalets or caravans on holiday parks with seasonal restrictions on occupancy) cannot be used as a permanent address.

Attending a partner primary school does not guarantee a place in the associated secondary school.

Applications for admission to the relevant age group (i.e. the age group at which children are normally admitted to the school) submitted on or before the administrative closing date, **26 November 2021** will be processed collectively. In this respect, no advantage shall be gained from the early submission of an admission request. Requests submitted after the closing date will be treated as late applications.

For requests to change a school preference after the published closing date for applications or after an offer of a place has been made on the statutory offer day, a new application will need to be submitted. A new application made will be a late application and will supersede any earlier applications received and any offers that were previously made would no longer be available.

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

The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements. Parents/carers who have applied by the **26 November 2021** will be advised whether they have been allocated a place on the **1 March 2022**.

Parents/Carers who reside outside of the City and County of Swansea Local Authority should also make an application with their own Local Authority (the Local Authority to whom they pay Council Tax) as, in the event the school(s) applied for in Swansea are oversubscribed the LA will be under no duty to offer a place at an alternative Swansea school.

Late Applications

Requests submitted after the published closing date will not be considered until after all on time applications received have been allocated and offered their places on the statutory offer day. Where there are more late applications for a school than there are places available the applications will be considered in line with the oversubscription criteria. Appeals for late applications may be held after the appeals for on time applications have been held.

Withdrawal of a place

A place can be withdrawn by the LA if information is received that suggests the application no longer meets the oversubscription criteria it was originally assessed on. Any place approved on the basis of residence will be withdrawn if the pupil is no longer permanently resident at the address at the beginning of the school term to which the application relates.

Right of Appeal

Parents/carers will be informed, in writing, as to whether their application has been successful. Where their application has been refused parents will be informed in writing that they have right of appeal to an independent appeal panel. If they exercise that right, the appeal must be forwarded to the School and Governor Team at Civic Centre by **25 March 2022** (for applications that were

received on time). The appeal will be considered by an independent appeal panel of 3 or 5 people comprising lay members, and persons with experience in education.

Waiting Lists

The LA, as the admitting authority, maintains waiting lists for oversubscribed schools. For all admissions, where parents/carers are refused a place for their child/children they are automatically placed on the waiting list and an opportunity to meet with an Independent Appeal Panel is offered. Pupils names will remain on the waiting list for the whole academic year and will only be removed if they are successful at appeal or if a parent confirms in writing that they no longer wish their child/ren's name to remain on the waiting list. If a place becomes available it will be allocated by the LA in accordance with the oversubscription criteria.

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

ADMISSION ARRANGEMENTS 2022-2023 (In Year Transfer)

The local authority, the LA, is the admitting authority for all community schools (schools funded and maintained entirely by LAs) in the area.

Admission to Community Schools – (Primary and Secondary)

Parents/carers who require a school place will be required to submit an admission application. Parents/carers can either apply on-line for a place at the catchment school or express a preference for a placement at an alternative school. Support can be provided for parents who need assistance if necessary. Requests will be granted unless to do so would:

- prejudice the provision of efficient education or the efficient use of resources, and
- for voluntary aided schools, be incompatible with the admission arrangement agreed between the governing body and the LA.

(a) Admission Limits – Community Schools

Availability of places is determined by reference to the school's admission number. A child will be refused a place once the admission number has been reached. Parents/carers who are refused a place at the school must be given right of appeal **(there is no right of appeal for nursery)**.

The admission number applies to all year groups. These arrangements apply to pupils transferring in years reception to year 11.

(b) Oversubscription Criteria – Community Schools

If more applications have been received for any school than there are places available, the following order of priority will apply:

1. Children who are in the care of a local authority i.e. looked after children (LAC), or are previously looked after*.
2. Children who live within the school's defined catchment area. There is no guarantee of a catchment place. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
3. Children who have a brother or sister of statutory school age attending the school at the date of their admission.*** If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
4. Children attending a designated partner primary school but who live outside the catchment area of that school. Attending a partner primary school does not guarantee a place in the associated secondary school. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
5. Other children for whom a place has been requested for whom criteria 1 to 4 above do not apply. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.

* Looked After Child (LAC) / Previously Looked After Children – a looked after child refers to a child who is looked after by a local authority in England or Wales, (as defined by Section 22 of the Children Act 1989 and Section 74 of the Social Services and Wellbeing [Wales] Act 2014) at the time the application to a school is made and who the Local Authority has confirmed will still be looked after at the time of admission to the school. Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after (as defined by the Welsh Government School Admissions Code document no. 005/2013). Evidence will need to be provided for all LAC criteria applications.

**The measurements will be taken from outside the entrance to the property (house or flat) to the nearest official school entrance. The local authority GIS computer programme is used when undertaking the measurement.

***A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children are twins/triplets then the LA will admit both/all children. Statutory school age is defined as pupils who are between age 5 and 16 (i.e. pupils in any year group between and including Reception to Year 11).

The LA **will not** provide transport or make any contribution towards transport costs for children admitted from outside the school's defined catchment area. However, if the catchment area school is full in the year group, transport will be provided to the nearest school with room if that school is more than 2 miles for primary or 3 miles for secondary from the home address.

Children who have a Statement of Special Educational Needs

The oversubscription criteria does not apply to pupils for whom the LA holds a Statement of Special Educational Needs although the rights of parents to be involved in the placement of their child are protected in law. The LA in consultation with Parents/carers and schools will determine the school at which education is to be provided. The LA reserves the right to name a school which is not the catchment area school.

Schools have a duty to admit children with a Statement of Special Educational Needs who have been placed in a school by the LA and these pupils are counted towards the number admitted up to the admission number unless they are placed in a Special Teaching Facility with planned places.

Please note that the information contained in this publication is correct at the time of going to print, but subject to change based on new guidance / legislation being issued which was not available when published.

Voluntary Aided Schools (church schools - Roman Catholic, Church in Wales)

Requests for admission to voluntary aided schools will be determined by reference to admission criteria set by the governing body. (The governing bodies of Voluntary Aided Schools are responsible for determining their own admission arrangements).

(c) Admission Procedures – Community Schools

Parents/carers will be asked to apply for a place for their child at the catchment school or to state a preference for an alternative placement using the admission application.

Requests for admission will be granted provided there are places available. Where admission requests exceed the number of places available, as determined by the published admission number, applications will be allocated by applying the LAs oversubscription criteria.

The main residential address should be used when applying. Addresses which have restrictions on occupancy (such as chalets or caravans on holiday parks with seasonal restrictions on occupancy) cannot be used as a permanent address.

Children attending the nursery class of a school will not have an automatic right of admission to full time education at the same school. Parents/carers will need to apply for a place along with other applicants at the appropriate time.

Attending the nursery at any school does not guarantee a place in the reception class.

Attending a partner primary school does not guarantee a place in the associated secondary school.

There is no guarantee of a place at a school even if you move into the catchment area for a school.

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

Parents/Carers who reside outside of the City and County of Swansea Local Authority should also make an application with their own Local Authority (the Local Authority to whom they pay Council Tax) as, in the event the school(s) applied for in Swansea are oversubscribed the LA will be under no duty to offer a place at an alternative Swansea school.

Right of Appeal

Parents/carers will be informed, in writing, as to whether their application has been successful. Where their application has been refused parents/carers will be informed in writing that they have right of appeal to an independent appeal panel (**there is no right of appeal for nursery**). If they exercise that right, the appeal must be forwarded to the School and Governor Team at the Civic Centre. The appeal will be considered by an independent appeal panel of 3 or 5 people comprising lay members, and persons with experience in education.

Please note: Because of the statutory class size maximum of 30, there are very restricted circumstances in which an appeal for a place in an infant class (Reception, Year 1 and Year 2) can be successful. The restricted circumstances are outlined in Annex C – point C.4 of the Welsh Governments School Admission Appeals Code – document no: 007/2013.

Waiting Lists

The LA, as the admitting authority, maintains waiting lists for oversubscribed schools. For all admissions, where parents/carers are refused a place for their child/children they are automatically placed on the waiting list and an opportunity to meet with an independent appeal panel is offered (**there is no right of appeal for nursery**). Pupils names will remain on the waiting list for the whole academic year and will only be removed if they are successful at appeal or if a parent confirms in writing that they no longer wish their child/ren's name to remain on the waiting list. If a place becomes available it will be allocated by the LA in accordance with the oversubscription criteria.

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

Admissions to Sixth Form - Criteria for Entry

Application Closing Date

Pupils can apply for a place at a sixth form at a Swansea school in the spring term prior to them seeking a place for the following September. Closing dates for applications will be determined by individual schools.

Provisional Offer

Pupils will be offered a provisional place. This provisional place will be subject to achieving certain specified entry qualifications as published by each individual school. For further information on specific entry qualifications contact the school directly.

GCSE/Equivalent Results

When GCSE grades are published i.e. the third Thursday in August ordinarily, it will be necessary for individual pupils to contact the school of choice to confirm grades at GCSE or equivalent examination results.

Choice of Subjects

Pupils who have achieved satisfactory grades at GCSE or equivalent will be given a firm offer of a place in the sixth form at the school of choice where places are available. It must be noted, however, that it may not be possible to study all the chosen subjects at the school of choice. It may be necessary for students to link with a sixth form at another school to pursue some subject choices.

Students who have achieved satisfactory grades at GCSE or equivalent but are unable to study all subject choices at the school of choice can be offered an alternative choice of subjects being taught at the particular premises. Alternatively, these students can seek a place at an alternative venue i.e. another Swansea school sixth form or Gower College.

Pupils will not be required to sit an entrance interview.

Admission Limits – Sixth Forms

All school sixth forms can admit up to their admission number subject to students achieving the entry requirement specified by the school (details are available from individual schools). Parents and pupils who are refused a place at the school sixth form must be given the right of appeal.

Admission Arrangements

The arrangements for admission into Year 12 and 13 for maintained community schools are delegated to the establishments directly. Details on admission arrangements for Voluntary Aided Schools may be obtained directly from the establishments concerned and will form part of their admissions policies.

Waiting List

If a school sixth form is over-subscribed and the school cannot meet the demand for courses a waiting list will be maintained. Applicants who have met the entry criteria (see above) but who have been refused a place due to the limit on places available will be offered an opportunity to put their name on a waiting list. In the event that a place/s become/s available, pupil/s whose name/s are on the waiting list will be offered a place in accordance with the oversubscription criteria (see below).

Oversubscription Criteria

For pupils who achieve the specified entry qualifications, where more applications have been received for any school sixth form than there are places available, the following order of priority will apply:

1. Pupils who are looked after by a local authority (LAC) or are previously looked after*.
2. Pupils who live within the school's defined catchment area. There is no guarantee of a catchment place. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority.**
3. Pupils who have a brother or sister of statutory school age attending the school at the date of their admission ***. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority **
4. Pupils who attended the school in year 11 but who live outside the catchment area of that school. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority.**
5. Other pupils for whom a place has been requested for whom criteria 1 to 4 above do not apply. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority.**

* Looked After Child (LAC) / Previously Looked After Children – a looked after child refers to a child who is looked after by a local authority in England or Wales, (as defined by Section 22 of the Children Act 1989 and Section 74 of the Social Services and Wellbeing [Wales] Act 2014) at the time the application to a school is made and who the Local Authority has confirmed will still be looked after at the time of admission to the school. Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after (as defined by the Welsh Government School Admissions Code document no. 005/2013). Evidence will need to be provided for all LAC criteria applications.

**All distances are measured electronically taking the distance from home to school by the shortest available walking route. The measurements will be taken from outside the entrance of the property (house or flat) to the nearest official school entrance.

***A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible pupils are twins/triplets then the LA will admit both/all pupils. Statutory school age is defined as pupils who are between age 5 and 16 (i.e. pupils in any year group between and including Reception to Year 11).

NOTE: Pupils with Statements of Special Educational Needs may transfer to sixth forms in Swansea schools. The decision to transfer is made by the local authority in consultation with the relevant school. Please note that the information contained in this publication is correct at the time of going to print, but subject to change based on new guidance / legislation being issued which was not available when published.

CHRISTCHURCH CHURCH IN WALES V. A. SCHOOL - ADMISSIONS POLICY 2022-2023

Christchurch Church in Wales Voluntary Aided School accepts pupils between the ages of 3 and 11 years of age.

As a Church in Wales Aided School, the Governing Body of the School is responsible for the admission of pupils. Admission forms can be obtained from the School. The timescale of the Local Authority (LA) admission timetable is followed for the handing out, consideration period and return of these forms.

The School Standards and Framework Act 1998 requires LA's and Governing Bodies to admit pupils up to the school's admission number which is 16.

The school will consider late applications in cases where a viable reason is given. These include when a single parent has been ill for some time, or a family has just moved into the area, or is returning from abroad provided applications are received before offers of places are made.

Parents will be receive written notification of all admission applications

Pupils are admitted to the Nursery, which is part of our Early Years class the day following their third birthday. Nursery is a statutory provision; however, it is not compulsory education. Admission to Nursery **does not** guarantee admission to Reception; if a child has a place in our Nursery the appropriate application form for admission into Reception must be submitted within the prescribed timescale of the annual admissions round.

Pupils are admitted to Reception in the academic year in which they are five i.e. any child who attains the age of four by 31st August can be admitted in September.

"Looked after children" are a priority. In the case of oversubscription the Governors will admit pupils best satisfying the legal requirements and current legislation.

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 'Moving Forward - Gypsy Traveller Education'.

The school will not discriminate between boys and girls, or against applicants on the basis of race, colour, nationality or national or ethnic origin.

The Admission number for the school is: 16

Oversubscription Criteria

The Governors have agreed that in the event that the number of applications exceeds the number of places available, then the following criteria will be applied in the order set out below, to decide which pupils to admit.

- 1) Looked after children who are baptised members of the Church in Wales
- 2) Other looked after children
- 3) Children whose parent/s are active practising communicant members of the Anglican church.
 - a. Benefice of St. Mary's, Swansea.
 - b. of churches/parishes in the Archdeaconry of Gower.
- 4) Children who have a sibling who is a pupil registered at the school on the date when the applicant child is due to commence school.
(see footnote for definition of 'sibling')
- 5) Children whose parents attend a church of another Christian denomination
- 6) Children of parents living within the parish. (map available)
- 7) Children whose parents wish them to attend this school.

Please note, any child for whom the school is named in a statement of special educational needs will be admitted before the application of oversubscription criteria.

For **criteria 3 and 5** the Governors will seek information about the frequency of attendance at services and degree of involvement in the work of the church and seek confirmation of these details from the local priest or minister on a supplementary form which can be found attached to this policy.

Within each category those living nearest to the school are accorded higher priority. Distance to school will be measured in a straight line from the main entrance of the family home to the main gate of the school.

If distances are equal, for example a flat in a block of dwellings with the same front door entrance, a differentiation by floor level will be used.

Definitions

Definition of Parents

Parents include all those people who have a parental responsibility for a child as set out in the Children's Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the person responsible for completing application forms and whose address will be used for admission purposes.

Definition of Sibling

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, stepbrother or stepsister or is a foster child living in the same family unit in the same family household and address who attends the preferred school in any year group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

'Residing In' and 'Home Address'

The Home Address will be the address used for correspondence related to where "Child Benefit" is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority. Families who are due to move house should provide

- i) a Solicitor's letter confirming that exchange of Contracts has taken place on the purchase of a property; or
- ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- iii) in the case of SERVING H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

Twins, Triplets, Multiple Births

When the Governing Body are considering twins, triplets or other multiple births for one remaining place, the family will be offered the place and may decide (a) if they will accept it for one sibling whomever they decide or (b) they decline the place and it is offered to the next person in the allocation after the twins/triplets/multiple births. Please note the multiple birth sibling(s) would not be given priority on admission other than considered as a sibling link once the family had accepted the place(s) offered for one of the twins/triplets/multiple births.

Waiting List

A waiting list will be maintained in the event of the school being over-subscribed. Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 31 August in the school year in which they apply. If additional places become available while the waiting list is in operation they will be allocated to children on the waiting list on the basis of the above oversubscription criteria.

How religious affiliation is tested

Reference to “are members” and “active members” from oversubscription criteria

If you are applying under criteria 3 and 5 above a **Supplementary Information Form** can be obtained direct from the school. The SIF is to be returned to the school. The SIF alone does not constitute an application; parents must also complete the Common Application Form.

Member is defined as member of the Church in Wales by registration on the electoral roll of the parish.

Admission appeals

Nursery education is a statutory provision but parents have no right of appeal under the Education Act 1980 if they are unsuccessful in gaining a place. Admission to the nursery class does not guarantee admission to the school.

If we do not offer a child a place at this school, it is because the increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal. If you exercise that right, the appeal must be forwarded to the Clerk of the Governors of the school.

The appeal will be considered by an independent admission Appeal Panel, administered by the Diocesan Board of Education according to the Welsh Assembly Government's code of practice on school Admission Appeals. The Appeals Panel then meets to consider all appeals by parents who have been refused a place at our school. This decision is binding for all parties concerned.

Review

In accordance with the School Development Plan, this policy will be reviewed every two years or sooner in the light of any change of legislation or change in local circumstances.

St. David's Catholic Primary School - Admission Arrangements 2022-2023

St. David's Catholic Primary School situated in the Diocese of Menevia and is maintained by the City and County of Swansea Local Authority.

St. David's was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

As a Catholic school we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practise permeates every aspect of the schools activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All parents are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of a parent who is not of the faith to apply for a place for their child at the school.

The governing body is the admission authority and has the responsibility for the admissions to this school. The local authority undertakes the co-ordination of admission arrangements. The governing body has set its admission number at 30 pupils to the Reception class in the school year which begins in September 2022.

Nursery Provision:

Parents of children attending the nursery expect their child to proceed to full-time education, and in most cases this is so. However, parents need to be aware that prior to starting full-time school (Reception) the policy below will be followed each year. The reason for this is that nursery education is non-statutory, and cannot be used as a way of prioritising children for entry into full-time school. A separate application will be necessary to apply for a place in the Reception class at the appropriate time.

St David's Catholic Primary School Over-subscription criteria

Where the number of applications exceeds the number of places available the following oversubscription criteria will be applied in the order below:

- 1) All looked after and previously looked after children in the care of the local authority.
- 2) Children with a Statement of Special Educational Needs where the local authority has named St. David's Catholic Primary School in the Statement.

- 3) a. All baptised Catholic and catechumenate children living in the school's catchment area who will have a brother or sister attending the school when they join– see notes for guidance.
b. All baptised Catholic and catechumenate children living in the school's catchment area- see notes for guidance.
- 4) All children baptised in the Orthodox Christian church living in the school's catchment area - see notes for guidance for Other Catholic children.
- 5) Applications with siblings who are not baptised Catholic and on roll in the intake year.
- 6) Catholic pupils from outside the catchment area.
- 7) Children from other Christian denominations or children of other religions or Faiths seeking an education within a Catholic context. (see notes)
- 8) Children whose parents desire a Catholic education.

Notes

A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children are twins/triplets then the Governing Body will admit both/all children.

'Residing In' and 'Home Address'

The Home Address will be the address used for correspondence related to where "Child Benefit" is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority. Families who are due to move house should provide

- i) a Solicitor's letter confirming that exchange of Contracts has taken place on the purchase of a property; or
- ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlord/s, showing the address of the property; or
- ii) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

Waiting List

A waiting list will be maintained in the event of the school being over-subscribed. Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 30 September in the school year in which they apply. If additional places become available while the waiting list is in operation they will be allocated to children on the waiting list on the basis of the above oversubscription criteria.

How religious affiliation is tested

If you are applying under criteria 3, 4, 6 and 7 please complete the Common Application Form.

Member is defined as member of the Church in Wales by registration on the electoral roll of the parish.

Admission appeals

Nursery education is a non-statutory provision and parents have no right of appeal under the Education Act 1980 if they are unsuccessful in gaining a place. Admission to the nursery class does not guarantee admission to the school. The decision with regard to the allocation of a morning place rests with the Headteacher. Pupils granted a place in the nursery class will be required to submit an application for a place in the Reception class at the appropriate time.

For parents who apply for a place for their child/ren in Reception or any other year who are not offered a place at this school, it is because the increase in number would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal. If you exercise that right, the appeal must be forwarded to the Clerk of the Governors of the school.

The appeal will be considered by an independent admission Appeal Panel, administered by the Diocesan Board of Education according to the Welsh Government's code of practice on school Admission Appeals. The Appeals Panel then meets to consider all appeals by parents who have been refused a place at our school. This decision is binding for all parties concerned. Where non-Catholic children are welcomed into the school, they are expected to embrace the school ethos by entering fully into the spiritual and prayer life of the school.

If the number of applications in any individual category exceeds the number of places available, then places will be allocated on distance with those living nearest (shortest available walking route) to the school receiving priority. The measurement will be taken from the pavement outside the main entrance to the property (house or flat), to the nearest official school entrance. The local authority's atomically generated computer mapping programme (the ONE System) is used when undertaking the measurement which measures the distance from home to school by the shortest route.

The parents of any child whose application for a place is rejected will have a right of appeal to an independent Appeals Panel. Details on how to appeal our decision will be included in the rejection letter we will send you.

Notes for guidance

Catholic Baptism will be verified by sight of the child's Baptismal Certificate, signed by the parish priest. Where this is not available parents are required to provide proof eg. A letter from the parish priest.

Orthodox Christians (Greek, Russian, Indian) have a closer like with the Catholic Church, through their Scripture and Tradition than other Christian denominations, hence their higher category and verified by sight of the child's Baptismal Certificate signed by the Priest.

Other Christian denomination or children of other religions or faiths seeking an education within a Catholic context. Membership of other Christian Denominations (those with a rite of baptism recognised by the Catholic Church) or children of other religions or faiths will be verified by a letter from the appropriate clergy or minister or Faith Leader.

Definition of Sibling – Children who have a sibling on roll at St. David's Catholic Primary School in September the applicant would begin school. If the need arises, the applicant with the youngest sibling will have the highest of priority. (For example, Mary has a brother in Y6 whilst Jane has a sister in Y1. If there were only one place and if all other criteria are equal, the place would be offered to Jane because her sibling is younger.) Any sibling connection must be stated on the application form. For admission purposes a sibling is a child who is the brother/sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address.

Admission Number. This is the maximum number of children we can have in any year group. It is calculated according to the Welsh Government guidance “Measuring the Capacity of Schools in Wales”. The Admission Number is 30.

Shared Guardianship. In the case of a child, through family circumstances, lives with different parents or carers at two addresses in the school week, then the carer who has the greater responsibility for the child during the school week will be deemed to be the child’s address. We will use this address for admissions decisions. (For example, David lives with his Mum on Monday, Wednesday and Friday; and with Dad Tuesday and Thursday. Mum’s address will be used as David’s address.)

Looked After Child. A looked after child is one who is in the care of a local authority in accordance with Section 22 of the Children Act 1989 and any subsequent legislation.

Waiting Lists. Where a child’s application for admission to the Reception Class is rejected due to oversubscription, their application will be held on file in a waiting list until the 30th September of the year of entry (ie. one month after school starts). If a place becomes available, it will be offered to the child highest up the oversubscription criteria list first, then going down the list until the place is taken. At 3.20 pm on 30th September, any applications remaining in the waiting list will be removed. No other year group will have a waiting list. Any applications for admission to the school from other year groups (and Reception children after 30th September) will be considered separately as they are submitted and received.

Late Applications. All completed applications will be considered at the same time so there is no advantage to a parent who submits a form early. However, if you do not meet the deadline your application will be considered after all applications sent in on time. By the time late applications are considered all places in the school may have been allocated even if you live in the school’s catchment area and meet all other admission criteria.

St Joseph's Cathedral Primary School - Admission Arrangements 2022-23

St Joseph's Cathedral Primary School is situated in the Diocese of Menevia and is maintained by the City and County of Swansea Local Authority.

St Joseph's Cathedral Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

As a Catholic school we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practise permeates every aspect of the schools activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All parents are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of a parent who is not of the faith to apply for a place for their child at the school.

The governing body is the admission authority and has the responsibility for the admissions to this school which undertakes the co-ordination of admission arrangements. The governing body has set its admission number at 60 pupils to the Reception class in the school year which begins in September 2022.

The governing body will admit twins and all siblings from multiple births where one of the children is the 60th child admitted.

Oversubscription Criteria

Where the number of applications exceeds the number of places available the following oversubscription criteria will be applied in the order below:

1. All looked after and previously looked after children in the care of the local authority.
2. Children with a Statement of Special Educational Needs where the local authority has named St Joseph's Cathedral Primary School in the Statement.
3.
 - (a) All baptised Catholic and catechumenate children living in the school's catchment area who will have a brother or sister attending the school when they join – see notes for guidance.
 - (b) All baptised Catholic and catechumenate children living in the school's catchment area - see notes for guidance.
4. All children baptised in the Orthodox Christian church living in the school's catchment area - see notes for guidance for Other Catholic children.
5. Applications with siblings who are not baptised Catholic and on roll in the intake year.
6. Catholic pupils from outside the catchment area.

7. Children from other Christian denominations or children of other religions or Faiths seeking an education within a Catholic context – see notes for guidance.
8. Children whose parents desire a Catholic education.

Notes

A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children are twins/triplets then the Governing Body will admit both/all children.

'Residing In' and 'Home Address'

The Home Address will be the address used for correspondence related to where "Child Benefit" is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority. Families who are due to move house should provide:

- i) a Solicitor's letter confirming that exchange of Contracts has taken place on the purchase of a property; or
- ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlord/s, showing the address of the property; or
- iii) in the case of serving HM Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

Waiting List

A waiting list will be maintained in the event of the school being over-subscribed. Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 30 September in the school year in which they apply. If additional places become available while the waiting list is in operation they will be allocated to children on the waiting list on the basis of the above oversubscription criteria.

How religious affiliation is tested

If you are applying under criteria 3, 4, 6 and 7 please complete the Common Application Form. Member is defined as member of the Church in Wales by registration on the electoral roll of the parish.

Admission Appeals

Nursery education is a non-statutory provision and parents have no right of appeal under the Education Act 1980 if they are unsuccessful in gaining a place. Admission to the nursery class does not guarantee admission to the school. The decision with regard to the allocation of a morning or afternoon place rests with the Headteacher. Pupils granted a place in the nursery class will be required to submit an application for a place in the Reception class at the appropriate time. For parents who apply for a place for their child/ren in Reception or any other year who are not offered a place at this school, it is because the increase in number would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal. If you exercise that right, the appeal must be forwarded to the Clerk of the Governors of the school.

The appeal will be considered by an independent admission Appeal Panel, administered by the Diocesan Board of Education according to the Welsh Government's code of practice on school Admission Appeals. The Appeals Panel then meets to consider all appeals by parents who have been refused a place at our school. This decision is binding for all parties concerned.

Where non-Catholic children are welcomed into the school, they are expected to embrace the school ethos by entering fully into the spiritual and prayer life of the school.

If the number of applications in any individual category exceeds the number of places available, then places will be allocated on distance with those living nearest (shortest available walking route) to the school receiving priority. The measurement will be taken from the pavement outside the main entrance to the property (house or flat), to the nearest official school entrance. The local authority's atomically generated computer mapping programme (the ONE System) is used when undertaking the measurement which measures the distance from home to school by the shortest route.

The parents of any child whose application for a place is rejected will have a right of appeal to an independent Appeals Panel. Details on how to appeal our decision will be included in the rejection letter we will send you.

Notes for Guidance

Catholic Baptism will be very verified by sight of the child's Baptismal Certificate, signed by the Parish Priest. Where this is not available parents are required to provide proof eg A letter from the Parish Priest.

Orthodox Christians (Greek, Russian, Indian). Have a closer link with the Catholic Church, through their Scripture and Tradition than other Christian denominations, hence their higher category and verified by sight of the child's Baptismal Certificate signed by the Priest.

Other Christian Denomination or children of other religions or Faiths seeking an education within a Catholic context. Membership of other Christian Denominations (those with a rite of baptism recognised by the Catholic Church) or children of other religions or Faiths will be verified by a letter from the appropriate clergy or minister or Faith Leader.

Definition of Sibling Children who have a sibling on roll at St Joseph's Cathedral Primary School in September the applicant would begin school. If the need arises, the applicant with the youngest sibling will have the highest of priority. (For example, Mary has a brother in Y6 whilst Jane has a sister in Y1. If there were only one place and if all other criteria are equal, the place would be offered to Jane because her sibling is younger.) Any sibling connection must be stated on the application form. For admission purposes a sibling is a child who is the brother/sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address.

Admission Number This is the maximum number of children we can have in any year group. It is calculated according to the Welsh Government guidance “Measuring the Capacity of Schools in Wales”. The Admission Number is 60.

Shared Guardianship In the case of a child, through family circumstances, lives with different parents or carers at two addresses in the school week, then the carer who has the greater responsibility for the child during the school week will be deemed to be the child’s address. We will use this address for admissions decisions. (For example, David lives with his Mum on Monday, Wednesday and Friday; and with Dad Tuesday and Thursday. Mum’s address will be used as David’s address.)

Looked After Child A looked after child is one who is in the care of a local authority in accordance with Section 22 of the Children Act 1989 and any subsequent legislation.

Waiting Lists Where a child’s application for admission to the Reception Class is rejected due to oversubscription, their application will be held on file in a waiting list until the 30th September of the year of entry (ie one month after school starts). If a place comes available, it will be offered to the child highest up the oversubscription criteria list first, then going down the list until the place is taken. At 3.20 pm on 30th September, any applications remaining in the waiting list will be removed. No other year group will have a waiting list. Any applications for admission to the school from other year groups (and Reception children after 30th September) will be considered separately as they are submitted and received.

Late Applications All completed applications will be considered at the same time so there is no advantage to a parent who submits a form early. However, if you do not meet the deadline your application will be considered after all applications sent in on time. By the time late applications are considered all places in the school may have been allocated even if you live in the school’s catchment area and meet all other admission criteria.

St Joseph's Catholic Primary School - Admission Arrangements 2022-23

St. Joseph's Catholic Primary School situated in the Diocese of Menevia and is maintained by the City and County of Swansea Local Authority.

St. Joseph's Catholic Primary school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

As a Catholic school we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practise permeates every aspect of the schools activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All parents are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of a parent who is not of the faith to apply for a place for their child at the school.

The governing body is the admission authority and has the responsibility for the admissions to this school. The local authority undertakes the co-ordination of admission arrangements. The governing body has set its admission number at 30 pupils to the Reception class in the school year which begins in September 2022.

The governing body will admit twins and all siblings from the multiple births where one of the children is the 30th child admitted.

St. Joseph's Catholic Primary School Oversubscription criteria

Where the number of applications exceeds the number of places available the following oversubscription criteria will be applied in the order below:

1. All looked after and previously looked after children in the care of the local authority.
2. Children with a Statement of Special Educational Needs where the local authority has named St. Joseph's Catholic Primary School Clydach in the Statement.
3.
 - a. All baptised Catholic and catechumenate children living in the school's catchment area who will have a brother or sister attending the school when they join – see notes for guidance.
 - b. All baptised Catholic and catechumenate children living in the school's catchment area - see notes for guidance.
4. All children baptised in the Orthodox Christian church living in the school's catchment area - see notes for guidance for Other Catholic children.
5. Applications with siblings who are not baptised Catholic and on roll in the intake year.
6. Catholic pupils from outside the catchment area.

7. Children from other Christian denominations or children of other religions or Faiths seeking an education within a Catholic context.(see notes)
8. Children whose parents desire a Catholic education.

NOTES

***A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children are twins/triplets then the Governing Body will admit both/all children.

‘Residing In’ and ‘Home Address’

The Home Address will be the address used for correspondence related to where “Child Benefit” is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority. Families who are due to move house should provide

- i) a Solicitor’s letter confirming that exchange of Contracts has taken place on the purchase of a property; or
- ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlord/s, showing the address of the property; or
- iv) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

Waiting List

A waiting list will be maintained in the event of the school being over-subscribed. Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 30 September in the school year in which they apply. If additional places become available while the waiting list is in operation they will be allocated to children on the waiting list on the basis of the above oversubscription criteria.

How religious affiliation is tested

If you are applying under criteria 3, 4, 6 and 7 please complete the Common Application Form. Member is defined as member of the Church in Wales by registration on the electoral roll of the parish.

Admission appeals

Nursery education is a non-statutory provision and parents have no right of appeal under the Education Act 1980 if they are unsuccessful in gaining a place. Admission to the nursery class does not guarantee admission to the school. The decision with regard to the allocation of a morning or afternoon place rests with the Headteacher. Pupils granted a place in the nursery class will be required to submit an application for a place in the Reception class at the appropriate time.

For parents who apply for a place for their child/ren in Reception or any other year who are not offered a place at this school, it is because the increase in number would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision

of the Governing Body not to admit a child may appeal. If you exercise that right, the appeal must be forwarded to the Clerk of the Governors of the school.

The appeal will be considered by an independent admission Appeal Panel, administered by the Diocesan Board of Education according to the Welsh Government's code of practice on school Admission Appeals. The Appeals Panel then meets to consider all appeals by parents who have been refused a place at our school. This decision is binding for all parties concerned.

Where non-Catholic children are welcomed into the school, they are expected to embrace the school ethos by entering fully into the spiritual and prayer life of the school.

If the number of applications in any individual category exceeds the number of places available, then places will be allocated on distance with those living nearest (shortest available walking route) to the school receiving priority. The measurement will be taken from the pavement outside the main entrance to the property (house or flat), to the nearest official school entrance. The local authority's atomically generated computer mapping programme (the ONE System) is used when undertaking the measurement which measures the distance from home to school by the shortest route.

The parents of any child whose application for a place is rejected will have a right of appeal to an independent Appeals Panel. Details on how to appeal our decision will be included in the rejection letter we will send you.

Notes for guidance

1. **Catholic Baptism** will be very verified by sight of the child's Baptismal Certificate, signed by the Parish Priest. Where this is not available parents are required to provide proof eg. A letter from the Parish Priest.
2. **Orthodox Christians** (Greek, Russian, Indian). Have a closer like with the Catholic Church, through their Scripture and Tradition than other Christian denominations, hence their higher category and verified by sight of the child's Baptismal Certificate signed by the Priest.
3. **Other Christian Denomination or children of other religions or Faiths seeking an education within a Catholic context.** Membership of other Christian Denominations (those with a rite of baptism recognised by the Catholic Church) or children of other religions or Faiths will be verified by a letter from the appropriate clergy or minister or Faith Leader.
4. **Definition of Sibling** – Children who have a sibling on roll at St Joseph's Primary School, Clydach in September the applicant would begin school. If the need arises, the applicant with the youngest sibling will have the highest of priority. (For example, Mary has a brother in Y6 whilst Jane has a sister in Y1. If there were only one place and if all other criteria are equal , the place would

be offered to Jane because her sibling is younger.) Any sibling connection must be stated on the application form. For admission purposes a sibling is a child who is the brother/sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address.

5. **Admission Number.** This is the maximum number of children we can have in any year group. It is calculated according to the Welsh Government guidance “Measuring the Capacity of Schools in Wales”. The Admission Number is 30.
6. **Shared Guardianship.** In the case of a child, through family circumstances, lives with different parents or carers at two addresses in the school week, then the carer who has the greater responsibility for the child during the school week will be deemed to the child’s address. We will use this address for admissions decisions. (For example, David lives with his Mum on Monday, Wednesday and Friday; and with Dad Tuesday and Thursday. Mum’s address will be used as David’s address.)
7. **Looked After Child.** A looked after child is one who is in the care of a local authority in accordance with Section 22 of the Children Act 1989 and any subsequent legislation.
8. **Waiting Lists.** Where a child’s application for admission to the Reception Class is rejected due to oversubscription, their application will be held on file in a waiting list until the 30th September of the year of entry (ie. one month after school starts). If a place comes available, it will be offered to the child highest up the oversubscription criteria list first, then going down the list until the place is taken. At 3.20 pm on 30th September, any applications remaining in the waiting list will be removed. No other year group will have a waiting list. Any applications for admission to the school from other year groups (and Reception children after 30th September) will be considered separately as they are submitted and received.
9. **Late Applications.** All completed applications will be considered at the same time so there is no advantage to a parent who submits a form early. However, if you do not meet the deadline your application will be considered after all applications sent in on time. By the time late applications are considered all places in the school may have been allocated even if you live in the school’s catchment area and meet all other admission criteria.

St Illtyd's Catholic Primary School – Admission Policy and Arrangements for 2022-2023

St Illtyd's RC Primary School is situated in the Diocese of Menevia and is maintained by the City and County of Swansea Local Authority.

St Illtyd's RC Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school serves the parishes of Saint Illtyd's and Sacred Heart, in the first instance. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Jesus Christ.

As a Catholic school we aim to provide a Catholic education for all our pupils. As a Catholic school, Catholic doctrine and practise permeates every aspect of the schools' activity. It is essential that the Catholic character of the school's education is fully supported by all families with children attending the school. All parents are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of a parent who is not of the faith to apply for a place for their child at the school.

The governing body is the admission authority and has the responsibility for the admissions to this school which undertakes the co-ordination of admission arrangements. The governing body has set its admission number at 30 pupils to the Reception class, or other infant classes, in the school year which begins in September 2022.

The governing body will admit twins and all siblings from multiple births where one of the children is the 30th child admitted.

Notes

The Governing Body has delegated responsibility for determining admissions to its Admissions Committee which will consider all applications made in accordance with the criteria set out.

As required by the law the Governing Body will not admit more than 30 pupils to the reception or any other infant class. (Twins and multiple births – see point above.) In year applications are made directly to the school and are made in the same way as those during the normal admissions round. If a place is available and there is no waiting list then the governing body will admit the child. If more applications are received and there are places available, then applications will be ranked by the governing body in accordance with the oversubscription criteria. (See below)

Oversubscription Criteria

All children are entitled to apply for a place at St. Illtyd's R.C. Primary School

Where the number of applications exceeds the number of places available the following oversubscription criteria will be applied in the order below:

1. All looked after and previously looked after children in the care of the local authority.
2. Children with a Statement of Special Educational Needs where the local authority has named St Illtyd's RC Primary in the Statement.
3. (a) All baptised Catholic and catechumenate children living in the school's catchment area who will have a brother or sister attending the school when they join – see notes for guidance.
(b) All baptised Catholic and catechumenate children living in the school's catchment area - see notes for guidance.
4. All children baptised in the Orthodox Christian church living in the school's catchment area - see notes for guidance for Other Catholic children.
5. Applications with siblings who are not baptised Catholic and on roll in the intake year.
6. Catholic pupils from outside the catchment area.
7. Children from other Christian denominations or children of other religions or Faiths seeking an education within a Catholic context – see notes for guidance.
8. Children whose parents desire a Catholic education.

Notes

A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children are twins/triplets then the Governing Body will admit both/all children.

'Residing In' and 'Home Address'

The Home Address will be the address used for correspondence related to where "Child Benefit" is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority. Families who are due to move house should provide:

- i) a Solicitor's letter confirming that exchange of Contracts has taken place on the purchase of a property; or
- ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlord/s, showing the address of the property; or
- iii) in the case of serving HM Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

Waiting List

A waiting list will be maintained in the event of the school being over-subscribed. Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 30 September in the school year in which they apply. If additional places become available while the waiting list is in operation they will be allocated to children on the waiting list on the basis of the above oversubscription criteria.

How religious affiliation is tested

If you are applying under criteria 3, 4, 6 and 7 please complete the Common Application Form.

Member is defined as member of the Church in Wales by registration on the electoral roll of the parish.

Admission Appeals

Nursery education is a non-statutory provision and parents have no right of appeal under the Education Act 1980 if they are unsuccessful in gaining a place. Admission to the nursery class does not guarantee admission to the school. The decision with regard to the allocation of a morning or afternoon place rests with the Head Teacher. Pupils granted a place in the nursery class will be required to submit an application for a place in the Reception class at the appropriate time.

For parents who apply for a place for their child/ren in Reception or any other year who are not offered a place at this school, this is because the increase in number would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal. If you exercise that right, the appeal must be forwarded to the Clerk of the Governors of the school.

The appeal will be considered by an independent admission Appeal Panel, administered by the Diocesan Board of Education according to the Welsh Government's code of practice on school Admission Appeals. The Appeals Panel then meets to consider all appeals by parents who have been refused a place at our school. This decision is binding for all parties concerned.

Where non-Catholic children are welcomed into the school, they are expected to embrace the school ethos by entering fully into the spiritual and prayer life of the school.

If the number of applications in any individual category exceeds the number of places available, then places will be allocated on distance with those living nearest (shortest available walking route) to the school receiving priority. The measurement will be taken from the pavement outside the main entrance to the property (house or flat), to the nearest official school entrance. The local authority's atomically generated computer mapping programme (the ONE System) is used when undertaking the measurement which measures the distance from home to school by the shortest route.

The parents of any child whose application for a place is rejected will have a right of appeal to an independent Appeals Panel. Details on how to appeal our decision will be included in the rejection letter we will send you.

Notes for Guidance

Catholic Baptism will be very verified by sight of the child's Baptismal Certificate, signed by the Parish Priest. Where this is not available parents are required to provide proof e.g. a letter from the Parish Priest.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear, the destruction of the church and the original records, or where baptism was administered validly but not in the Parish church where records are kept.

Orthodox Christians (Greek, Russian, Indian). Have a closer link with the Catholic Church, through their Scripture and Tradition than other Christian denominations, hence their higher category and verified by sight of the child's Baptismal Certificate signed by the Priest.

Other Christian denomination or children of other religions or faiths seeking an education within a Catholic context. Membership of other Christian Denominations (those with a rite of baptism recognised by the Catholic Church) or children of other religions or Faiths will be verified by a letter from the appropriate clergy or minister or Faith Leader.

Definition of Sibling Children who have a sibling on roll at St Illtyd's RC Primary School in September the applicant would begin school. If the need arises, the applicant with the youngest sibling will have the highest of priority. (For example, Mary has a brother in Y6 whilst Jane has a sister in Y1. If there were only one place and if all other criteria are equal, the place would be offered to Jane because her sibling is younger.) Any sibling connection must be stated on the application form. For admission purposes a sibling is a child who is the brother/sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address.

Admission Number. This is the maximum number of children we can have in any year group. It is calculated according to the Welsh Government guidance "Measuring the Capacity of Schools in Wales." The Admission Number is 30.

Shared Guardianship. In case of a child, through family circumstances, lives with different parents or carers at two addresses in the school week, then the carer who has the greater responsibility for the child during the school week will be deemed to provide the child's address. We will use this address for admissions decisions. (For example, David lives with his Mum on Monday, Wednesday and Friday; and with Dad Tuesday and Thursday. Mum's address will be used as David's address.)

Looked After Child. A looked after child is one who is in the care of a local authority in accordance with Section 22 of the Children Act 1989 and any subsequent legislation.

Waiting Lists. Where a child's application for admission to the Reception Class is rejected due to oversubscription, their application will be held on file in a waiting list until the 30th September of the year of entry (i.e. one month after school starts). If a place comes available, it will be offered to the child highest up the oversubscription criteria list first, then going down the list until the place is taken. At 3.20 pm on 30th September, any applications remaining in the waiting list will be removed. No other year group will have a waiting list. Any applications for admission to the school from other year groups (and Reception children after 30th September) will be considered separately as they are submitted and received.

Late Applications. All completed applications will be considered at the same time so there is no advantage to a parent who submits a form early. However, if you do not meet the deadline your application will be considered after all applications sent in on time. By the time late applications are considered all places in the school may have been allocated even if you live in the school's catchment area and meet all other admission criteria.

BISHOP VAUGHAN CATHOLIC SCHOOL : ADMISSIONS POLICY 2022-2023

Applications are to be made via the local authority online system, by the date specified by the local authority. Go to the Swansea Council website at www.swansea.gov.uk and you will be directed to the page where you can apply online.

Please do not hesitate to be in touch with the school's admission officers if you need any help in making your application. Their contact number is 01792 772006 ext 227.

The Admission Policy of the Governors of Bishop Vaughan Catholic School ("the School") is as follows:

The ethos of the School is Catholic. The School was founded by the Catholic Church to provide education for children of Catholic families. The School is governed by the Governing Body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

Indeed, the School warmly welcomes applications from all members of the community.

The School's Admission Number for the School year 2022-2023 is 215.

If the number of applications exceeds the admission number, the Governors will give priority to applications in accordance with the criteria listed below, provided that the governors are made aware of that application before decisions on admissions are made.

In all categories the Governors will give priority to those children living closest to the School. This will be determined in accordance with the local authority's current system of measuring distance (see Note 5).

1. Children who are, or have previously been, in the care of a local authority (children in care) or provided with accommodation through a local authority (e.g. children with foster parents) (Section 22 of the Children Act 1989).
2. Children with a Statement of Special Educational Needs that have named Bishop Vaughan Catholic School.
3. Baptised Catholic children who will have a brother or sister attending the School when they join (see Notes 1 and 2 below).
4. Baptised Catholic children attending a Catholic Primary School (see Note 1 and 3 below).
5. Other Baptised Catholic children (see Note 1 below).
6. Children baptised in the Orthodox Christian Church (see Note 4 below).
7. Other children who will have a brother or sister attending the School when they join (see Note 2 below).
8. Other children attending a Catholic Primary School (see Note 3 below).

9. Children of other Christian denominations, or children of other Religions or Faiths seeking an education within a Christian context (see Note 5).
10. Other children seeking an education within a Christian context (see Note 6).

Note 1

In all categories, for a child to be considered as a Baptised Catholic, evidence of Catholic Baptism or Reception into the Church will be required and should be provided to the School by the last day of the Christmas term 2021. For a comprehensive definition of Baptised Catholic and the evidence that will be considered please see Appendix 1.

Parents making an application for a Baptised Catholic child should also complete a supplementary information form (SIF) and return this to the School by the last day of the Christmas term 2021. Failure to fully complete the SIF may affect the category your child's name is placed in.

Note 2

For all children "a brother or sister" will be defined as a natural or legally adopted child of either parent living at the same address (i.e. this includes step-brothers, step-sisters and children who are adopted or fostered by the family). In any circumstances in which there is one place available and the next eligible children are twins/triplets then the Governors will admit both / all children.

A brother or sister will be considered to be "attending the School", if they are attending the School, in Years 7 to 13, on 1st January 2022.

Note 3

Children attending a Catholic Primary School means:

- those attending our partner primary schools in Swansea;
 - St David's RC Primary School;
 - St Illtyd's RC Primary School;
 - St Joseph's Cathedral School;
 - St Joseph's Catholic Primary School, Clydach; and
- children attending Catholic Primary Schools in other local authorities.

Note 4

Orthodox Christians (Greek, Russian, Indian), have a closer link with the Catholic Church, through their Scripture and Tradition than other Christian denominations, hence their higher category. This will be verified by sight of the child's Baptismal Certificate and/or a letter from the appropriate clergy.

For a child to be considered in this category, parents will need to provide this evidence to the School by the last day of the Christmas term 2021.

Parents should also complete a supplementary information form (SIF) and return this to the School by the last day of the Christmas term 2021. Failure to fully complete the SIF may affect the category your child's name is placed in.

Note 5

"Other Religions or Faiths" will include all religions, including but not limited to, Buddhism, Hinduism, Islam, Judaism and Sikhism.

For a child to be considered in this category, parents will need to provide either evidence of Baptism or written evidence from a Priest, Minister, Religious or Faith Leader. This needs to be provided to the School by the last day of the Christmas term 2021.

Parents should also complete a supplementary information form (SIF) and return this to the School by the last day of the Christmas term 2021. Failure to fully complete the SIF may affect the category your child's name is placed in.

Note 6

In all categories the Governors will give priority to those children living closest to the School. This will be determined in accordance with the local authority's current system of measuring distance.

Currently, places are allocated in distance order with those living nearest (shortest available walking route) receiving priority. The measurements will be taken from outside the entrance of the property (house or flat) to the nearest official school entrance. Bishop Vaughan's only official school entrance is the Main Gates on Mynydd Garnllwydd Road. The local authority's GIS computer programme is used when undertaking the measurement.

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place and proof may be requested.

CATCHMENT

The School admits pupils from across the City and County of Swansea, neighbouring authorities and pupils moving into the area from further afield.

TIMETABLE

The School will follow the Admissions Timetable of the Local Authority.

WAITING LIST

If Governors are not able to offer a child a place, or a child's application is received after the Local Authority's deadline, that child's name will be kept on a waiting list until 30th September 2022. If you do not wish your child to be placed on the Waiting List, please inform the School as soon as possible, in writing.

In the event that further places become available during the academic year 2022-2023, the Governors' Admissions Committee will have a further meeting and places will be allocated to children on the Waiting List (at the time of that meeting) on the basis of the oversubscription criteria listed earlier. In line with the Welsh Government's School Admissions Code (p24; para 3.28) priority cannot be given to children based on the date the application was added to the Waiting List. Places will be allocated on the basis of the published oversubscription criteria outlined earlier.

APPEALS

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the School may apply in writing to: The Clerk to the Governors, Bishop Vaughan Catholic School, Mynydd Garnllwyd Road, Morriston, Swansea SA6 7QG. All appeals will be heard by an independent panel.

REPEAT APPLICATIONS

Unless there are significant and material changes in the circumstances of a parent's application for their child or the School, the Governors will not consider a repeat application in the same academic year.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO YEAR 7

These applications should be made direct to Bishop Vaughan Catholic School. The Governors' Admissions Committee will consider these applications at their next meeting. If places are available, they will be allocated on the basis of the published oversubscription criteria outlined earlier.

IN YEAR FAIR ACCESS PROTOCOL

The Governing Body have adopted the local authority's fair access protocol for admission of previously excluded or hard to place children. Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

POST-16 ADMISSIONS POLICY

Because of the need to work in collaboration with other providers, there is a separate Admissions Policy for Post-16 students. Copies are available on request from the School.

CHARGES

There is no charge or cost related to the admission of a child to this School.

Appendix 1: DEFINITION OF A “BAPTISED CATHOLIC”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church*, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church*, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law*, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Right of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation*, 399).

WRITTEN EVIDENCE OF BAPTISM

The governing bodies of Catholic Schools will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for School places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear, the destruction of the church and the original records, or where baptism was administered validly but not in the Parish church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)