



NUTURING HEALTHY, ETHICAL, CREATIVE,  
AMBITIOUS LEARNERS.



## **Admissions Policy 2025 - 2026**

This policy has been reviewed and approved by the  
Governing Body

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Review date \_\_\_\_\_

## **POLICY FOR THE ADMISSION OF PUPILS**

This policy has been written in the light of Welsh Government document “School Admissions Code” (Statutory Code Document No: 005/2013, issue July 2013).

### **1. FOUNDATION SCHOOLS**

Admission to Foundation Schools is the responsibility of the school’s Governing Body. Children are admitted in accordance with the details outlined within this policy.

Appeals against admission refusals are considered by an independent panel under arrangements made by the Governing Body of the school in accordance with Sections 94 and 95 of the Schools Standards and Framework 1998 Act and schedules 24 and 25.

### **2. FUNDAMENTALS OF POLICY**

Ysgol Pen-y-Bryn will admit children to the school from the beginning of the school year when the child has achieved his/her 4<sup>th</sup> birthday on or before 31<sup>st</sup> August of that year. They will be admitted without reference to ability or aptitude up to the published admissions number of the school.

The School Standards and Framework Act 1998 contain special provisions concerning the admission of children to infant classes. These provisions place a duty upon School Governing Bodies to limit to 30 the size of classes at Infants and Primary schools. Limitations are placed on the powers of Appeal Panels to allow appeals against refusals to admit a child to a school for class size reasons.

The admissions number for schools is established by the Local Authority in accordance with appropriate statutory requirements. Ysgol Pen-y-Bryn’s published admission number is 59.

Ysgol Pen-y-Bryn operates within the Conwy County Borough Council ‘catchment area’ policy where provision with regard to accommodation, staffing, other resources and school transport, will be focused on the area where a pupil resides.

### **3. CATCHMENT AREA**

The school is to serve principally those children resident in the Upper Colwyn Bay ‘catchment area’. Children in the 3 – 11 age groups will be admitted without reference to ability or aptitude.

The official map showing the ‘catchment area’ boundaries can be seen at Conwy CBC Education Services’ offices, at the school and there is a copy available for download on the school’s website.

#### **4. ADMISSIONS PROCEDURE**

The Local Authority will issue the county Admissions Policy to parents and guardians the year before admission. Information and Ysgol Pen-y-Bryn application forms are available from Reception at the school or from the school's website ([www.ysgolpenybryn.com](http://www.ysgolpenybryn.com)).

Completed Ysgol Pen-y-Bryn application forms must be returned to the school. The closing date for application is given on our website or contact Reception at the school. It is important that parents return their application form by the deadline date.

There is a duty on Admission Authorities to admit 'Looked After Children' even if this would lead to the admissions number being exceeded.

Children with statements of special educational needs that name Ysgol Pen-y-Bryn School will be automatically admitted.

There is no duty for the Governing Body to admit a child for education into an Infant class which would require that class to be greater than 30 pupils. The Governing Body of the school will comply with parental preference when the Published Admissions Number has not been reached.

#### **5. OVER-SUBSCRIPTION CRITERIA**

Where the number of applications exceeds the number of places available, Ysgol Pen-y-Bryn will apply the following oversubscription criteria and allocate places accordingly. Priority within categories 2, 3 4 and 5 will be determined by the distance from the school:

1. Looked after children (children in public care) and previously looked after children
2. Children who have exceptional medical or educational needs, which in the opinion of the Admissions Authority justifies admission to a particular school.
3. Children who have siblings who attend the school and who live within the 'catchment area'.
4. Children who live within the 'catchment area'.
5. Children who have siblings at the school but who do not live in the 'catchment area'.
6. Children who live outside the 'catchment area'.

## 6. OVER-SUBSCRIPTION PROCEDURE

In cases of over-subscription, the school will operate a waiting list. The waiting list will not give priority to children based on the date the application was added to the list. If places become available, pupils on such a list will be ranked according to the over-subscription criteria. This list will be operational for twelve months from 1st September each year. After that period has elapsed it is the responsibility of the parents to reapply for admission.

Where school places become vacant before admission appeals are heard, the school will fill these vacancies from the waiting list. Placing a child's name on a waiting list does not affect the parent's right of appeal against an unsuccessful application/admission refusal.

## 7. NURSERY EDUCATION

Ysgol Pen-y-Bryn will admit a child for a Nursery place at the beginning of the school year if the child has achieved his/her third birthday on or before 31<sup>st</sup> August of that calendar year. The same procedures and over-subscription criteria apply to Nursery as to full time education places.

Parents have no right of appeal under the School Standards and Framework 1998 Act if they are unsuccessful in gaining a Nursery place.

**\*\* VERY IMPORTANT \*\*** Admission to, or attendance at, Ysgol Pen-y-Bryn's Nursery classes **does not** guarantee admission to the school for full time education. A new application will need to be completed prior to entry to Reception (full time education).

## 8. ADMISSION AT TIMES OTHER THAN AT THE BEGINNING OF A NEW TERM

Children with statements of special educational needs that name Ysgol Pen-y-Bryn will be admitted regardless of when their application is received.

Parents wishing to affect a transfer from one maintained school to another must first discuss the matter with the two Head Teachers. The Head Teacher and the Governing Body will then organise admission in accordance with the school's admissions policy. Normally, such changes can be only effected at the beginning of a school term but changes arising from exceptional circumstances may be effected during the course of a school term.

If the school has places for admission in any specific year group, and where to admit the pupil would not prejudice the efficient, effective, safe and secure education of pupils already in the school, the school will encourage where possible, parents to take up the place at the beginning of a new term.

Any child transferring to Ysgol Pen-y-Bryn during an academic year will be placed in the class most appropriate to their age group.

## **9. ADMISSION OUTSIDE THE NORMAL AGE GROUP**

Most children will be admitted to Ysgol Pen-y-Bryn with their own chronological age group. From time to time, parents may seek places outside their normal age group. While it would not normally be appropriate for a child to be placed in a year group that is not concurrent with their chronological age, we will consider these requests carefully.

A decision will be made based on the circumstances of each case and in consultation with the parents and the school, and specifically in relation to what is most beneficial to the child. Due regard will be given to the Educational Psychologist's report where available, and clear reasons ascertainable for such a decision to be made.

Note: if it is decided that there are grounds to consider an 'out of year' application, parents refused an application for a place at a school have a statutory right of appeal. However, there is no right of appeal if a place has been offered but not in the desired year group.

## **10. CHILDREN OF UK SERVICE PERSONNEL**

Families of UK Service personnel are subject to frequent movement within the UK and from abroad, often at relatively short notice. Ysgol Pen-y-Bryn will allocate a school place in advance if the school is below the Published Admissions Number in that particular year group and, if the pupil meets the school's 'Over-subscription Criteria' when they move to their destination.

In addition, Ysgol Pen-y-Bryn will ensure that the needs of the children of these families are taken into account.

## **11. OVERSEAS CHILDREN**

Children from overseas will be treated in accordance with Welsh Government guidelines. Parents and carers should check that they have a right to abode or that the conditions of their immigration status otherwise permit them to access a maintained school.

## **12. APPEALS PROCEDURE**

Admissions are considered by the school's Admissions Panel. Appeals against non-admission are heard by an Independent Appeals Panel.

Parents have a right to appeal against a decision not to admit a child to the school. Parents wishing to exercise their right to appeal should write to the Chair of Governors at the school giving their reasons for the appeal within ten (10) school days of being notified of a refusal of a place.

In the case of an appeal, Ysgol Pen-y-Bryn will contact the Local Authority to initiate the appeals procedure of the Schools Standards and Framework Act 1998.

The parent or guardian, accompanied by a friend, if so desired, will be given an opportunity to appear before the Independent Appeal Panel. The decision of the Appeal Panel will be final.

### **13. DEFINITIONS**

#### **Siblings**

A sibling is classified as a full, half, step (whether by marriage or cohabiting), adopted or fostered brother/sister. For a sibling to be considered:

- Siblings must reside at the same address as the applicant at the time of application. Biological siblings who attend the school in any year group, excluding the final year, will also be treated as siblings irrespective of place of residence.
- The elder sibling must be of statutory school age and still on the school roll during the admission year.

In considering siblings priority will be given to applications from multiple birth siblings (e.g. twins or triplets).

#### **Distance from school**

The distance from the school will be 'public road travel distance' measured from the main school gate on Wentworth Avenue to the home address (post code) by means of GIS software (Graphical Information System).

### **14. FURTHER INFORMATION**

Should you wish to apply for a place at Ysgol Pen-y-Bryn contact the school for further information or visit the school's website.

This policy is subject to review considering legislation or Welsh Government guidelines. It will be reviewed annually by the Governing Body.