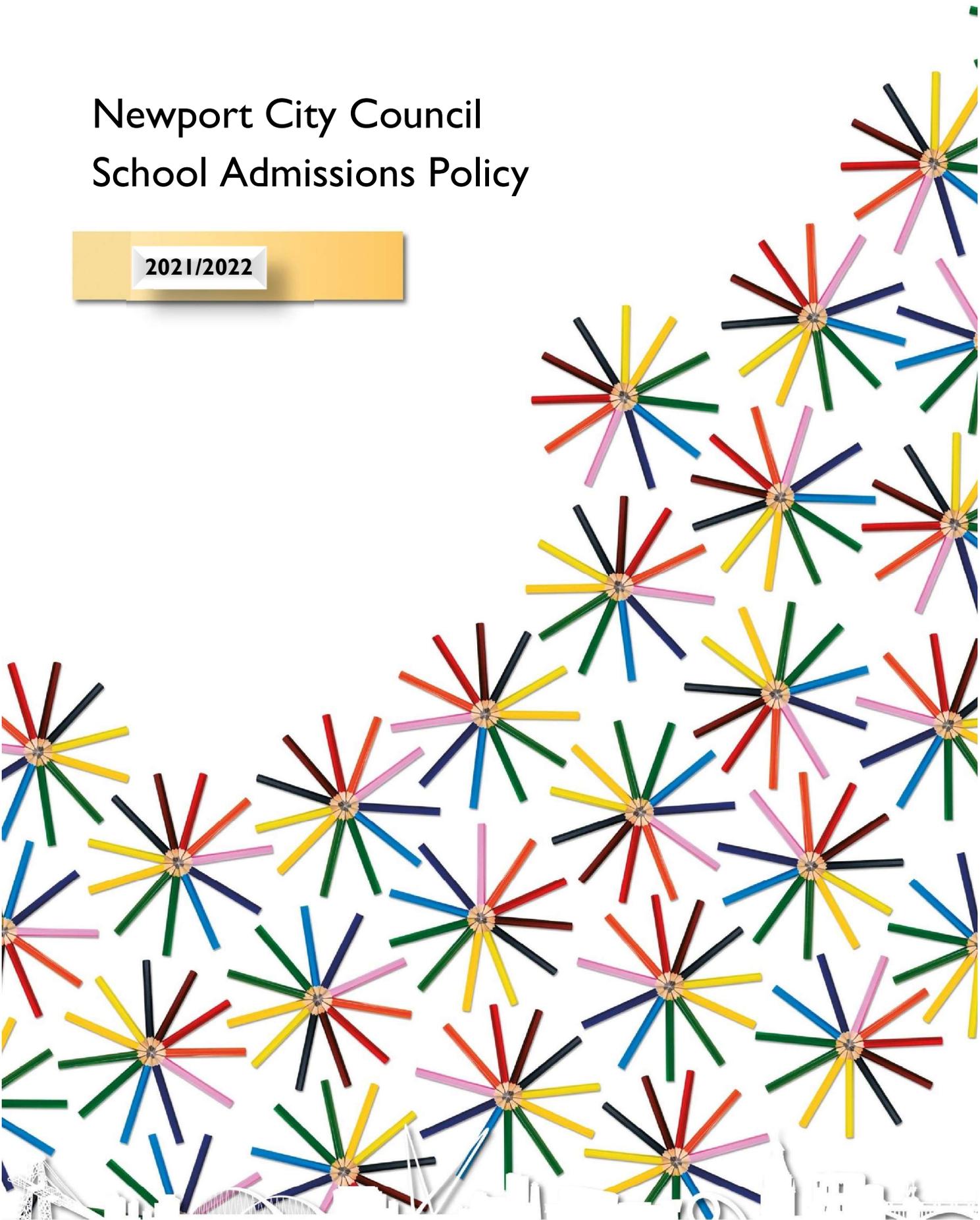


Newport City Council School Admissions Policy

2021/2022



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If you would like this information in any other format, for example braille or large print, or help with interpretation in a different language, please contact the School Admissions Team

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مدد یا، پرنٹ بڑے یا بریل ساتھ کے تشریح میں زبان مختلف ایک پر طور کے مثال تو، ہیں چاہتے معلومات یہ میں فارمیٹ دوسرے بھی کسی کو آپ اگر **Urdu**

Os hoffech gael y wybodaeth hon mewn unrhyw fformat arall, er enghraifft braille neu brint bras, neu help gyda chyfieithu i iaith arall, cysylltwch â'r Tîm Derbyn i Ysgolion **Welsh**

Choose Welsh for Your Child

What is Welsh-medium education?

You may not have considered Welsh-medium schools before. So what do they offer your child?

Welsh-medium schools provide **complete immersion** in the Welsh language. Children are encouraged to use Welsh throughout the school day and lessons are taught bilingually.

Welsh-medium schools **celebrate being multilingual**, and provide children an opportunity to grow up with as many skills as possible.

Welsh is the main language used in everyday teaching at Welsh-medium schools, English is also taught as a first language in all ages after the foundation phase.

Children who leave Welsh-medium primary schools are fluent in Welsh and English, and are provided an opportunity to **use both languages** across the curriculum. This has been proven to be the most effective way of learning languages.

98% of pupils in Welsh-medium schools in Newport come **from non-Welsh speaking families**.

With parents who don't speak Welsh in the majority, **schools provide everything in Welsh and English**. Schools in Newport also offer support to families whose language is neither Welsh or English.

Are there benefits in sending my child to a Welsh-medium school?

There are plenty of benefits in sending children to Welsh-medium schools. These benefits come with being a part of a school community that **celebrates language learning**.

Studies show that growing up with **multiple languages** improves children's development at an early age and is more likely to result in **academic success**.

Learning languages at a young ages makes it **easier** to continue to learn more languages. Children at Welsh-medium schools in Newport often come from a **variety of backgrounds** and **may already speak a different language**. These extra language skills help children to learn both Welsh and English at school.

Research suggests that people who can speak multiple languages have **healthier brains**. Children who speak more than one language are **better at focusing** attention and are less likely to be distracted.

Speaking Welsh **increases your employability** in Wales, and 25% of employed people in Newport are employed in the Public Sector which must provide Welsh language services.

You're also **more likely** to **get a degree** and get top jobs like doctors than non-Welsh speakers.

Shereen's Experience

"There's lots of parents in schools who don't speak Welsh. You set off on a journey together. Schools are always supportive, sending everything back to you bilingually. There's always support you can count on!"

What Welsh-medium schools can I choose?

All current Welsh-medium schools in Newport are **ranked in the top categories** in Wales when compared with other schools for their performance.

A **brand new** Welsh-medium Primary School is proposed from September 2021 at the former Caerleon Lodge Hill Infant School, initially as a seedling provision for nursery and reception pupils only.

Once established at Caerleon the new Welsh-medium school will then move into a newly refurbished school site where Pillgwenlly Primary school currently stands.

The new Welsh-medium school will be the first to contain a **dedicated Learning Resource Base** to support children with additional learning needs.

It will also include a dedicated immersion unit, which allows children from English-medium schools to fast-track Welsh language learning to begin Welsh-medium education.

There are lots of **new opportunities** at the new Welsh-medium school to provide **community support** at the heart of Pill like providing **Welsh language lessons to parents**.

For more information on specific primary schools:



Ysgol Gymraeg Casnewydd

01633 290270 @YsgolGCasnewydd



Ysgol Gymraeg Ifor Hael

01633 414694 @IforHael



Ysgol Gymraeg Bro Teyrnnon

01633 850804 @BroTeyrnnon

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Welsh Government Statutory School Admissions Code

Statutory Code document no: 005/2013

Date of issue: July 2013

2.12 Each local authority must publish an annual composite prospectus which sets out the determined admission arrangements (including a timetable for the admissions process which sets out the relevant dates for the receipt and determination of applications and for the receipt of appeals) for every maintained school within its area and ensure that up to date arrangements are included. This prospectus must be published no later than 1 October in the publication school year and not later than six weeks before the date by which parents may express a preference for a school in respect of the admission school year.

*The Council's annual composite prospectus is referred to as **A Guide for Parents** and sets out all relevant information relating to education provision within Newport, including admission arrangements. The full document is available upon request by calling 01633 656656 or can be viewed via www.newport.gov.uk/schooladmissions*

This policy is for applicants wishing to make an application for admission to a school in Newport for the 2021/22 academic year.

This policy is available in Welsh.

September 2021 Admissions Timetable

September 2021 Admission Group:	Admission round commences:	Closing date for applications:	Offer date:
Nursery	8 Jul 20	16 Sept 20	2 Dec 20
Reception	4 Nov 20	13 Jan 21	16 Apr 21*
Year 7 (secondary school)	23 Sept 20	25 Nov 20	1 Mar 21*

**This is a common offer date across all Welsh admission authorities*

Applicants are advised to ensure that their application is submitted by the relevant closing date. If you submit your application late, it will be less likely that your child will be able to attend the school of your choice.

Introduction

Newport City Council is the sixth largest authority in Wales and covers a geographical area of just over 73.5 square miles divided in to 20 wards. As at June 2020, there are 2 nursery schools, 43 primary schools, 9 secondary schools, 2 special schools and a pupil referral unit. Within this breakdown, there are 3 Welsh-medium primary schools and a Welsh-medium secondary school, 6 Roman Catholic primary schools and a Roman Catholic secondary school, and 2 Church in Wales primary schools.

All community-maintained primary schools operate under a 3-11 model meaning that nursery education is provided on site. Three of the eight voluntary schools also incorporate nursery provision.

As at the January 2020 Pupil Level Annual School Census (PLASC), there were 24,662 children and young people in the Reception to Year 13 groups across Newport's schools. In addition, there were 1,900 pupils registered as attending nursery schools or classes.

The Council is the admission authority for all community and voluntary controlled schools (Malpas Church in Wales) in Newport. The Council processes all applications for these schools and schools are not able to give parents an expectation that their application will be successful, or tell them that their child has been given a place at the school, before an offer of a place has been made formally by the Council.

This document is the Council's School Admissions Policy, which specifically sets out the school admission arrangements for the academic year 2021/22. This policy covers the normal admissions round and in-year transfer, and applies to both Welsh-medium and English-medium maintained schools.

Individual governing bodies are the admission authorities for Newport's voluntary aided (faith) schools and each school will have its own admissions policy. Applications for these schools should be made directly to the school.

The statutory Newport School Admissions Forum monitors each Newport admission authority's compliance with the School Admissions Code and the effectiveness of admission arrangements within Newport.

For the purpose of processing applications for school places in Newport the information applicants provide in their application may be shared with other agencies that are directly involved in the education, health and welfare of schoolchildren and other local admission authorities, including voluntary aided schools and councils that share a common boundary with Newport. For further information on how we process your data, please take a look at the School Admissions privacy notice on our website: <http://www.newport.gov.uk/en/Council-Democracy/Transparency/Privacy-notices.aspx>

Allegations of fraudulent claims will be investigated and places may be withdrawn if applicants have knowingly provided false information in order to obtain the advantage of a particular school to which they would not normally be entitled.

The Council's School Admissions Team is available to both schools and parents as a source of advice on the admissions process.

Section 1: Normal admissions round

1.01 This is the normal age of entry to a school, also known as 'phase transfer'; it is the annual application process for children who are eligible to start nursery, reception or Year 7 (secondary school) for the first time in September.

1.02 The admissions timetable within this document is also published at www.newport.gov.uk/schooladmissions Notices are displayed in Newport's schools, libraries, community and leisure centres and the Council's newsletter, Newport Matters, which is delivered to every household in Newport. Deadlines are also flagged via the Council's social media sites on Twitter and Facebook.

1.03 It is the applicant's responsibility to look out for these notices and make an application at the appropriate time. In addition, children transferring from primary to secondary school or from nursery to reception should receive notice of the relevant application window via their current Newport school.

Nursery admission (non-statutory education)

1.04 Children will be admitted to nursery in the September of the academic year in which they become four years old. This place can be in a school or in a non-maintained setting, which may be a playgroup or a private day nursery. The Council is responsible for admission to community nursery schools but for a nursery place in a voluntary aided school or non-maintained setting, enquiries should be made directly to the school or provider.

1.05 The Council is unable to consider nursery applications for only part of a school week and therefore admission to nursery schools and classes is offered for a half-day session, either morning or afternoon, 5 days per week. Schools expect pupils attending the nursery to take up all the sessions available to them. If parents do not wish their child to attend all five sessions each week, it might be preferable to seek a place at a non-maintained setting that can more easily accommodate these flexible arrangements.

1.06 Key dates for nursery admission in September 2021

- Applications can be made from 8 July 2020
- Closing date for applications is 16 September 2020
- Decisions issued on 2 December 2020

1.07 Once allocated a September nursery place, children born between 1 September and 31 March may be offered an early start at that nursery in the term following their third birthday, if places are available. This is commonly referred to as a **Rising 3** place. Children born between 1 April and 31 August are not eligible for a Rising 3 place.

1.08 There is only one application window for nursery admission and from that one application both September and Rising 3 places will be allocated, where available.

1.09 If Rising 3 places are available, eligible pupils will be offered an early start at their allocated nursery as follows:

- On 2 December 2020 for January 2021 Rising 3 places
- On 10 March 2021 for April 2021 Rising 3 places

1.10 It is the Council's policy to meet parental preference where possible; however, in some cases there may be more applications for a particular setting than there are places. In determining which children should be admitted to nursery, the Council will apply the following oversubscription criteria in order of priority.

Oversubscription criteria for admission to nursery schools and classes

1.11 Where a school is named in a statement of Special Educational Needs/Individual Development Plan (IDP), the Council has a duty to admit the child to the named setting

before the over-subscription criteria is applied against applications received. This will reduce the amount of places available to other applicants. If the total number of preferences for admission to a nursery setting exceeds the number of places, then the following order of priority will be applied to allocate the available places:

1. Looked-after children (children in public care) and previously looked-after children (see paragraph 3.58 – 3.60);
2. Pupils living within the catchment area (see paragraph 3.28 – 3.30) and making an application on medical grounds (see paragraph 3.62 – 3.63)
3. Pupils living within the catchment area (see paragraph 3.28 – 3.30);
4. Pupils living outside of the catchment area and making an application on medical grounds (see paragraph 3.62 – 3.63);
5. Pupils living outside of the catchment area.

1.12 After considering the above categories, or if the number of applications in any one of the above categories exceeds the published admission number, priority will be based on those residing closest to the preferred school (see paragraph 3.32 – 3.40).

1.13 There is no right of appeal against the Council’s decision to refuse a nursery place

1.14 Nursery age pupils do not qualify for free home to school transport

1.15 The allocation of morning and afternoon sessions is the responsibility of the Headteacher of the relevant school.

Primary admission

1.16 Children can start school on a full-time basis in the September following their fourth birthday.

1.17 The legal requirements confirm that parents are able to delay the admission of their child (**defer entry**) until the term following their fifth birthday, and such a request will not prejudice an application in any way. It is the Council’s expectation however, that on starting school the child will continue to follow their chronological year group unless exceptional circumstances apply (see paragraph 3.19 Admission outside the normal age group).

1.18 Where a parent exercises their right to defer their child’s entry into Reception until later in the same school year, the effect is that the place is held for the child and is not available to be offered to another child within the same academic year. The parents would not however be able to defer entry beyond the beginning of the term after the child’s fifth birthday, nor beyond the school year for which the application was made.

1.19 For example:

Term in which child turns 5	Start date can be deferred until beginning of which term?	Can the place be held open for the child?	Year Group into which the child will be admitted
Autumn	Spring	Yes	Reception
Spring	Summer	Yes	Reception
Summer	Autumn	No	Year 1

1.20 Before deciding whether to defer their child’s entry to school, parents should contact their preferred school(s) to clarify how they cater for the youngest children in Reception and how the needs of these children are met as they move up through the school.

1.21 Key dates for admission to Reception in September 2021

- Applications can be made from 4 November 2020
- Closing date for applications is 13 January 2021
- Decisions issued on 16 April 2021

1.22 It is the Council's policy to meet parental preference where possible; however, in some cases there may be more applications for a particular school than there are places. In determining which children should be admitted to a school, the Council will apply the following oversubscription criteria in order of priority.

1.23 Attending a nursery class does not guarantee a place at any primary or infant school as a separate application is required, and priority is not given to those children attending any specific nursery setting.

Oversubscription criteria for admission to primary school

1.24 Where a school is named in a statement of Special Educational Needs/Individual Development Plan, the Council has a duty to admit the child to the named setting before the over-subscription criteria is applied against applications received. This will reduce the amount of places available to other applicants. If the total number of preferences for admission to a school exceeds the number of places, then the following order of priority will be applied to allocate the available places:

1. Looked-after children (children in public care) and previously looked-after children (see paragraph 3.58 – 3.60);
2. Pupils living within the catchment area (see paragraph 3.28 – 3.30) and making an application on medical grounds (see paragraph 3.62 – 3.63).
3. Pupils living within the catchment area (see paragraph 3.28 – 3.30) with relevant siblings (see paragraph 3.68 – 3.70).
4. Pupils living within the catchment area (see paragraph 3.28 – 3.30).
5. Pupils living outside of the catchment area and making an application on medical grounds (see paragraph 3.62 – 3.63).
6. Pupils living outside of the catchment area with relevant siblings (see paragraph 3.68 – 3.70).
7. Pupils living outside of the catchment area.

1.25 After considering the above categories, or if the number of applications in any one of the above categories exceeds the published admission number, priority will be based on those residing closest to the preferred school (see paragraph 3.32 – 3.40).

For admission to Malpas Church in Wales Primary School

1.26 Malpas Church in Wales Primary School is a voluntary controlled school for which the Council is the admission authority. As a result, the Council's published over-subscription criteria as outlined above is applied to applications for the school. Within each category however, the following priority is afforded:

- Children and / or parent(s) who are practising members of the founding religious body of the school (Church in Wales);
- Children and / or parent(s) who are practising members of other Christian churches or religious denominations;
- Children and / or parent(s) who are practising members of other faiths.

1.27 In determining this priority, the word "practising" is defined as at least once a month for the last six months attendance at Church by at least one parent and / or child (where necessary this may be confirmed with a member of the clergy).

Secondary admission

1.28 Children transfer from primary to secondary school at the start of the school year in which they will reach their twelfth birthday.

1.29 Key dates for secondary admission to Year 7 in September 2021

- Applications can be made from: 23 September 2020
- Closing date for applications: 25 November 2020
- Decisions issued on: 1 March 2021

1.30 It is the Council's policy to meet parental preference where possible; however, in some cases there may be more applications for a particular school than there are places. In determining which children should be admitted to a school, the Council will apply the following oversubscription criteria in order of priority.

1.31 Attendance at a primary school does not guarantee that a place will be made available for the child at any particular secondary school, and priority for admissions is not given to those children attending any primary school within a cluster.

Oversubscription criteria for admission to secondary school

1.32 Where a school is named in a statement of Special Educational Needs/Individual Development Plan, the Council has a duty to admit the child to the named setting before the over-subscription criteria is applied against applications received. This will reduce the amount of places available to other applicants. If the total number of preferences for admission to a secondary school exceeds the number of places, then the following order of priority will be applied to allocate the available places:

1. Looked-after children (children in public care) and previously looked-after children (see paragraph 3.58 – 3.60);
2. Pupils living within the catchment area (see paragraph 3.28 – 3.30) and making an application on medical grounds (see paragraph 3.62 – 3.63).
3. Pupils living within the catchment area (see paragraph 3.28 – 3.30) with relevant siblings (see paragraph 3.68 – 3.70).
4. Pupils living within the catchment area (see paragraph 3.28 – 3.30).
5. Pupils living outside of the catchment area and making an application on medical grounds (see paragraph 3.62 – 3.63).
6. Pupils living outside of the catchment area with relevant siblings (see paragraph 3.68 – 3.70).
7. Pupils living outside the catchment area.

1.33 After considering the above categories, or if the number of applications in any one of the above categories exceeds the published admission number, priority will be based on those residing closest to the preferred school (see paragraph 3.32 – 3.40).

Sixth form admission (non-statutory education)

1.34 All mainstream secondary schools in Newport are mixed comprehensive schools with sixth form provision (with the exception of Ysgol Gyfun Gwent Is Coed, Newport's seedling Welsh-medium secondary school, which will cater for pupils aged 11 to 18 by 2022). In the interim period, Welsh-medium sixth-form provision is available at Ysgol Gyfun Gwynllyw, Pontypool.

1.35 Currently, pupils seeking post-16 education should apply for a place by contacting the relevant school directly.

How to make an application in the normal admissions round (excluding sixth form admission)

1.36 Applications to the Council can be made on-line via the Newport City Council website www.newport.gov.uk/schooladmissions between the commencing and closing dates detailed in the admissions timetable. In making an online application, applicants will receive immediate confirmation that their application has been submitted and will be able to view their decision online on the offer date. However, if the e-mail confirmation is not received the applicant should contact the School Admissions Team immediately to check that the application has been successfully submitted.

1.37 If you don't have internet access at home:

- Free internet access is available at all Newport libraries for 2 hours a day. Library details can be obtained from the City Contact Centre 01633 656656;
- Assistance with your online application may also be provided at Newport Information Station, Old Station Building, Queensway, Newport NP20 4AX. Opening hours are Monday-Friday 8.30 am to 5.00 pm;
- A paper application form will be available upon request from the City Contact Centre on 01633 656656.

1.38 Only persons holding parental responsibility for the named child are able to make an application and they will be required to make a declaration to this effect as part of the application process. Ordinarily it is expected that this person resides at the same address as the child and is referred to as the parent for admission purposes. Where parental responsibility is equally shared, the Council will ask the child's parents to determine which parent should submit the application.

1.39 It is expected that parents will also agree on school preferences for a child before an application is made. The Council is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

1.40 If parents cannot agree and neither has obtained a court order stating who should be making the application/what the preference should be, the Council will accept an application from the parent in receipt of Child Benefit for the child.

1.41 Before deciding to apply for a place at a particular school (see paragraph 1.46 – 1.54), applicants will need to consider carefully how the child will travel to school, as they will not necessarily be eligible for assistance. If the Council determines that a child lives two miles or more (for primary children) or three miles or more (for secondary children) from the catchment or nearest available school (as determined by the Council) they could be eligible for free home to school transport. This includes Welsh-medium and faith schools.

1.42 All applications must be submitted directly to the School Admissions Team at the Civic Centre by the relevant deadline. It is the applicant's responsibility to ensure that their application is submitted to the Council on time. When submitting an application there may be a need to provide supporting evidence (see paragraph 3.43 – 3.48).

1.43 The Council cannot accept responsibility for any application or evidence that is not submitted correctly via the on-line system or is lost in the postal system. If posting an application, it is recommended that the form be sent by recorded delivery.

1.44 Any applications that are received after the closing date will only be processed after places have been allocated for applications that were received on time, and this may increase the possibility of not achieving a place at the preferred school (see paragraph 1.57 – 1.59).

1.45 All applications submitted by the closing date will be assessed together. In most cases, the number of applications received in an admissions round is over 1,000 and each one of these has to go through a number of checks. For this reason, the admissions

timetable sets the closing date many months before the offer date (the date the decision will be issued), and any change in circumstances after the closing date cannot be considered until after the published offer date.

Your school preferences

1.46 In making an application parents can elect Welsh-medium, English-medium or faith-based preferences for their child and the Council must provide sufficient places to meet demand. For a list of schools in Newport, visit www.newport.gov.uk/schooladmissions

1.47 Although there is a designated catchment school for each Newport address (see paragraph 3.28 – 3.30), parents have the right to express a preference for any school, and as the admission authority, the Council has a duty to comply with parental preference where possible.

1.48 In making an application it is recommended that at least three different school preferences be named to increase the chances of securing a place that is acceptable, as there are some areas of Newport where demand for school places is particularly high.

1.49 Expressing a preference does not guarantee admission to the chosen school, even if it is the catchment school; however, expressing a preference will give a child priority over children whose parents have not expressed a preference for that school.

1.50 If you do not express a preference for your catchment school, an applicant residing outside of the catchment area who does express a preference for it will receive a higher priority than you as an in-catchment resident.

1.51 All preferences will be considered equally and a place offered at the highest ranked school where possible. An application made to another admission authority will qualify as one of your preferences and will be ranked accordingly.

1.52 It is advised that children are not led to believe that a place will be available to them at any particular school before a decision is issued.

1.53 Where all of the applicant's preferences are refused, and they are a Newport resident, the child will be considered for an alternative place at the catchment school if places are still available. Should the catchment school be unavailable the applicant will be informed of the schools that do have places available and invited to express additional preferences for consideration under the Council's **late application and additional preference** arrangements (paragraph 1.57 – 1.59). Unsuccessful applicants who do not reside in Newport should contact their home local authority for an alternative school or submit additional preferences for other schools in Newport.

1.54 Note that an alternative place will not be offered automatically if all parental preferences are refused and the catchment school is unavailable. Instead, as detailed above, applicants will be invited to submit additional preferences.

Notifying applicants of the decision

1.55 The council will notify all applicants of the outcome of their application for a school place on the specified offer date (refer to the admissions timetable).

1.56 All decision letters will be issued by second class post no less than 3 working days (including Saturdays) before the offer date. However, applicants who choose to make an online application are guaranteed to receive an email confirming their decision on the offer date.

Late applications and additional preferences

1.57 Any application submitted after the closing date is deemed 'late' and must be submitted using a paper application form. It is not possible to make an on-line application after the closing date.

1.58 All additional school preferences (including where the applicant has decided to change their preference) must be made in writing to the School Admissions Team and those requests submitted after the closing date will be processed under this late applications and additional preferences arrangement.

1.59 Any applications or preferences received after the published closing date should be processed on a monthly basis following the offer date, where possible.

Section 2: In-year admission

2.01 Sometimes referred to as 'mid-term transfer' or 'casual admission' this is the application process for children of school age who require admission outside of the normal admissions round. It is the process of transferring from one school to another.

2.02 Parents can ask to change schools at any stage of their child's education and there are a number of valid reasons for doing so, such as moving house etc. However, changing schools is an issue that needs to be given serious consideration. It is not always the answer because it can have a detrimental effect on a child's education.

2.03 During the school year only limited places are available and applicants moving into or within Newport should not assume that their child will be automatically allocated a place at the local school. There is no guarantee of a place at any school, even it is the catchment, and if the school is already full in the relevant year group, the application will be refused.

2.04 Consequently, you should consider the following and discuss all options with the School Admissions Team before you move in order to minimise disruption:

- Have you discussed your child's options with their current school? There may be strong educational reasons why a transfer should not take place, which will need to be considered. Parents of pupils in either Year 10 or Year 11 in particular should note that the Council actively discourages requests for transfer at this stage of a child's education, particularly where it is not possible to accommodate their GCSE options as this is likely to have a significant, detrimental effect on their learning outcomes.
- How will your child travel to the school, as they will not necessarily be eligible for transport assistance, even if they have previously qualified (paragraph 3.71)?
- If you are making an application to transfer more than one child, will they all be accommodated in the same school? In some cases, you may be offered different schools for each sibling, depending on what places are available.
- When will your child be able to start at the new school? Parents are strongly advised that where possible, they should not remove their child from the current school until a suitable alternative place can be found. Non-attendance will be recorded as unauthorised absence and could be reported to the Education Welfare Officer. Note that a school transfer will not disrupt any action already being pursued by the Education Welfare Service.

How to make an in-year application for a community or voluntary controlled school

2.05 All applications, whether between Newport schools or from outside the City, must be made to the Newport City Council School Admissions Team giving full details of the reason for transfer. Applicants can apply online via www.newport.gov.uk/schooladmissions or can call 01633 656656 to request an application form. When submitting an application there may be a need to provide supporting evidence (see paragraph 3.43 – 3.48).

Process to be followed

2.06 All in-year transfers must be approved by the Council, who will endeavour to make a decision within 15 school days (or 28 calendar days, if sooner) from the date the application

is received, although this is not guaranteed and at busy times may be delayed. The outcome of each application is issued to the applicant as soon as it has been determined.

2.07 Applications are processed in accordance with this admissions policy and priority will be given to those who are seeking a place during the current term. Where an application is to be made some time in advance of the required start date, the Council will hold open the place for no more than one school term.

Apply within	Start by
Autumn Term	1 st week of Spring Term
Spring Term	1 st week of Summer Term
Summer Term	1 st week of Autumn Term

2.08 The Council will try to comply with parental preference. However, if the admission number of the relevant year group at the chosen school has already been reached, the transfer request will be refused (see paragraph 3.26 – 3.27 for exceptions) and applicants advised of their right to appeal against the Council's decision (see paragraph 3.04 – 3.18 for details). There is no right of appeal against the refusal of a nursery place. The child's name will automatically be placed on the waiting list of any school preference that is refused (see paragraph 3.78 – 3.79).

Section 3: Other information relevant to admission arrangements

Additional Learning Needs (ALN)

3.01 For pupils with additional learning needs, admission to school is influenced by parental preference of school in a way broadly similar to other pupils. However, individual circumstances relating to pupils and schools may need to be taken into account. Ultimately, the placement process is governed by procedures identified in the Special Educational Needs (SEN) Code of Practice. This process might give special priority for admission of a pupil to a particular school. It might also be a reason for refusing a parent's stated preference.

3.02 The Council has numerous Learning Resource Bases attached to Nursery, Primary and Secondary School provision that provide small group placements to pupils with ALN. In addition, Newport has two special schools, Maes Ebbw School and Ysgol Bryn Derw that meet the needs of learners with complex educational and health needs. The SEN Team and Learning Resource Base (LRB) Panels determine admission to all of these placements as they fall outside of the standard school admissions process.

3.03 As per Newport City Council's policy, all children requiring a mainstream school place are required to make an application through the school admissions process, even if the child has a Statement of SEN. Where a parent of a child with a Statement of SEN states their preference of secondary school, this will be considered by the LA in line with Schedule 27 of the Education Act 1996. Where a school is named in a pupil's Statement of SEN, they will be automatically admitted to the named school. If no particular school preference is identified by the Parent or agreed / named by the LA, it is considered that the needs of the child can be accommodated in any mainstream school and thus no specific priority is afforded and the application will be assessed in accordance with the agreed oversubscription criteria.

Admission appeals

3.04 Any parent whose child is refused a school place (except one whose child has been permanently excluded from two schools) has a statutory right of appeal to an independent panel (this right of appeal does not extend to applications for nursery education).

3.05 If the Council is unable to allocate a place at the preferred school, parents will receive a decision letter detailing why the preference was unsuccessful. The letter will state whether this was because of infant class-size limits or because compliance with the preference would prejudice the provision of efficient education or the efficient use of resources. This letter will also inform parents of their right to appeal, how and by when it must be submitted.

3.06 The Council may also offer your child an alternative school place and parents must then decide whether to:

- i. appeal against the Council's decision; and/or
- ii. accept the place at the alternative school, if offered; or
- iii. submit alternative preferences

3.07 The decision to appeal does not prevent parents from accepting an alternative school whilst the appeal process takes place.

3.08 In submitting an appeal parents are required to complete the pro-forma enclosed with the decision letter, outlining the reasons why the child should be admitted to the preferred school. This form should then be submitted to the Council by the stipulated closing date to ensure that the appeal will be heard. Note that unless the appeal submission is signed and fully completed to outline these reasons, the form will be returned in order for parents to do so.

3.09 Once an appeal has been submitted, parents will receive further guidance on what to expect from an appeal and a date and time for their hearing. The Council must arrange appeals in relation to the normal admissions round within 30 school days **of the specified closing date** and within 30 school days **of the appeal being received** for appeals outside of the normal admissions round. Note that during the summer holidays the Council must arrange appeals within 30 **working days** of the appeal being received.

3.10 Admission appeals panels are independent and play a vital role in ensuring a balance between the right of the parents to a full and fair hearing and protecting schools against admitting so many children that it is prejudicial to efficient education or the efficient use of resources.

What will the Appeals Panel need to consider?

3.11 Infant class size appeal: Where the admission has been refused due to infant class size prejudice an appeal panel is only able to uphold an appeal if:

- i. the child would have been offered a place if the school admission arrangements had complied with the requirements of the School Admissions Code and/or Part 3 of the School Standards and Framework Act 1998;
- ii. the child would have been offered a place if compliant admission arrangements had been properly implemented;
- iii. the decision was not one which a reasonable admission authority would have made in the circumstances of the case.

3.12 Prejudice appeal: In all other cases, the admission will have been refused because the published admission number for the year group has been reached. In such cases, the Council consider that the admission of an extra child would prejudice the provision of efficient education or the efficient use of education resources - that it would impair the learning environment at the school and limit the access of pupils to the resources that are

available. An appeal panel must apply a two-stage process in the case of all “prejudice” appeals; i.e.

- the factual stage where the School Admissions Appeals Panel must consider whether the published admission arrangements comply with the mandatory requirements of the School Admissions Code and the School Standards and Framework Act and were correctly and impartially applied, and decide as a matter of fact whether “prejudice” would arise if the child was to be admitted, and
- the balancing stage where the School Admissions Appeals Panel is able to exercise discretion, balancing the degree of prejudice (if it is found to exist under the first stage) and the weight of the appellant’s case before arriving at a decision.

3.13 In order to establish whether or not there is prejudice, the panel will need to consider a number of factors, including the school’s capacity and published admission number and the impact on the school of admitting additional pupils in terms of the organisation and size of classes, the availability of teaching staff and the effect on the pupils already at the school.

3.14 In all cases, the decision of the Panel is conveyed in writing to the appellant and is final and binding on all parties.

3.15 Where the appeal is successful, the child will be admitted to the school and parents will be expected to make direct contact with the school to confirm admission arrangements.

3.16 Where the appeal is unsuccessful, the child cannot be admitted to the school but they will remain on the waiting list (see paragraph 3.75 – 3.82 for details). Parents must then decide whether to:

- i. remain at the current school, if applicable; or
- ii. accept the place at the alternative school, if offered; or
- iii. submit alternative preferences

3.17 Where unsuccessful, a second application within that academic year can only be made if there is evidence of a significant and material change of circumstances.

3.18 The Public Services Ombudsman can investigate written complaints about maladministration on the part of an admission appeal panel. Maladministration covers issues such as a failure to act independently and fairly, rather than complaints where a person simply feels that the decision taken is wrong. A panel’s decision can only be overturned by the courts where the appellants or admission authority are successful in applying for Judicial Review of that decision.

Admission outside the normal age group

3.19 Although most children will be admitted to a school with their own chronological age group, from time to time parents seek places outside their normal age group for gifted and talented children, or those who have experienced problems or missed part of a year, often due to ill health. 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, the Council will consider these requests carefully and make decisions on the basis of 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 also be given to the Educational Psychologist’s report where available, and clear reasons will need to be established for such a decision to be made. 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. Further information on [pupil placement outside the chronological year group](#) is available on the Council’s website.

Allocation of places

3.20 Places are not allocated on a first come, first served basis and there is no benefit over others to putting the child's name down with a school. Headteachers take no part in the decision-making process, have no influence over the outcome of an application and therefore are actively discouraged from maintaining an interest list. The decision to allocate a place can only be made by the admission authority.

3.21 Each application is considered in accordance with the School Admissions Policy and an applicant's highest preference is complied with wherever possible. Some schools will however have more applications than there are places available.

3.22 Where the number of applications is equal to or less than the number of places available, all applications will be successful. However, where the number of applications exceeds the number of places available, the Council will apply the relevant oversubscription criteria and allocate places accordingly, up to the published admission number.

3.23 The published admission number indicates the number of places available and refers to the number of pupils who will be admitted to any year group before applications can be refused. It is derived from the physical capacity of the school to accommodate pupils' learning needs, using a formula set by the Welsh Government.

3.24 Once the admission number has been reached, all additional preferences will be refused. For example:

- If a school is able to accommodate 30 children and the Council receives 27 applications, all 27 applicants will be allocated a place;
- However, if the Council receives 36 applications for that school, all 36 applicants will be considered together against the oversubscription criteria and 30 places will be allocated. The remaining 6 applications will be refused.

3.25 In addition to the admission number for the school, the Council must also have regard for:

- The infant class size initiative that is committed to ensuring that no child aged 5, 6 or 7 years will be in a class of more than 30 pupils for every one qualified teacher. The statutory infant class size limit of 30 pupils applies to reception, year 1 and year 2 classes.
- The physical limitations of the school and the site buildings, which may result in a class, size of fewer than 30 pupils.

3.26 There are, however, exceptions to these regulations (called "excepted pupils") which may allow the 30 pupils per class limit to be exceeded. These pupils are specifically outlined in the Welsh Government Statutory School Admissions Code. Excepted pupils will remain so, once admitted, for the remainder of their time in an infant class or until class numbers fall back and they can be organised to comply with the infant class size limit. Classes must be organised to comply with the limit wherever possible.

3.27 The Council will not normally exceed a school's admission number or breach the limitations imposed by statutory maximum infant class size (30), except:

- Where a school is named in a statement of special educational needs/IDP, the Council has a duty to admit the child to the school.
- Where children are looked after by the local authority, the Council has a duty to admit the child to the school.
- Where the application is for a child of UK service personnel (see paragraph 3.72) the Council will admit the child to the catchment school.
- Where, in applying the over-subscription criteria, the last child to be admitted is one of a multiple birth, the Council will admit the other sibling(s).

- Where a child has been initially refused but subsequently offered a place by direction of a school admission appeals panel; or an error has been recognised in implementing the school admission arrangements and had the error not been made, the child would have been allocated a place at that school; the Council is obliged to admit the child to the school.

Catchment Areas

3.28 'Catchment area' is the term used to describe the geographical area served by a school. In Newport, each address will fall within the catchment area of both an English-medium and a Welsh-medium school. Catchment school details can be confirmed by the School Admissions Team on 01633 656656 or via www.newport.gov.uk/schooladmissions

3.29 Residents living in the catchment area will receive a higher priority for admission when expressing a preference for the school, but there is no guarantee of a place at any particular school.

3.30 The catchment school is not automatically the nearest school and therefore applicants should confirm their catchment school before making an application for admission, particularly as the preference could affect any entitlement to home to school transport (see paragraph 3.71).

Crown servants

3.31 Children of UK Crown Servants (including diplomats) are subject to frequent movement and if moving into Newport, will be determined as meeting the residency criteria for the relevant catchment school if the application is accompanied by an official Foreign and Commonwealth Office letter declaring:

- a definite return date;
- confirmation of the new address wherever possible;
- confirmation of the Crown Servant status.

Distance between home and school

3.32 Within each set of oversubscription criteria, if the number of applications in any one category exceeds the published admission number, priority will be based on those residing closest to the preferred school.

3.33 The distance between home and school is measured as the shortest available walking route where possible (see paragraph 3.35), determined using official routes known to the Council and Highways agencies. The Council deems that a route is 'available' if a child, accompanied as necessary, can walk to school in reasonable safety.

3.34 In assessing its availability the council will follow the guidelines prescribed in Welsh Government's Learner Travel Statutory Provision and Operational Guidance June 2014.

3.35 Where the Council is unable to identify an available walking route from the home address to the school, the shortest driving route will be used to calculate the home to school distance.

3.36 The Council will calculate the distance of the route using specialist Geographical Information Systems (GIS) routing software. In order to ensure fairness and consistency for all applicants, this is the only measurement tool that is used by the Council.

3.37 The starting point of the calculated route will be determined as being the nearest network point to the main entrance of the property. The main entrance is determined by the Council using the Local Land and Property Gazetteer (LLPG). The finishing point of the calculated route will be determined as being the nearest official open gate adopted for use by the school.

3.38 The coordinates of an applicant's address will be determined using the LLPG and Ordnance Survey Address Point data.

3.39 Where two or more applicants are being considered for the last available place, and their home to school distance calculations are the same, a trundle wheel will be used to undertake an additional assessment of the distance to the front door of the home.

3.40 Where two or more applicants are being considered for the last available place, and the addresses fall within the same building, i.e. a block of flats, a trundle wheel will be used to calculate the distance from the front door of the home to the main entrance of the building.

Domestic violence agencies

3.41 Applications from children temporarily housed under the protection of approved domestic violence agencies will be processed as a priority if the application form is accompanied by an official letter from the relevant agency.

English as an additional language

3.42 Families with English as an additional language (EAL), and those who are newly arrived in Newport can have support from the Gwent Education Minority-ethnic Service (GEMS) to aid completion of admission documentation, supported by a bi-lingual Teaching Assistant if required (and if the requisite language is available), to aid communication through their first language. Parents can also request first language support to assist in the Admission Appeals process if required.

Evidence

3.43 It is the Council's responsibility to ensure all admission applications are processed correctly in accordance with the published over subscription criteria.

Therefore, in making an application, applicants will be asked to provide:

- A. **Proof of the child's date of birth** in all cases, except where a child is transferring from one Newport school to another. Accepted forms of evidence include:
- Birth Certificate
 - Passport
 - Residence Permit issued by the UK Home Office
 - Resettlement Registration Form issued by the UK Home Office
- B. **Proof of residence.** For Newport residents only, applicants can consent to their council tax record being used to verify their address; however, this will only be considered valid if the adult completing the application is named on the council tax record.

Where the council tax record cannot be used or for those applicants residing outside of Newport, the council will consider a minimum of **two** of the following documents as being of assistance to determine residency at a particular address:

- A Council Tax Demand Notice (no more than 12 months old);
- An HMRC, DWP or Local Authority notification of entitlement i.e. Child Tax Credit, Working Tax Credit, Universal Credit, Job Seekers Allowance, Child Benefit or Housing Benefit (no more than 3 months old);
- A signed and dated tenancy/lease agreement or official rent book issued by a housing association, local council, established letting agency or solicitor which must cover the relevant closing date (for normal admissions round) / date of submission (for in year transfer applications).

- A mortgage statement (no more than 3 months old);
- A Gas, Electric or Water bill demonstrating use of the relevant service (no more than 3 months old);
- A UK bank or building society statement showing the address (no more than 1 month old);
- Valid UK photo ID driving licence;
- Valid certificate of Home or Motor Insurance (no more than 12 months old);
- Valid TV Licence certificate (no more than 12 months old);
- Electoral Registration Record (This is an internal check that can be carried out for Newport residents only, registration cards are **not** accepted).

Note:

1. *Where an annual statement is submitted as evidence, the second form of evidence must be no more than 3 months old.*
2. *Any documents that you submit must have been sent to you in the post and received at that address for it to be a valid form of evidence that you live there. Online print outs are not accepted.*
3. *In addition to the above, the Council reserves the right to require the applicant to provide any additional information it deems necessary to confirm residency or to take reasonable action to determine whether or not an application is fraudulent.*
4. *Where satisfactory evidence of home address is not provided, but an address must be established for allocation purposes, the Council reserves the right to assess an application on an alternative address, subject to investigation.*

3.44 It will also be necessary to submit evidence with an application if any of the following apply:

- Where the application is based on medical grounds applicants must submit evidence in the form of a medical consultant's report, specifying the medical advantage of the child attending the preferred school. Reports from family doctors or other health professionals are not accepted for this purpose (see paragraph 3.62 – 3.63);
- Where the child's home address is in dispute or where the residency with both parents is equal, applicants must submit a copy of the current child benefit statement, as the place of residence of the parent receiving this benefit will be considered as the child's home for application purposes;
- Where there is a Child Arrangements Order (Residence) in place affecting the child for whom the application is being made, a copy of the order must be submitted with the application;
- Where the child was previously a looked-after child applicants must submit evidence such as a copy of the adoption certificate to confirm this status if they wish for this to be taken into consideration when applying the oversubscription criteria;
- Where the applicant is the child's legal guardian but not the birth parent they must submit a copy of the official document awarding them parental responsibility;
- Where the application is for a child of UK service personnel, the application must be supported by official proof of posting and a copy of the Service Identity Card;
- Where the application is for a child of a crown servant, they will need to provide an official Foreign and Commonwealth Office letter declaring a definite return date and confirmation of the new address and family status;

- Where an application for Malpas Church in Wales Primary School is being made on religious grounds, the applicant must provide a written statement from a member of the clergy confirming they are a practising member (see paragraph 1.28 for a definition).
- Where the last child to be admitted is one of multiple birth and the other sibling (s) is (are) being admitted over the published admission number, proof of birth must be verified through one of the above forms of evidence (see paragraph 3.43 A).

3.45 It is the applicant's responsibility to provide any supporting information required in order for the application to be assessed against the published admissions criteria; the Council will not seek to obtain this information on behalf of the applicant.

3.46 Where an applicant is required to provide documentary evidence, it is strongly recommended that photocopies/electronic copies are provided in all cases, as the council cannot guarantee the safe return of original documents through the return post.

Note if any original documents are sent into the Newport City Council School Admissions Team, those documents will be returned by Royal Mail 2nd class post and the sender accepts the full risk of loss, theft or damage of the document being returned by second-class post.

3.47 Where documentary evidence only is received without an application, it will not be regarded as a valid submission. The Council will not seek to obtain the application from the applicant, as submission of a completed application is the responsibility of the parent.

3.48 An application without the correct evidence is not complete. The processing of incomplete applications may be delayed and this could affect the timing and/or the outcome of the decision.

Note: applicants who are unable to provide the relevant, satisfactory evidence will not qualify for priority within the published oversubscription criteria. This means that their child will be less likely to be able to attend the school of choice.

Gypsy, Roma and Traveller children

3.49 The Council is obliged, by statute, to ensure that all children of compulsory school age receive education that is appropriate to their age, abilities and any special educational needs, and promotes high standards in the provision of education and the welfare of children. These obligations apply to all children whether or not they are permanent residents in the area. Therefore, applications made in respect of such families will be dealt with in conjunction with the Gwent Education Minority-ethnic Service (GEMS), with a view to placing these children as quickly as possible at the nearest available and appropriate school.

Home address

3.50 The Council will consider the child's home address to be the genuine principal place of residence where the child permanently resides with their parent/legal guardian as at the stipulated closing date, and does not mean the address at which the child is cared for by relatives or others. If a child is resident with relatives or others for reasons other than legal guardianship, that address will not be considered for allocation purposes.

3.51 Where parents have shared responsibility for the child and the child spends equal time with both parents during the school week, the place of residence of the parent who receives the child benefit will be considered the child's home for allocation purposes.

3.52 As there is no closing date for in-year applications, when processing an in-year application, for allocation purposes the Council will consider the address at which the parent/legal guardian and child reside at the time the application is submitted.

3.53 The Council will use the home address provided in the application to determine the catchment school and any eligibility for free home to school transport, in accordance with the Council's current transport policy (see paragraph 3.71).

3.54 Any new address will not be taken into consideration when determining the outcome of an application if the applicant and child do not live there on the closing date (refer to the admissions timetable and paragraph 3.50). An expression of intent to move into a catchment area will not be treated as meaning an applicant is in the catchment area for the purposes of processing the application.

3.55 It is the applicant's responsibility to advise the School Admissions Team of any changes in circumstances including a change of address following submission of the application. This is to ensure that correspondence is sent to the correct address and will not affect the outcome of the application if this is after the closing date. Any new address can only be taken into consideration when determining the outcome of an application if the child lives there on the closing date and satisfactory evidence is provided to confirm this.

3.56 Applicants moving into or within Newport should not assume that their child will be allocated a place at the local school. There is no guarantee of a place at any school, even if it is the catchment, and if the school is already full in the child's year group the application will be refused.

Independent schools

3.57 Applications for an independent school should be made directly to that school. Parents of children living in Newport are also advised to apply for a place at a community school in case the application to the independent school is unsuccessful. Applicants should state on their application form that a place is being sought at another school (see paragraph 1.52).

Looked-after Children

3.58 Applications for looked-after children (children in public care) [as defined by Section 74 of the Social Services and Wellbeing (Wales) Act 2014] are given priority if they are supported by a statement from the child's Social Worker outlining the benefits of the school placement. However, before making an application the corporate parent must consult with the Council and make every effort to ensure the appropriateness of the named school in the light of the child's background including SEN and/or faith needs

3.59 This priority can also be given to previously looked-after children although the person making the application must provide evidence to confirm the previous care status, such as an Adoption Certificate or Previous Care Order.

3.60 Previously looked-after children will only be given priority if places are available.

Making changes to your application

3.61 It is the applicant's responsibility to advise the School Admissions Team of any changes in circumstances following submission of an application. Depending upon the circumstances, and the timing of the information provided, such changes may impact on the application process (see also paragraph 3.50).

Medical Need

3.62 Applications on medical grounds are prioritised if they are supported by a medical consultant's report, obtained by the applicant specifying the particular reasons why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school. Reports from family doctors or other health professionals are not accepted for this purpose. Note that priority is only given if places are available.

3.63 The Council will only offer priority where it can be evidenced that the preferred school is the only viable option when compared with other schools that the Council may be able to offer.

Multiple birth children

3.64 If when applying the over-subscription criteria, the last child to be admitted is one of a multiple birth, then the Council will admit the other sibling(s) (see also paragraph 3.68 – 3.70).

Non-Newport residents

3.65 Applicants living in other authority (council) areas who want their children to go to a Newport school should apply via Newport City Council in accordance with the Council's agreed timescales. Please note that since the Council is unable to access the Council Tax records of residents in other areas, such applications must be supported by photocopied evidence of residency.

3.66 It is important that applicants for a Newport school complete a Newport City Council application to ensure that the terms and conditions under which the application is made are fully understood as school admissions policies can vary from one Council to another.

Schools in another council area

3.67 Parents wishing to apply for a school that is outside Newport should make the application directly to the relevant admission authority in accordance with their admission arrangements (see paragraph 1.52).

Siblings

3.68 Brothers and sisters, whether half, full, step or foster, will be considered relevant siblings where living in the same household and where they will be registered at the school when the applicant is eligible to attend. However, non-statutory school aged siblings in Years 12 and 13 will not be considered relevant under this criterion.

3.69 In allocating nursery places note that siblings do not receive priority under the published over-subscription criteria.

3.70 The admission of a child to a school does not guarantee that a place will be available for other children in the family.

Transport

3.71 Free home to school transport is provided to primary aged pupils who live 2 miles or more from their catchment school or nearest available school and secondary aged pupils who live 3 miles or more from their catchment school or nearest available school. This includes Welsh-medium and faith schools. In addition, the Learner Travel (Wales) Measure states that a child is eligible for free home to school transport to an alternative school if this is nearer than the catchment school, provided that the qualifying distance is met.

UK Service personnel

3.72 Children of UK Service personnel are subject to frequent movement within the UK and from abroad, often at relatively short notice. Consequently for UK service personnel, the Council will consider the residency criteria satisfied (and award catchment priority) if the application is accompanied by the following, even if the family do not reside in Newport at the relevant date.

- Official proof of posting i.e. a posting notice;
- A copy of the Service Identity Card;

- Confirmation of the new address wherever possible.

Where the preferred school is also the catchment school but the admission number has already been met in the relevant year group, the Council will exceed the admission number.

Voluntary aided, or faith schools

3.73 As Governing Bodies are responsible for admission to voluntary aided schools, each will have its own admissions policy. Since all admissions authorities within Newport are required to work together towards a common set of closing dates and offer dates, the Council's agreed timetable will be adhered to in all instances. Application forms and full details of these admission arrangements can be obtained directly from the relevant school.

3.74 Applicants who wish to express additional preferences for community schools should make an application to Newport City Council and the relevant voluntary aided school separately, making the order of their preferences clear in both applications. Information sharing protocols exist between the Council and its' voluntary aided schools to identify children for whom more than one application has been made. Those applicants who do not specify an order of preference will be contacted and asked to confirm this before the application is determined. This is to avoid 'place-blocking' and maximise the number of places that can be allocated across the city (see paragraph 1.52).

Waiting list

Normal admissions round

3.75 During the normal admissions round a child's name will remain on the waiting list for any school preference that was refused until 30th September in the year in which the application is made. If places then become available, all children on the waiting list at that time will be considered together for the place and prioritised as detailed in the published oversubscription criteria.

3.76 A child's position on the waiting list will change if subsequent applications are received that have a higher degree of priority under the admission criteria. Waiting lists do not give priority to children based on the date the application was added to the list and inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

3.77 After 30th September, applicants will be given the opportunity to transfer onto the in-year waiting list for the remainder of the academic year, after which time a new application may be made.

In-year admission

3.78 Where an application made for an in-year transfer is refused, the child's name will remain on a waiting list for the preferred school until the end of the academic year (31st August) in which the application is made, at which time a new application may be made. If a place becomes available, all pupils on the waiting list at that time will be considered together for the place and prioritised as detailed in the Council's published oversubscription criteria.

3.79 A child's position on the waiting list may change as applications may be received that have a higher degree of priority under the admission criteria. Waiting lists do **not** give priority to children based on the date the application was added to the list and inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

Nursery admission

3.80 During the nursery admissions round, any child that has been unable to secure a place will be added to a waiting list, held until 30th September in the year in which the child is due to start nursery.

3.81 If places then become available, all children on the waiting list at that time will be considered together for the place and prioritised as detailed in the published oversubscription criteria. Waiting lists do not give priority to children based on the date the application was added to the list and inclusion on a nursery's waiting list does not mean that a place will eventually become available at the preferred nursery.

3.82 Specifically with regard to the nursery admissions process, the waiting list is held for those pupils who have not been able to secure a place. Where the child is allocated a nursery place, they will not be eligible for the waiting list, unless there has been a material change in circumstances that affects the status of the application, such as a house move into another catchment area. It is the applicant's responsibility to contact the School Admissions Team for clarification in relation to any change of circumstances.

Welsh-medium education

3.83 Welsh medium education is available for everyone – a high proportion of parents of children in Newport's Welsh -medium schools do not speak Welsh and this is not a barrier.

3.84 In Newport there are currently 3 Welsh-medium primary schools, all with a nursery attached and 1 Welsh-medium secondary school. In addition, there are plans to establish a fourth Welsh-medium primary school from September 2020. Welsh is the official language of these schools in all activities, both formal and informal.

3.85 Pupils in Welsh-medium schools in Newport study both English and Welsh to very high standards. All teaching and assessment, with the exception of English as a subject, is through the medium of Welsh at all key stages.

3.86 If your child attends an English-medium school and you are considering a transfer to Welsh-medium education, note that there is an immersion process that can support your child's transition.

3.87 Visit www.newport.gov.uk/becomingbilingual for further information.

List of schools

This list gives contact points for schools and indicates their language and denomination. The 'admission number' refers to the number of pupils who can be admitted to any year group before applications can be refused. It is derived from the physical capacity of the school to accommodate pupils' learning needs, using a formula set by the Welsh Government. Note that 'school capacity' and 'number on roll' figures exclude pupils of non-statutory school age and relate to mainstream places/pupils in Reception to Year 11.

* Nursery provision; ^ Denominational (faith) school; # Host school for special needs centre

	Name, address, telephone number and Email	Headteacher (A=Acting) (E=Executive)	Age range	School capacity	Admission number	Nursery admission number	Number of pupils on roll (Jan 20)
Welsh medium education							
Community primary schools							
*	Ysgol Gymraeg Bro Teyrnnon Brynglas Drive, NP20 5QS Tel. (01633) 850804 Email: ysgol.gymraegbroteyrnon@newport.gov.uk	Mrs L Jones-Campbell	3 to 11	210	30	30	170
*	Ysgol Gymraeg Casnewydd Hartridge Farm Road, NP18 2LN Tel. (01633) 290270 Email: ysgol.gymraegcasnewydd@newport.gov.uk	Mrs C Parry	3 to 11	364	52	52	331
*	Ysgol Gymraeg Ifor Hael Meon Close, NP20 7DU Tel. (01633) 414694 Email: ysgol.gymraegiforhael@newport.gov.uk	Mrs B Parry-Jones	3 to 11	206	30 ^{*1}	30	176
*	New Welsh-medium primary school Roman Way, NP18 3DY	To be confirmed	3 to 5	30	30 ^{*2}	48	NA
Community secondary schools							
	Ysgol Gyfun Gwent Is Coed Duffryn Way, NP10 8BX Tel. (01633) 851614 Email: gwent.iscoed@newport.gov.uk	Ms E Jones	11 to 16	630	150 ^{*3}	NA	351

	Ysgol Gyfun Gwynllyw Folly Road Trevethin, Pontypool, NP4 8JD Tel. (01495) 750405 Email: head.ysgolgyfungwynllyw@torfaen.gov.uk	Ms E Boulton	11 to 18	1107	186	NA	684
English medium education							
Community nursery and primary schools							
*#	Alway Primary School Aberthaw Road, NP19 9QP Tel. (01633) 277905 Email: alway.primary@newport.gov.uk	Mr R Hughes	3 to 11	378	54	96	334
*#	Caerleon Lodge Hill Primary School Roman Way, NP18 3BY Tel. (01633) 414904 Email: lodge.primary@newport.gov.uk	Mrs J Saville	3 to 11	315	45	48	298
*	Clytha Primary School Bryngwyn Road, NP20 4JT Tel. (01633) 265266 Email: clytha.primary@newport.gov.uk	Mrs J Davies	3 to 11	210	30	32	205
*#	Crindau Primary School Ailesbury Street, NP20 5ND Tel. (01633) 858268 Email: crindau.primary@newport.gov.uk	Mrs M Ward	3 to 11	315	45	80	292
*	Eveswell Primary School Chepstow Road, NP19 8GX Tel. (01633) 272142 Email: eveswell.primary@newport.gov.uk	Mrs C Barnett (E)	3 to 11	420	60	96	417
*	Fairoak Nursery School Church Road, NP19 7EJ Tel. (01633) 259415 Email: fairoak.nurseryschool@newport.gov.uk	Ms A O'Brien	3 to 4	144	NA	144	NA
*#	Gaer Primary School Gaer Road, NP20 3GY Tel. (01633) 263407 Email: gaer.primary@newport.gov.uk	Mr A Smith	3 to 11	420	60	64	411
*#	Glan Llyn Primary School Bessemer Drive NP19 4EB Tel. (01633) 414616 Email: glanllyn.primary@newport.gov.uk	Mrs J Richards	3 to 11	210	30	48	NA

*	Glan Usk Primary School Bank Street, NP19 7HF Tel. (01633) 259445 Email: glanusk.primary@newport.gov.uk	Mrs C Williams	3 to 11	630	90	64	622
*	Glasllwch Primary School Melbourne Way, NP20 3RH Tel. (01633) 266398 Email: glasllwch.primary@newport.gov.uk	Mrs C Jackson	3 to 11	210	30	32	207
*	High Cross Primary School High Cross Drive NP10 9AB Tel. (01633) 895472 Email: highcross.primary@newport.gov.uk	Miss F Rutledge (E)	3 to 11	210	30	32	236
*#	Jubilee Park Primary School Jubilee Way, Rogerstone, Newport, NP10 9NL Tel. (01633) 414630 Email: jubileepark.primary@newport.gov.uk	Mrs C Kucia	3 to 11	315	45	48	279
*#	Kimberley Nursery School Blaen-y-pant Crescent NP20 5QB Tel. (01633) 855848 Email: kimberley.nursery@newport.gov.uk	Ms A O'Brien (E)	3 to 4	80	NA	80	NA
*	Langstone Primary School Old Roman Road, NP18 2JU Tel. (01633) 412200 Email: langstone.primary@newport.gov.uk	Mrs B Cole	3 to 11	315	45	40	305
*#	Llanmartin Primary School Waltwood Road, NP18 2HB Tel. (01633) 412660 Email: llanmartin.primary@newport.gov.uk	Mrs V Curtis	3 to 11	210	30	32	154
*	Lliswerry Primary School Nash Road, NP19 4NG Tel. (01633) 277015 Email: lliswerry.primary@newport.gov.uk	Mrs N Edwards	3 to 11	630	90	80	551
*	Maesglas Primary School Maesglas Road, NP20 3DG Tel. (01633) 816047 Email: maesglas.primary@newport.gov.uk	Mr A Smith (E)	3 to 11	266	38	48	237
*	Maindee Primary School Rodney Road, NP19 0AP Tel. (01633) 263309 Email: maindee.primary@newport.gov.uk	Mrs J Cueto	3 to 11	490	70	102	475
*#	Malpas Court Primary School Whittle Drive, NP20 6NS Tel. (01633) 855005 Email: school@malpascourtprimary.co.uk	Mrs D Guy	3 to 11	210	30	39	184

*	Malpas Park Primary School Wavell Drive, NP20 6LE Tel. (01633) 675900 Email: malpaspark.primary@newport.gov.uk	Mrs K Guest	3 to 11	210	30	32	202
*	Marshfield Primary School Marshfield Road, CF3 2UW Tel. (01633) 680303 Email: school@marshfieldprimary.co.uk	Mrs L Lewis	3 to 11	420	60	40	410
*	Millbrook Primary School Parrett Road, NP20 7DQ Tel. (01633) 855100 Email: school@millbrookprimary.co.uk	Mrs L Watkins	3 to 11	285	45 ^{*4}	32	256
*	Milton Primary School Hendre Farm Drive, NP19 9HB Tel. (01633) 273505 Email: milton.primary@newport.gov.uk	Mrs C Burke	3 to 11	630	90	128	401
*#	Monnow Primary School Darent Close, NP20 7SQ Tel. (01633) 852636 Email: monnow.primary@newport.gov.uk	Ms L Bowden (E)	3 to 11	420	60	60	322
*	Mount Pleasant Primary School Ruskin Avenue, NP10 0AB Tel. (01633) 894820 Email: mountpleasant.primary@newport.gov.uk	Miss F Rutledge	3 to 11	210	30	32	236
*	Pentrepoeth Primary School Cwm Cwddy Drive, NP10 8JN Tel. (01633) 896101 Email: pentrepoeth.primary@newport.gov.uk	Mr D Taylor	3 to 11	420	60	48	417
*#	Pillgwenlly Primary School Capel Crescent, NP20 2FT Tel. (01633) 265268 Email: pillgwenlly.primary@newport.gov.uk	Ms K Hartevelde	3 to 11	542	78	112	530
*#	Ringland Primary School Dunstable Road, NP19 9LU Tel. (01633) 272308 Email: ringland.primary@newport.gov.uk	Ms L Bowden	3 to 11	252	36	50	202
*#	Rogerstone Primary School Ebenezer Drive, NP10 9YX Tel. (01633) 894591 Email: rogerstone.primary@newport.gov.uk	Mr S Rayer	3 to 11	420	60	80	438
*	Somerton Primary School Hawthorne Fosse, NP19 9AB Tel. (01633) 272504 Email: somerton.primary@newport.gov.uk	Mrs C Barnett (E)	3 to 11	203	29	38	150

*#	St. Andrew's Primary School Corporation Road, NP19 0GP Tel. (01633) 257261 Email: standrews.primary@newport.gov.uk	Mrs J Giles	3 to 11	630	90	80	591
*	St. Julian's Primary School Beaufort Road, NP19 7UB Tel. (01633) 259563 Email: stjulians.primary@newport.gov.uk	Mr L Mansfield	3 to 11	630	90	112	606
*	St. Woolos Primary School Stow Hill, NP20 4DW Tel. (01633) 265792 Email: stwoolos.primary@newport.gov.uk	Miss H Vaughan	3 to 11	315	45	80	301
*	Tredegar Park Primary Partridge Way, NP10 8WP Tel. (01633) 817161 Email: tredegarpark.primary@newport.gov.uk	Miss J Thomas	3 to 11	420	60	80	377
Voluntary controlled primary schools							
^	Malpas Church in Wales Primary School Yewberry Close, NP20 6WJ Tel. (01633) 855998 Email: malpaschurch.primary@newport.gov.uk	Miss K Thomas	4 to 11	378	54	NA	335
Voluntary aided nursery and primary schools							
*^	Charles Williams Church in Wales Primary School High Street, Caerleon NP18 1AZ Tel. (01633) 423497 Email: info@charleswilliamsprimary.org	Miss R Penn	3 to 11	525	75	80	523
^	St. David's Roman Catholic Primary School Park Crescent, NP20 3AQ Tel. (01633) 816027 Email: stdavids.primary@newport.gov.uk	Ms L Robinson	4 to 11	210	30	NA	215
^	St. Gabriel's Roman Catholic Primary School Ringland Circle, NP19 9PQ Tel. (01633) 273937 Email: stgabriels.primary@newport.gov.uk	Mrs M Harris / Mr J Llewellyn (A)	4 to 11	189	27	NA	179

^	St. Joseph's Roman Catholic Primary School Fairoak Avenue, NP19 8FW Tel. (01633) 258801 Email: stjosephsrc.primary@newport.gov.uk	Mrs J Beckett	4 to 11	210	30	NA	214
^	St. Mary's Roman Catholic Primary School Queens Hill, NP20 5HJ Tel. (01633) 840490 Email: stmarysrc.primary@newport.gov.uk	Ms D Evans	4 to 11	420	60	NA	409
*^	St. Michael's Roman Catholic Primary School Baldwin Close, NP20 2LW Tel. (01633) 262078 Email: stmichaelsrc.primary@newport.gov.uk	Mrs J Manship	3 to 11	210	30	40	209
*^	St. Patrick's Roman Catholic Primary School Fairfax Road, NP19 0HR Tel. (01633) 272488 Email: stpatricksrc.primary@newport.gov.uk	Mrs L Smith	3 to 11	210	30	40	205
Community secondary schools							
	Bassaleg School Forge Lane, NP10 8NF Tel. (01633) 892191 Email: bassaleg.school@newport.gov.uk	Miss V Lambe	11 to 18	1,350	270	NA	1,375
	Caerleon Comprehensive School Coldbath Road, NP18 1NF Tel. (01633) 420106 Email: enquiries@caerleoncomprehensive.net	Mrs L Picton	11 to 18	1,240	248	NA	1,231
	Llanwern High School Hartridge Farm Road, NP18 2YE Tel. (01633) 411116 Email: llanwern.high@newport.gov.uk	Mrs T Jarvis	11 to 18	1,300	260	NA	772
	Lliswerry High School Nash Road, NP19 4RP Tel. (01633) 277867 Email: lliswerry.high@newport.gov.uk	Mr N Davies	11 to 18	1,060	212	NA	822
	Newport High School Bettws Lane, NP20 7YB Tel. (01633) 820100 Email: newport.high@newport.gov.uk	Mrs G Lee	11 to 18	991	203 ^{*5}	NA	948

#	St. Julian's School Heather Road, NP19 7XU Tel. (01633) 224490 Email: info@stjuliansschool.co.uk	Mr D Curtis	11 to 18	1,210	242	NA	1,181
#	The John Frost School Lighthouse Road, NP10 8YD Tel. (01633) 654100 Email: post@thejohnfrostschool.co.uk	Mr M Tucker	11 to 18	1,115	223	NA	1,092
Voluntary aided secondary schools							
^	St. Joseph's Roman Catholic High School Pencarn Way, NP10 8XH Tel. (01633) 653110 Email: sjhs@newport.gov.uk	Mrs J Jarrett	11 to 18	1,190	240	NA	1,174
Community special schools							
*	Ysgol Bryn Derw , Melfort Road, NP20 3FP Tel. (01633) 414988 Email: ysgol.brynderw@newport.gov.uk	Mr R Drew	3 to 19	NA	NA	NA	NA
*	Maes Ebbw School Maesglas Road, NP20 3DG Tel. (01633) 815480 Email: maes.ebbw@newport.gov.uk	Mrs N Allan	3 to 19	NA	NA	NA	NA
Pupil Referral Unit							
	Bridge Achievement Centre Stephenson Street, NP19 0RB Tel. (01633) 235354 Email: bridge.achievementcentre@newport.gov.uk	Mrs A Veater	NA	NA	NA	NA	NA

Note:

- *1 admission number of 30 applies Reception to Year 5 only. Year 6 admission number is 28.
- *2 opening as a seedling school in September 2021 with a nursery and reception intake only.
- *3 Admission number of 150 applies Years 7, 8 and 9 only. Years 10 and 11 admission number is 120.
- *4 Admission number of 45 applies Reception to Year 5 only. Year 6 admission number is 30.
- *5 Admission number of 203 applies Year 7 to 10 only. Year 11 admission number is 191.

Useful contacts

Newport City Council www.newport.gov.uk 01633 656656

- School admissions - school.admissions@newport.gov.uk
- School transport – passenger.transport@newport.gov.uk
- School meals – www.newport.gov.uk or call 01633 656656
- School appeals – school.appeal@newport.gov.uk
- Additional educational needs - inclusion.enquiries@newport.gov.uk
- Newport Family Information Service – 0800 328 8483
family.information@newport.gov.uk
- School uniform - www.newport.gov.uk
- Child protection children.duty@newport.gov.uk 01633 656656

Neighbouring Local Authorities

- Blaenau Gwent County Borough Council - 01495 311556
- Caerphilly County Borough Council – 01443 815588
- Cardiff City Council - 02920 872087
- Monmouthshire County Council - 01633 644644
- Torfaen County Borough Council - 01495 762200

Other

- SNAP Cymru – 0808 8010608
- EAS Governor Support – governor.support@sewaleseas.org.uk
- MIND- 0300 123 3393- info@mind.org.uk
- GEMS- 01633 851502 (04) or (05) translate.interpret@newport.gov.uk
- Welsh Government- customerhelp@gov.wales- 0300 060 4400
- Gwent Safeguarding www.gwentsafeguarding.org.uk

Term dates for the 2021/22 academic year

Term	Start	Half Term Starts	Half Term Ends	Term Ends
Autumn	2 nd Sept 2021	25 th Oct 2021	29 th Oct 2021	17 th Dec 2021
Spring	4 th Jan 2022	21 st Feb 2022	25 th Feb 2022	8 th Apr 2022
Summer	25 th Apr 2022	30 th May 2022	3 rd Jun 2022	22 nd Jul 2022

School Aged Immunisation

Before your child starts school, it is important that they are up to date with their vaccinations so that they are protected against a number of vaccine preventable diseases. Every year vaccination saves more lives worldwide than any other medical intervention. In Wales, vaccination is a key measure in keeping children healthy and giving them the best start in life.

The table below highlights which vaccinations your child should have received before starting school.

AGE OF YOUR CHILD	WHAT YOU CAN EXPECT	PROTECTS AGAINST
 2 months old	Two injections and one oral vaccine <i>(Provided at your GP Practice)</i>	Diphtheria, Tetanus, Pertussis, Polio, Hib & Hepatitis B (one injection) Meningococcal – MenB (one injection) Rotavirus (oral vaccine)
 3 months old	Two injections and one oral vaccine <i>(Provided at your GP Practice)</i>	Diphtheria, Tetanus, Pertussis, Polio, Hib & Hepatitis B (one injection) Pneumococcal (one injection) Rotavirus (oral vaccine)
 4 months old	Two injections <i>(Provided at your GP Practice)</i>	Diphtheria, Tetanus, Pertussis, Polio, Hib & Hepatitis B (one injection) Meningococcal – MenB (one injection)
 1 year old	Four injections <i>(Provided at your GP Practice)</i>	Hib & Meningitis C (one injection) Pneumococcal (one injection) Measles, Mumps and Rubella – MMR (one injection) Meningococcal – MenB (one injection)
 2-3 years old	One nasal spray yearly <i>(Provided at your GP Practice)</i>	Flu (nasal spray)
 3 years, 4 months old	Two injections <i>(Provided at your GP Practice)</i>	Diphtheria, Tetanus, Pertussis and Polio (one injection) Measles, Mumps and Rubella – MMR (one injection)

* Correct as of January 2020

Routine childhood vaccinations are highly effective, safe and free. There will be other vaccinations scheduled throughout your child's school life. When your child is due to receive a vaccination in school, you will receive an information letter and a consent form, it is important that you complete, sign and return the consent form promptly.

For more information, please visit www.nhsdirect.wales.nhs.uk/LiveWell/vaccinations/

Normal admissions round September 2020

The table below summarises the allocation of school places in Reception and Year 7 for September 2020. The number preferences expressed, together with the number of preferences refused, demonstrates how popular some of the schools in Newport actually are. In this admission round the Council refused in-catchment applications to three different primary schools. For this reason, applicants for a school place in September 2021 should apply for more than one school and not assume that their child will be allocated a place at the preferred school. There is no guarantee of admission to any school, even for children who live in the catchment area.

	School	Admission Number	No. of preferences expressed	No. of places allocated		No. of preferences refused	No. of appeals received	No. of successful appeals*
				Catchment	Non-catchment			
RECEPTION INTAKE	Alway Primary	54	64	28	23	0	0	
	Caerleon Lodge Hill Primary	45	73	35	10	0	0	
	Charles Williams CiW	75	70	65	0	0	0	
	Clytha Primary	30	90	25	5	14	3	
	Crindau Primary	45	46	28	8	0	0	
	Eveswell Primary	60	135	32	28	10	5	
	Gaer Primary	60	119	50	10	22	6	
	Glan Llyn Primary	30	53	25	5	7	3	
	Glan Usk Primary	90	157	62	28	19	2	
	Glasllwch Primary	30	111	30**	0	21	7	
	High Cross Primary	30	120	16	14	1	0	
	Jubilee Park Primary	45	147	45	0	30	12	
	Langstone Primary	45	68	35	10	3	1	
	Llanmartin Primary	30	24	19	1	0	0	
	Lliswerry Primary	90	105	44	22	0	0	
	Maesglas Primary	38	44	34	4	0	0	
	Maindee Primary	70	72	25	19	0	0	
	Malpas CiW Primary	54	52	12	22	0	0	
	Malpas Court Primary	30	43	20	6	0	0	
	Malpas Park Primary	30	59	17	13	8	2	
Marshfield Primary	60	80	43	16	8	0		
Millbrook Primary	45	71	30	15	5	1		
Milton Primary	90	69	42	15	0	0		

		School	Admission Number	No. of preferences expressed	No. of places allocated		No. of preferences refused	No. of appeals received	No. of successful appeals*
					Catchment	Non-catchment			
RECEPTION INTAKE		Monnow Primary	60	54	32	7	0	0	
		Mount Pleasant Primary	60	102	27	19	0	0	
		Pentrepoeth Primary	60	107	45	15	2	0	
		Pillgwenlly Primary	78	89	57	19	0	0	
		Ringland Primary	36	35	16	8	0	0	
		Rogerstone Primary	60	134	39	21	5	1	
		Somerton Primary	29	18	8	4	0	0	
		St Andrew's Primary	90	124	68	22	0	0	
		St Davids's RC Primary	30	54		30	22	6	
		St Gabriel's RC Primary	27	26		26	0	0	
		St Joseph's RC Primary	30	27		25	0	0	
		St Julian's Primary	90	125	62	23	0	0	
		St Mary's RC Primary	60	60		57	0	0	
		St Michael's RC Primary	30	37		30	4	1	
		St Patrick's RC Primary	30	30		28	0	0	
		St Woolos Primary	45	61	29	11	0	0	
		Tredegar Park Primary	60	72	59	1	3	2	
	Ysgol Gymraeg Bro Teyrnnon	30	49	25	5	1	0		
	Ysgol Gymraeg Casnewydd	52	87	52	0	13	10		
	Ysgol Gymraeg Ifor Hael	45	56	25	16	0	0		
SECONDARY INTAKE		Bassaleg	330	522	311	19	63	18	
		Caerleon Comprehensive	248	428	133	115	32	3	
		Llanwern High	260	207	120	32	0	0	
		Lliswerry High	212	237	136	35	0	0	
		Newport High	203	234	178	18	0	0	
		St Joseph's RC High	240	294		240	54	17	
		St Julian's	242	336	104	138	15	5	
		The John Frost	240	317	232	8	9	3	
		Ysgol Gyfun Gwent Is Coed	150	112	94	7	0	0	

* At the date of publication, all school admission appeal hearings have been delayed due to the Covid - 19 pandemic and have not yet been heard

** Place allocated due to catchment or higher priority within the oversubscription criteria

Voluntary aided schools - over subscription criteria

Admission to voluntary aided schools is determined by the governing body of each individual school. Full copies of each school's admission arrangements are available on request from the school where any enquiries concerning the procedure for admission or any application form requests should also be directed (see List of Schools).

Since all admission authorities within a local authority area are required to work together, the timetable at the front of the booklet is also applicable to applications for voluntary aided schools.

Where the number of applications exceeds the number of places available, governing bodies will apply their individual oversubscription criteria as detailed below.

Charles Williams Church in Wales Primary School

Oversubscription criteria for admission to nursery

Where a school is named in a statement of Special Educational Needs, the school has a duty to admit the child to the named school before the over-subscription criteria is applied against applications received. This will reduce the number of places available to other applicants. If the total number of preferences for admission to a nursery setting exceeds the number of places, then the following order of priority will be applied to allocate the available places:

1. Looked-after children (children in public care) and previously looked-after children;
2. Pupils living within the catchment area and making an application on medical grounds;
3. Pupils living within the catchment area;
4. Pupils living outside of the catchment area and making an application on medical grounds;
5. Pupils living outside of the catchment area.

After considering the above categories, or if the number of applications in any one of the above categories exceeds the indicated admission number, priority will be based on those residing closest to the school.

Oversubscription criteria for admission to primary school

Where a school is named in a statement of Special Educational Needs the school has a duty to admit the child to the named setting before the over-subscription criteria is applied against applications received. This will reduce the number of places available to other applicants. If the total number of preferences for admission to a school exceeds the number of places, then the following order of priority will be applied to allocate the available places:

1. Looked-after children (children in public care) and previously looked-after children;
2. Pupils living within the catchment area and making an application on medical grounds
3. Pupils living within the catchment area with relevant siblings).
4. Pupils living within the catchment area
5. Pupils living outside of the catchment area and making an application on medical grounds;
6. Pupils living outside of the catchment area with relevant siblings;
7. Pupils living outside of the catchment area.

After considering the above categories, or if the number of applications in any one of the above categories exceeds the published admission number, priority will be based on those residing closest to the preferred school.

As Charles Williams Church in Wales Primary School is a voluntary aided school, the following priority is afforded within each category:

- Children and / or parent(s) who are practising members of the founding religious body of the school (Church in Wales);
- Children and / or parent(s) who are practising members of other Christian churches or religious denominations;
- Children and / or parent(s) who are practising members of other faiths.

In determining this priority, the word “practising” is defined as at least once a month for the last six months’ attendance at Church by at least one parent and / or child (where necessary this may be confirmed with a member of the clergy)

Roman Catholic Nursery Settings in Newport

Namely:

- St. Michael’s R.C. Primary School
- St. Patrick’s R.C. Primary School

Children who have the school named in a Statement of Special Educational Need take priority over all children. The criterion will be applied in rank order.

1. Baptised Roman Catholic Looked After Children (LAC- children in the public care) or previously Looked After Children.
2. Baptised Roman Catholic children who have siblings in the school at the time of admission.
3. Baptised Roman Catholic children.
4. Looked After Children (LAC- children in the public care) or previously Looked After Children.
5. All other children.

Applications from children who are to be considered under criteria 1, 2 or 3 are asked to provide evidence of baptism or reception into the Roman Catholic Church. Evidence should include written confirmation or certification of baptism / acceptance in the Roman Catholic Church.

After considering the above categories, or if the number of applications in any one of the above categories exceeds the indicated admission number, priority will be based on those residing closest to the school.

Roman Catholic Primary Schools in Newport

Namely:

- St. David’s R.C. Primary School
- St. Gabriel’s R.C. Primary School
- St. Joseph’s R.C. Primary School
- St. Mary’s R.C. Primary School
- St. Michael’s R.C. Primary School
- St. Patrick’s R.C. Primary School

Where the number of applications is equal to or less than the number of places available, all applications will be successful. However, where the number of applications exceeds the number of places available, the Governing Body will apply the following oversubscription criteria to all applications and allocate places accordingly.

Where a Newport R.C. Primary School is named in a statement of Special Educational Needs, the Admissions Authority has a duty to admit the child to the school before the over-subscription criteria is applied against applications received.

The criterion will be applied in rank order.

1. Baptised Roman Catholic Looked After Children (LAC- children in the public care) or previously Looked After Children.
2. Baptised Roman Catholic children who have siblings in the school at the time of admission.
3. Baptised Roman Catholic children.

Confirmation of Baptism will be required in each of the above categories.

4. Looked After Children (LAC- children in the public care) or previously Looked After Children of other Christian or Non-Christian faiths.
5. Children of other Christian denominations who have a sibling in the school at the time of admission.
6. Children of other Christian denominations whose parents have demonstrated a wish for a Catholic education. **Each application should be supported by a letter or evidence of practice of worship from their religious leader.**
7. Children of other faith traditions who have a sibling in the school at the time of admission.
8. Children of other faith traditions whose parents have demonstrated a wish for a Catholic education. **Each application should be supported by a letter or evidence of practice of worship from their religious leader.**
9. Other children with a sibling in the school at the time of admission whose parents demonstrate a wish for Catholic education.
10. Other children whose parents demonstrate a wish for Catholic education.

After considering the above categories, or if the number of applications in any one category exceeds the published admission number, priority will be based on those residing closest to the preferred school with *the exception of St David's where the priority will be based on those who live furthest from an alternative school (i.e. a Roman Catholic Voluntary Aided School with a place available when the child is to be admitted).*

Evidence

An application without the correct evidence is not complete. The processing of incomplete applications may be delayed and this could affect the timing of the decision. Applications must be supported by a photocopy of the child's birth certificate, NHS medical card or valid passport to authenticate the child's date of birth in all cases. The Admissions Authority also requires proof of residency in support of all applications, and for this purpose parents/carers must submit a copy of their **current year's Council Tax Statement** in order to verify their home address. Any applicant unable to provide this, should submit other photocopied evidence in order to verify the home address. This must be a valid driving licence, a current child benefit or tax credit notification.

Proximity

Where it is possible to admit some, but not all of the children who fall within one particular category within the **Oversubscription Criteria**, preference will be given to those children whose homes are within the shortest walking distance to the main entrance of the school (*with the exception of St David's where the priority will be based on those who live furthest from an alternative school (i.e. a Roman Catholic Voluntary Aided School with a place available when the child is to be admitted).*)

Residence

The Governing Body will consider the child's home address to be the place where the child permanently resides for the majority of the school week, as at the stipulated closing date for applications. This would normally be at the same address as the person who has parental responsibility for the child and is the main carer. Where the child spends equal time with both parents/carers, the place of residence of the person who receives the child benefit will be considered the child's home. Evidence may be required to support this.

Siblings

Siblings are: brothers and sisters, whether half, full, step, adopted or fostered will be considered relevant where living in the same household and where an older child will still be registered at the school when the younger child will be eligible to attend. Where there is more than one such case, priority will be given to those children closest in age to the siblings already attending the school, as at the admission date.

Multiple Births

If when applying the oversubscription criteria, the last child to be admitted is one of a multiple birth the governors will admit the other sibling(s).

St Joseph's RC High School

Where the number of applicants for admission exceeds the Admission Number of 240, places will be awarded to applicants in the under mentioned criteria in the following Order of Priority:

Applicants resident within the catchment area of Newport City and South Monmouthshire.		
The catchment area comprises the RC parishes of Newport City, plus the Parish of St Mary's Chepstow & St Paul's Caldicot, Monmouthshire, with the following designated Primary Schools: St David's, St Gabriel's, St Joseph's, St Mary's (Newport), St Michael's, St Patrick's and St Mary's (Chepstow).		
Criteria	Resident	Evidence required
1. Baptised Roman Catholic Looked After Children or previously Looked After Children.	Anywhere	Certificate of baptism required. Evidence of being Looked After will be required
2. Baptised Roman Catholic children from the above Catholic Primary schools.	Newport City & South Monmouthshire	Certificate of baptism required
3. Baptised Roman Catholic children not educated in a Catholic school.	Newport City & South Monmouthshire	Certificate of baptism required
4. Looked After Children or previously Looked After Children – all Non Roman Catholic	Anywhere	Evidence of being Looked After will be required.
5. Non-Catholic children educated in the above Catholic Primary schools, whose parents seek a specifically Christian education, supported by a letter from the Headteacher.	Newport City & South Monmouthshire	The letter of recommendation from the Headteacher should detail your support for Roman Catholic education.
6. Siblings of children already admitted under criteria 7, 8, 9, 10, 11,12,13,14 & 15 in that order of priority.	Anywhere	Name(s) and year group(s) of sibling(s)
7. Christian children not educated in a Catholic Primary school, whose parents seek a specifically Christian education: please supply a supporting letter from your Minister of Religion.	Newport City & South Monmouthshire	The supporting letter must show participation in the faith of which this minister is giving advice.
8. Children of other faiths not educated in a Catholic Primary school, whose parents seek a specifically Christian education: please supply a supporting letter from your Minister of Religion/Faith Leader.	Newport City & South Monmouthshire	Certificate of baptism required The supporting letter must show participation in the faith of which this minister/faith leader is giving advice.

9. Baptised Roman Catholic children from other Catholic Primary or Secondary schools.	NOT resident in Newport City & South Monmouthshire	Certificate of baptism required
10. Non-Catholic children educated in other Catholic Primary schools, whose parents seek a specifically Christian education, supported by a letter from the Headteacher.	NOT resident in Newport City & South Monmouthshire	The letter of recommendation from the Headteacher should detail your support for Roman Catholic education.
11. Christian children not educated in a Catholic Primary school, whose parents seek a specifically Christian education: please supply a supporting letter from your Minister of Religion.	NOT resident in Newport City & South Monmouthshire	The supporting letter must show participation in the faith of which this minister is giving advice.
12. Children of other faiths not educated in a Catholic Primary school, whose parents seek a specifically Christian education: please supply a supporting letter from your Minister of Religion/Faith Leader.	NOT resident in Newport City & South Monmouthshire	The supporting letter must show participation in the faith of which this minister/faith leader is giving advice.
13. Children, with no faith stated.	Newport City & South Monmouthshire	
14. Children, with no faith stated.	NOT resident in Newport City & South Monmouthshire	

Notes:

a) Where St Joseph's is named in a statement of Special Education needs, it has a duty to admit the child.

b) Within all criteria, the following applicants **will be given first priority:**

Medical grounds: Each application **must** be accompanied by supporting evidence from a *doctor /medical consultant*. The supporting evidence **must** set out the particular reasons why St Joseph's is the most suitable school **and** the difficulties that would be caused if the child had to attend another school. Full details concerning the application **must** be supplied.

Or a pupil **placed on the Child Protection Register** and recommended by Social Services.

c) Within criteria 1,2,3 4& 5 Siblings will be given **second highest priority.**

Siblings are: Brothers and sisters, whether half, full, step, adopted, or foster will be considered relevant where living in the same household and where an older child will still be registered at the school when the younger one would be eligible to attend.

d) Multiple births (twins, triplets etc.) When in applying the oversubscription criteria and the last child to be admitted is one of a multiple birth, the governors will admit the other sibling(s).

Over subscription tie break:

Within each set of over-subscription criteria, if the cumulative number of applications exceeds the published admission number, priority will be based on those residing closest to St Joseph's RC High School. This distance is measured as the „shortest available walking route, between the nearest entrance / front gate of the home and the nearest of the two school gates at St Joseph's.

The school uses the route determined by Newport City Council (NCC), who deem a route is available if a child, accompanied as necessary, can walk to the school in reasonable safety. NCC will determine the route as outlined above using its own specific routing software. In order to ensure fairness and consistency for all applicants this is the only measurement tool that is used by the Council for its own schools and St Joseph's.