Admissions Policy

Penpych Community Primary School
Ysgol Gynradd Gymunedol Penpych

Policy Leader	**: Mr T Lewis**
Head teacher	**: Mr T Lewis**
Chair of Governors	**: Mr M Cude**

Policy applies to Academic Year 2026 -2027

Signed HT: **Date: September 2026**

Signed CoG **Date: September 2026**

This policy is a:	**School Plan using LA & WG guidelines**
This policy is a:	**Statutory Policy**
Policy / Document Leader:	**Mr T Lewis**
Link Governor:	**Mr M Cude**
Key Personnel in Policy:	**Headteacher,**
Published / located:	**Website/ School Administration Office**
Aims of Policy: • **To outline the policy and provision for admission to the school.**	
Review date	**September 2026**
Next review date	**September 2027**
Reviewed by	**Policy committee**

The information in this policy is based in the LA Starting School booklet. A full copy of the booklet can be accessed via this weblink:
https://www.rctcbc.gov.uk/EN/Resident/SchoolsandLearning/SchoolAdmissions/relateddocuments/StartingSchoolBook202223.pdf

1: Primary and Secondary Education
General Admission Arrangements 2026-27

1.1: Choosing a School

1.1.1 The entry of children to schools is controlled and administered by an 'Admissions Authority'. In respect of community schools, the Admissions Authority is Rhondda Cynon Taf Council (the Authority). In the case of voluntary-aided (church) schools, the Admissions Authority is the governing body of the individual church school.

1.1.2 Each school has an area that it serves called its 'catchment area'. Most parents/carers choose to send their child(ren) to their 'local' school within this 'catchment area', however, they have the right to state a preference for their child(ren) to attend any school.

1.1.3 Whether there is an offer of a place at the preferred school will depend on the outcome of the application of the Authority's admission policy.

1.1.4 The application process to Welsh Medium schools is exactly the same but the catchment area is often wider. For more information on Welsh Medium Education please read our Being Bilingual booklet - www.rctcbc.gov.uk/BeingBilingual.

1.1.5 Parents/carers must submit an application for a school place at the following stages of their child(ren)'s education: -

i. Admission to Pre-Nursery class.
The term following a child's third birthday. Places are provided strictly according to availability and are dependent on there being surplus classroom capacity in the Nursery of the individual school, they are not universally available.

ii. Admission to Nursery.
Schools are funded for part time places (at least 15 hours per week) for the term following a child's third birthday and full time for the term following a child's fourth birthday. The allocation of morning and afternoon places will be decided by the head teacher.

iii. On admission to the Reception year.

iv. On transfer from an infant school to a junior or primary school (year 2 to year 3 only).

v. On transfer from a junior or primary school to secondary school.
Children already attending an all through school do not need to apply for a secondary school place, unless they decide to apply to another school.

vi. At any time that parents/carers may wish to transfer their child from one school to another. The admission timetable for all of the above is on page 17.

1.1.6 For admission to Voluntary aided (church) schools, please see pages 36-44.

1.1.7 The names of the secondary schools to which pupils from each of the junior/primary schools usually progress are given on pages 22-23.

1. 1.2 : Applying for a Place

1.2.1 Parents/carers have the right to express a preference when selecting a school for their child(ren). For pupils who are due to start school September 2025, parents/carers must complete an application. Please refer to page 17 for deadline dates by which they must be completed and returned.

1.2.2 Parents of pupils due to start Nursery, Reception, transfer from Infants to Junior/Primary school or transfer from primary to secondary school in September 2022 can apply online for admission.

Applying online is quick and easy.

i. Visit https://schooladmissions.rhondda-cynon-taff.gov.uk/
ii. Register with a valid email address.
iii. Follow the instructions on the online application web pages.

If you do not have access to your own computer free internet access is available at any Rhondda Cynon Taf Library. Alternatively, a paper application form is available by contacting the Schools' Admissions Team on 01443 281111.

1.2.3 Only applications received by the closing date will be considered in the initial round of allocation of places.

1.2.4 Parents/carers may wish to contact head teachers to discuss their preferences and/or to arrange to visit schools before making a final decision. Please be aware that the head teacher of a community schools is unable to offer or promise a place in their school.

1.2.5. The information given on the application must be accurate. There may be occasions when parents/carers are required to evidence the information given on the application.

1.2.6. **Parental Responsibility / Shared Responsibility**

Only persons holding parental responsibility for the named child are able to make an application and 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 admissions purposes.

Where parental responsibility is equally shared, the council will ask the child's parents to determine which parent should submit the application. If parents cannot agree and neither has obtained a court order stating who should be making the application, the council will accept an application from the parent in receipt of Child Benefit for the child. The Council is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

1.2.7 **Step Parent**

If an application is received from a Step Parent, they will need to produce a parental responsibility order confirming that they have parental responsibility. Such documentation is required to proceed with processing the application.

1.2.8 **Proof of Address**

The only acceptable forms of documentary proof of address are – Council Tax statement; Child Benefit confirmation letter; recent gas, water or electricity bill. Original documents will be requested (which will be returned if required). Information provided may be cross checked and verified against information held by other departments of the Authority.

If the permanent address of the child changes after making an application, you must inform the Admission

Authority as soon as possible in writing.

For those parents/carers who have moved into a new property within the last six months further documentary evidence is required namely: -

I. A photo card driving license containing details of the new address, which has to be presented in person at Ty Trevithick, Abercynon if requested.
II. If the house move has been caused due to a change in domestic circumstances e.g., Divorce or Legal Separation, then copies of Court/Solicitor's documentation will be required if requested.

1.2.9 Withdrawal of School Place

If a place is offered at a school and subsequently it is discovered that the offer was made on fraudulent or misleading information e.g a false claim to living at an address, falsified date of birth, the place offered will be withdrawn, and can even be withdrawn after your child has started at the school.

1.2.10 Change of Preference

Any change of preference must be made in writing to the Schools' Admissions Team. Any preference that has changed after the published closing date will result in the application being treated as a late application.

1.2.11 Outcome of Application

Parents/carers will be notified in writing of the outcome of their application by the dates outlined on page 17.

1.2.12 Appeals

Part 5 details the Appeals process that Parents/carers must follow if they wish to appeal against the decision.

1.2.13 Published Admission Number

All maintained schools must admit pupils (during compulsory education) up to their Admission Number (AN), detailed on the List of Schools page 47 onwards.

There are two ANs for primary schools with intakes from linked infant schools. The AN regulation does not apply to nursery schools, special schools or pupil referral units.

1.2.14 **Prior to your child starting at a new school, you must provide one of the following**:
an original copy of your child's birth certificate, passport or an EEA identity card to that school, to verify your child's date of birth.

1.2.15 **Authority's policy on Out of Chronological Age Applications**.
Rhondda Cynon Taf operates a separate policy on Out of Chronological Age Applications. If a parent requests to place their child in a year group that is outside of their chronological age and the request is at the point of admissions, the Local Authority will review each request based on their individual circumstances.

1.3 How Places are Allocated

1.3.1 If the number of preferences received for a school is below the school's AN, all applications for admission to the school will be granted.

1.3.2 Places cannot be reserved for 'in catchment' children unless they are children of reception age whose parent have applied for their entry to school to be deferred until a later date in the same school year.

1.3.3 If the number of preferences received for a school is above the school's Admission Number the following over subscription criteria will be applied, in the priority order listed, to determine the allocation of available places:

1.3.4 Oversubscription Criteria

Priority Category 1:
Children 'Looked After' (children in public care) & children previously 'Looked After'.

Priority Category 2:
Children whose home is inside the school's catchment area and have an older sibling attending the school from the same address, at the date of application, who will continue to attend that school in September 2022.

Priority Category 3:
Children whose home is inside the school's catchment area who do not have an older sibling attending the school.

Priority Category 4:
Children whose home is outside the school's catchment area and have an older sibling attending from the same address, at the date of application, who will continue to attend that school in September 2022.

Priority Category 5:
Children whose home is outside the school's catchment area who do not have an older sibling attending the school.

For the avoidance of all doubt the reference to 'home' in the oversubscription categories above and the 'tie breaker' overleaf refers to the actual location of the residential dwelling in which the child lives.

1.3.5 Please note that childcare/childminding arrangements or a parent's place of work cannot be taken into account when applying admissions criteria.

1.3.6 Tie breaker:
Children will be admitted up to the Admission Number in order of priority as outlined above. If, within any one of the priority categories listed, all the applicants cannot be offered a place, preference will be given to children living nearest to the school. Distance will be measured by the Authority using the shortest, safe walking route between the home address and the nearest open school gate. For the avoidance of doubt, in areas where no safe walking route has been identified by the Authority, the shortest driving route between the home address and the nearest open school gate will be used. The distance will be measured by using the Map info System only, in order to ensure equality of opportunity to all applications. Measurements calculated by any other system will not be considered.

1.3.7 Siblings

Children will be classified as siblings if-
they are half, full, step, adoptive or fostered brother/ sister living full time/permanently in the same household. Please note that cousins, nephews and nieces are not counted as siblings. In relation to secondary school, siblings must be in years 7 to 11 of the relevant school in September 2022. Siblings attending the sixth form at a comprehensive school in September 2022 are not considered for purpose of admissions of younger children.

1.3.8 Multiple Birth Children (e.g. twins or triplets)

If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth e.g. twin or triplet then the Authority will also admit the other sibling(s).

1.3.9 Children of UK Service Personnel

Children of UK service personnel will be treated as residing in the catchment area if their application is accompanied by an official Ministry of Defence (MOD) or Foreign and Commonwealth Office (FCO) letter declaring a definite return date and confirmation of the new address.

1.3.10 Admission Number Variations

Where the Authority is in the process of requesting a variation to the Admission Number of a school, due to changes in the accommodation available, the proposed number is recorded under the relevant school.

1.3.11 Late Applications

Applications received after the closing date and before the offer date will be considered as late applications and only be accepted by the Admissions Authority when a good reason is given for the lateness of the application e.g., when a single parent has been ill for some time, or a family has just moved into the area.

Late Applications that are accepted by the Admissions Authority will be processed after all applications which were received by the closing date, irrespective of the reason for the lateness of the application and will be subjected to the same admissions criteria. Therefore, late applications may find that their preferred school is already full.

1.3.12 Waiting Lists

Following the allocation of places during the normal admission round, any pupil that is refused admission to an oversubscribed school will be placed on the waiting list. The list will be maintained until the 30th September (in line with the requirement in the School Admissions Code). Thereafter parents/carers must make a fresh application for admission (by completing an application form) and/or provide a written request to remain on the waiting list.

Admissions in respect of pupils on waiting lists are determined by application of the over-subscription criteria, not by the length of time a child has been on the waiting list.

1.3.13 Sixth Form Admissions

The admission of sixth form pupils to community schools is, at present, determined by individual schools. Therefore, any applications in this category should be made directly to the school.

Individual schools are responsible for issuing policies on sixth form admissions in respect of entry criteria. The Authority has a policy of open access to schools' sixth forms.

Monitoring and review

This policy is monitored by the governing body, and will be reviewed every two years, or earlier if necessary.