

Admissions Policy

School Status

Ysgol John Bright is a 'Community Secondary School' as defined under Schedule 2 of the School Standards and Framework Act 1998.

Responsibility for Admissions

Conwy County Borough Council is responsible for determining the arrangements for admission to Ysgol John Bright.

Consequently this document outlines the 2009-10 Policy of Conwy County Borough Council in relation to admissions to secondary schools.

The Council consults annually with the Governing Body in relation to admissions.

Fundamentals of Policy

- a) Conwy County Borough Council will comply with statutory requirements and will give full recognition to the expression of parental preference within the context of its duty to ensure the provision of efficient education and the efficient use of education resources. Conwy County Borough Council will not expand a school to meet demand which does not comply with the admissions criteria. In the event of a significant expansion of a school being deemed necessary, the appropriate proposals will be published and the statutory procedure followed.
- b) Conwy County Borough Council will admit pupils of the relevant age group [that is, an age group in which pupils are normally admitted to a school and where the child is the same age as the age range of the year group] up to the Admission Number of every school. Conwy County Borough Council will not admit pupils in excess of the Admission Number for any school unless this is deemed to be in the interest of efficient education or the efficient use of resources.
- c) The School Standard and Framework Act 1998 contains special provisions concerning the admission of children to infant and primary classes. These provisions place a duty upon Councils and School Governing Bodies to limit to 30 the size of classes at Infants and Primary schools. Limitations will be placed on the powers of Appeal Panels to allow appeals against refusals to admit a child to a school for class size reasons.
- d) The Admission Number for each school shall be established in accordance with appropriate statutory requirements.
- e) Conwy County Borough Council shall operate a 'catchment' area policy where provision with regard to accommodation, staffing, other resources and school transport, will be focused on the area where a pupil resides. Each school has a defined 'catchment' area and official maps showing the boundaries are to be seen at Conwy CBC Education Services' offices or in individual schools. If more pupils apply to a school than there are places available, priority will be given to pupils who reside within the 'catchment' area.

Admissions Procedure

- a) The annual admissions procedure applicable to the relevant age group shall include the following stages:
 - (i) Publication of information on individual schools and on Conwy CBC Education Services and provision [6th October 2008].

- (ii) Arrangements to enable parents to express preferences as to which school they would wish their children to attend [21st November 2008].
 - (iii) Consideration of preferences in accordance with the criteria set out below, in relation to the admission number for each school [December 2008].
 - (iv) Offer letters or refusal letters sent out [23rd January 2009].
 - (v) In cases where preferences are not met, arrangements for parents to discuss the matter with senior officers of Conwy CBC Education Services and, in the event of no agreement being reached, to appeal to an Appeals Panel established and constituted under the provisions of Section 94 and 95 of the 1998 Education Act [Spring 2009].
- b) Parents who express a preference other than the normal ages of admission will be given the same opportunities as those outlined above. Such preferences will be considered in the light of Conwy County Borough Council's admissions policy and the recommendations of the Council's advisers. Normally where compliance with such a preference would result in a change from one school to another of the same category e.g. primary or secondary, such a change may be effected only at the beginning of a school term.
- c) During the 2006 admission round all parental preferences were met in all schools in Conwy.

Admissions Criteria (Oversubscription Criteria)

Councils and Governing Bodies must comply with parental preference when the admission number has not been reached.

Conwy County Borough Council will comply with its duty to ensure the provision of efficient education and the efficient use of resources. In so doing, Conwy County Borough Council will have regard to the total resources, including accommodation and staffing, available to each school and any constraints imposed by the school organisation and curriculum. It will also consider the resource implications for the authority and the impact on other education policies.

Conwy County Borough Council's criteria for admission to schools are priority listed below. They are subject to:

- (i) Conwy County Borough Council's obligation to ensure the provision of efficient use of resources, and
- (ii) any limitation which may arise in relation to a particular school resulting from the application of the Admission Number.

Consequently, in considering parental preferences, the criteria will be applied unless Conwy County Borough Council has agreed with an individual Governing Body an alternative order of priority. No such alternative order of priority has been agreed with the Governing Body of Ysgol John Bright.

Priority within each category will be determined by distance from the school and sibling connection. Distance will be measured by means of Conwy County Borough Council's nationally recognised GIS (Graphical Information Systems) software.

Oversubscription Criteria

Pupils are categorised as follows:

Category A

For entry to all schools, pupils who are 'Looked After Children' who live in the geographical 'catchment' area

Category B

For entry into a designated high school:

- a) pupils who attended the family partner primary or junior school and who live in the geographical 'catchment' area
- b) Pupils who attended the primary Voluntary Aided Church school whose 'catchment' area includes part of the high school geographical 'catchment' area and who live in the geographical 'catchment' area of the high school

Category C

Pupils who have brothers/sisters who attend the school and who live in the geographical 'catchment' area

Category D

Pupils who live in the geographical 'catchment' area and who are not eligible for Category B or C

Category E

Pupils who have brothers/sisters who attend the school and who attend the partner infant/junior/primary schools but **do not live** in the geographical 'catchment' area

Category F

Pupils who have brothers/sisters who attend the school but **do not live** in the geographical 'catchment' area

Category G

Pupils who attend the family partner infant/junior/primary schools but **do not live** in any of the geographical 'catchment' areas of the family schools

Category H

Those who live outside the geographical 'catchment' area and who are not eligible for Category E, F or G status

Conwy County Borough Council will ensure that parents wishing to have their children educated through the medium of Welsh or English will have the opportunity to express their preference.

Each school has a requirement to deliver Welsh within the National Curriculum unless it has requested exemption. No school in Conwy has requested an exemption.

Conwy County Borough Council will ensure that parents wishing to have their children educated at a denominational school will have the opportunity to express their preference for such a school.

The criteria set out above is not applicable to pupils with a statement of special educational needs where a school is named – the admissions authority has a duty to admit the child to the school.

Admissions to schools other than those maintained by the LA

- a) Conwy County Borough Council has special arrangements with some neighbouring Authorities by which preferences expressed by parents for their children to attend schools in those areas may be considered.
- b) Parents wishing to express a preference for a school maintained by a Council other than Conwy may do so on the preference form issued by Conwy CBC Education Services. Conwy CBC Education Services will then contact those schools directly. In some cases, Conwy County Borough Council will not be responsible for meeting the costs of transport between home and school unless there are special arrangements. Conwy County Borough Council will seek special arrangements with neighbouring Councils for pupils whose nearest appropriate schools is outside the County boundary.

Admission of pupils from outside Conwy County Borough Council

Children residing outside Conwy will be admitted in accordance with the stated criteria. Applications should be made in writing to the Statutory Head of Education Services (Chief Education Officer) and the Headteacher of the school.

Admission to a Secondary School in Conwy County Borough Council where Conwy County Borough Council is the Admission Authority

(This procedure applies for admissions to Ysgol John Bright.)

- a) Pupils will normally be transferred from a primary to a secondary school in the September following their eleventh birthday.
- b) The Statutory Head of Education Services (Chief Education Officer) will invite parents to express their preference for a secondary school. A Parental Preference form will be sent to each parent/guardian. Parents may express a preference for any school; however schools will prioritise applications according to the (oversubscription) criteria listed above. It should be noted however that transport will only be provided if it satisfies the criteria in the Conwy County Borough Council's Transport Policy and the pupil is seeking to attend the recognised secondary school serving the area. [**N.B.** By law, parents who express a preference by the set date are given priority for admission over those who do not.]
- c) Any preference expressed by the parent will be considered by the Council in the light of the criteria stated above. If the Council is **able** to comply with the wish of the parent then the child will be admitted to the preferred school.
- d) Should the Council be **unable** to comply then the parent will be informed in writing as to why their application was unsuccessful and will be asked to apply for a place at an alternative school. The parent may then accept the alternative placement, or make representations to the Council up to 21 days from the notification of the decision, and if still dissatisfied, may give notice of appeal. Further details will be available at the appropriate time.
- e) The appeal [which shall be sent to the Statutory Head of Education Services (Chief Education Officer)] must be in writing, giving the reasons for the appeal. In the case of an appeal, the Authority will initiate the appeals procedure of the 1998 School Standards and Framework Act. The parent, accompanied by a friend if desired, will be given an opportunity to appear before an independent Appeal Panel. The decision of the Appeal Panel will be final.

Education after statutory school age

- a) Priority will be given to pupils who already attend a high school. However, applications from students from other schools will also be considered, subject to the availability of places. Parents have the right to appeal if refused a place for their child
- b) Under Section 52(3) of the Education Act 1997 a new single school leaving date has been set. This is the last Friday in June in the school year in which a child reaches age 16.
- c) Until that date:
 1. Parents and guardians must ensure their child's participation in education, at school or otherwise;
 2. Local Councils must secure the provision of suitable education;
 3. Employers must not employ a child full time;
 4. Training providers may not provide full time Government sponsored training.

