

YSGOL GYNRADD CREIGIAU PRIMARY SCHOOL

ADMISSIONS POLICY

Applying for a School Place

Creigiau Primary School is an inclusive school, welcoming children from all backgrounds and abilities. The only entry restriction is that of number. If the number of children applying exceeds the places available, we adopt the county procedure set out below. It is hoped that parents can find a place for their child at the school of their choice within a reasonable distance from home. However, this is not always possible due to excessive demand on the places available or if the school is fully subscribed in the child's year group. In either case the Council will offer the child a place at an alternative school.

The Council has a search facility on the Cardiff website to enable parents to check if their address is in our catchment area. Visit www.cardiff.gov.uk/SchoolCatchments.

Our school is a community, dual-language primary school and it determines the admission arrangements in agreement with the local authority (Cardiff Council). The Admissions Authority for our school is therefore Cardiff Council, which publishes its entry regulations every year. Parents / Carers can receive a copy of these regulations directly from the Council:

**Chief Officer, Schools and Lifelong Learning
Pupil Admissions
County Hall, Cardiff CF10 4UW**

Tel. 029 2087 2837 or 029 2087 2929

E-mail: schooladmissions@cardiff.gov.uk

Tel. (Pupil Admissions): 029 2087 2922/2919/3994

The Council's annual Admissions to Schools prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not in itself guarantee a place at that particular school. Applications should be made on a form obtainable from the Council's Pupil Admissions section and should be returned to the Council by the date stipulated on that form. Pupil Admissions will notify parents of the decision as soon as all the applications have been considered.

Admission Appeals

The Council might refuse entry to a child in order to keep the numbers in each year group to a manageable level and not to adversely affect the education of other pupils.

If parents wish to appeal against a decision of refused entry, they can do so by appealing to the Council, but there is no appeal for nursery places. An independent panel considers all such appeals and its decision is binding for all parties concerned.

The Standard Admission Number

This is the number of children the County considers the school can accommodate in each year group. The standard admission number for this school is 54.

Nursery

The nursery is part-time, i.e. either a morning session or an afternoon session on alternate weeks. A maximum of 32 places is available in both the Welsh and the English Nursery. Parents apply to the Council for places as indicated above. Children are entitled to a part-time nursery place from the start of the term following their third birthday.

The Council states that "Attendance at a Nursery class does not automatically entitle a child to a reception class place in the same school."

Reception

Children are admitted to our reception classes in the September following their fourth birthday. Parents should provide details of their child to the school or directly to Pupil Admissions early in the Autumn term before the child is due to start with us the following September. The details of all pupils registered in our Nursery will be passed on by the school to the Council. Parents will be sent a preference form by the Council during the Autumn Term and admission arrangements will be advised by the Council towards the end of the Spring Term.

Parents whose children have or are likely to have Special Education Needs are requested to discuss this with the Headteacher or the Council prior to admission, so that full consideration can be given to the application and to try to ensure that the appropriate support is in place when the child starts school.

Parents moving to the area

Parents moving to the area are welcome to telephone the school and make an appointment to visit. However, admission procedures are dealt with by the Council. Parents should inform the Council of their wish for a place at the school and give information regarding the age of the pupil, specifying whether they want a place in the Welsh or English Section, and provide proof of their current or intended address. Allocation of a place will depend on the availability of places in the relevant year group.

Size of classes

Nursery: 32 maximum

Reception, Years 1 and 2: 30 maximum

K.S.2 (Years 3, 4, 5 and 6): 30 maximum (recommended)

Pre-Admission Arrangements

We recognise the importance of a smooth transition from home to school and to this end a programme of visits is organised for pre-school children during the Summer Term prior to them starting school.

A School Information Booklet / Prospectus and a Starting School booklet are given to the parents of all children wishing to attend the school.

The teacher in charge of the Nursery meets the parents and the pupils starting in September over a series of visits during July. Two meetings (one for the Welsh Section and the other for the English Section) are held in July for parents of new entrants to full-time education when the Headteacher and the Head of the appropriate Section outline the school's ethos and main policy statements.

Admission

Reception Classes

In September the children are admitted according to age in groups of six to eight pupils over a period of two to three weeks. This allows the staff to give the children the personal attention which is so necessary at this stage.

Nursery

The Nursery / Meithrinfa is part-time, i.e. either a morning or an afternoon session on alternate weeks. A maximum of 32 places is available in both the Welsh Nursery and the English Nursery. In September children are admitted in groups over a four week period.

Peter Evans

16.03.10