



EMRYS ap IWAN

ADMISSIONS POLICY

To	Date
Curriculum, Standards, & Well-being	<i>3 February 2021</i>
Full Governing Body	<i>10 March 2021</i>
Next Review	<i>Spring Term 2022</i>
Curriculum, Standards, & Well-being	<i>9 February 2022</i>
Full Governing Body	<i>9 March 2022</i> <i>22 March 2022</i>
Next Review	<i>Spring Term 2023</i>
Curriculum, Standards, & Well-being	<i>8 February 2023</i>
Full Governing Body	<i>8 March 2023</i>
Next Review	<i>Spring Term 2024</i>
Curriculum, Standards & Well-being	<i>7 February 2024</i> <i>28 February 2024</i>
Full Governing Body	<i>6 March 2024</i> <i>17 April 2024</i>
Next Review	<i>Spring Term 2025</i>

REVIEW HISTORY

To	Date
Full Governing Body	<i>11 December 2013</i>
Next Review	<i>Autumn Term 2014</i>
Resources and Finance	<i>12 November 2014</i>
Full Governing Body	<i>3 December 2014</i>
Next Review	<i>tbc</i>
Well-being and Discipline	<i>4 March 2015</i>
Full Governing Body	<i>24 March 2015</i>
Next Review	<i>Autumn Term 2015</i>
Full Governing Body	<i>2 December 2015</i>
Next Review	<i>Autumn Term 2016</i>
Well-being and Discipline	<i>12 October 2016</i>
Full Governing Body	<i>7 December 2016</i>
Next Review	<i>Autumn Term 2017</i>

Well-being and Discipline	<i>11 October 2017</i>
Full Governing Body	<i>6 December 2017</i>
Next Review	<i>Autumn Term 2018</i>

To	Date
Well-being and Discipline	<i>11 October 2017</i>
Full Governing Body	<i>6 December 2017</i>
Next Review	<i>Autumn Term 2018</i>
Well-being and Discipline	<i>10 October 2018</i> <i>14 November 2018</i>
Full Governing Body	<i>5 December 2018</i>
Next Review	<i>Autumn Term 2019</i>
Full Governing Body	<i>13 March 2019</i>
Next Review	<i>Spring Term 2020</i>
Full Governing Body	<i>11 March 2020</i>
Next Review	<i>Spring Term 2021</i>

1. Aims

This policy aims to:

- Explain **how to apply** for a place at Ysgol Emrys ap Iwan
- Set out the school's **arrangements for allocating places to the learners** who apply
- Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Welsh Government:

- [School admissions code | GOV.WALES](#)
- [School admission appeals code | GOV.WALES](#)

As a Foundation school Ysgol Emrys ap Iwan is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. How to Apply

Application for admission to Ysgol Emrys ap Iwan will be considered on receipt of a completed application form. These forms are available from the School Office and are also available on the school's website. You will also need to complete the application form provided by your home local authority if you reside outside of Conwy.

You will receive an offer for a school place directly from the school as the school is a Foundation School and therefore its own admitting authority.

4. Requests for admissions outside the Normal Age Group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

5. Allocation of places

The school has an agreed admission number of 202 learners for entry in Year Seven.

The school has an agreed admission number of 122 learners for entry in Year Twelve.

The overall capacity will be used to determine the number of learner places for each year group, reflecting the school's ability to accommodate learners appropriately. Whilst all applications will be considered, it would not be correct to exceed the agreed admission number where there are alternative places available in a school which is within reasonable travelling distance of the learner's home address.

The admission number for Year 7 in 2024/25 and 2025/26 is 202.

The annual admissions procedure applicable to Secondary:

Applications open to parents from:	Closing date by which all applications must be made:	Date on which you will be informed of the outcome of your application:
04/09/2024	06/11/2024	01/03/2025

Children with a statement of SEN/IDP will be admitted if the school is named on the statement/IDP. This is in accordance with section 324 of the Education Act 1996.

In the event of over subscription the applications are considered using the following criteria:

- Category A 'Children Looked After' and 'Previously Children Looked After'.
- Category B Children who have exceptional medical or educational needs which in the opinion of the Admissions Authority justifies admission to a particular school (see Appendix 1 - section 1.7.3.2 Conwy policy).
- Category C Children who live within the catchment area of the school.
- Category D Pupils who have siblings who attend the school or who attend the partner junior/primary schools.
- Category E Children who attend the partner infant/primary/junior school.
- Category F Those who live outside the catchment area

Children of UK Service personnel and other Crown Servants (including Diplomats)

Families of UK Service personnel and other Crown Servants are subject to frequent movement within the UK and from abroad. School places will be allocated to children and their families in advance of the approaching school year if accompanied by an official Ministry of Defence (MOD) or Foreign and Commonwealth Office (FCO) letter declaring a return date.

Gypsy and traveller children

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 'Moving Forward – Gypsy Traveller Education'.

Overseas Children

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

In the instance of oversubscription, waiting lists will be operational until 30 September in the school year for which the application has been made.

Learners currently in partner primary schools will be issued with application forms by the Local Education Authority in the Autumn Term. Unsuccessful applicants can be placed on a waiting list and parents can appeal against refusal to an independent panel.

The common offer date is set in agreement with the Local Authority and is in line with the national offer date of 1 March or the next working day. Appeals following this process will follow the timeline set in the due guidance for appeal (School Admissions Appeals Code 007/2013).

6. Partner Schools (For Admissions Purposes)

Ysgol St Elfod, Abergele	Abergele (West to boundary with Llanddulas) Pensarn, Rhyd y Foel
Ysgol Maes Owen, Towyn	Towyn, Kinmel Bay (East to Foryd Bridge)
Ysgol y Faenol, Bodelwyddan	Bodelwyddan
Ysgol y Castell, Rhuddlan	Rhuddlan (Free transport NOT provided)
Ysgol Llansansior, St. George	St. George, Moelfre
Ysgol Betws yn Rhos	Betws yn Rhos
Ysgol Talhaearn, Llanfairtalhaearn	Llanfairtalhaearn
Ysgol Llansannan (Choice with Denbigh High)	Llansannan
Ysgol Esgob Morgan, St Asaph	St Asaph

7. Admissions during the School Year

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN/IDP names the school will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place. Where the need is identified, learners may be offered a place at the school as part of a Managed Transfer.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the learners on the waiting list in accordance with the oversubscription criteria listed in the earlier section of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the school address.

Managed transfers

In exceptional circumstances when the continued placement of a learner in a particular school is under extreme threat, CCBC Education Services may, with the agreement of parents, negotiate a move to another school.

8. Late Applications

Late applications will be considered after those received by the closing date, **unless** the school considers that there are good reasons for the application being submitted late. Such reasons **must** be included with the application.

If the school is over-subscribed, any late applications which are received without good reasons will be considered after those which were received by the closing date, and will be ranked in accordance with the admissions criteria. Any available places will be offered to the highest ranking applicants up to the end of the allocation period.

Children with statements of SEN/IDP that name a specific school must be admitted regardless of when their application was received.

9. Admissions to Sixth Form

Admissions to Sixth Form are relevant as above. Priority will be given to learners who already attend Ysgol Emrys ap Iwan, providing that their qualifications are suitable for their chosen courses and providing that the school offers courses suitable to their ability and next steps. The capacity for Year 12 is 122.

10. Appeals

As Ysgol Emrys ap Iwan is a Foundation School, all admissions to the school are decided by the school which is its own admissions panel.

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the Admissions Clerk c/o the school's address.

Appendix 1

1.7.3.2 Medical Needs

Admissions Authorities may give higher priority to children or families where there is an identified medical need (for example where one or both parents or the child has a disability that may make travel to a school further away more difficult).

In order for applications to be considered under this criterion, the Admission Authorities would require independent supporting evidence which sets out 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.

The independent supporting evidence which would be considered appropriate would include (but is not limited to) the following:

- a) Letter/report from a registered health professional such as a Doctor, Community Paediatrician, Physiotherapist, Occupational Therapist, Psychologist, Educational Psychologist, Psychiatrist or specialist Consultant) which must be based on their own knowledge of the parent / child's condition and circumstances;
- b) Letter/report from a registered social work professional which must be based on their own knowledge of the parent/child's condition and circumstances

N.B. Admissions Authorities will not give higher priority to children under this criterion if the supporting evidence has not been produced.