Admissions Policy 2027-2028

Signed:

Date:

Review Date:

Recognising its historical foundation, the school will preserve and develop its religious character in accordance with the principles of the Church in Wales, the Church of England and in partnership with the churches at parish and diocesan levels.

The school aims to serve the community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

This experience is planned to encourage pupils to develop positive attitudes towards learning so that each can reach his or her full potential. Opportunities are provided to develop self-discipline, respect for others and for property, an appreciation of the environment and the individual's responsibilities towards it.

In partnership with parents, the school instils respect for religious and moral values and tolerance of other races, religions and cultures.

Pupils are encouraged to develop in confidence, to celebrate achievement and to take pride in their membership of the school community.

St Mary's Church in Wales Voluntary Aided Primary School accepts pupils between the ages of 3 and 11 years.

As a Church in Wales Voluntary Aided School, the admissions committee established by the governing body of the School is responsible for the admission of pupils. Applications can be made on-line at www.wrexham.gov.uk by following the link to school admissions. Paper application forms can be obtained Contact Wrexham, Wrexham Library, Rhosddu Road, Wrexham, LL11 1AU for those parents who do not have an email address.

School Admission Arrangements Timetable
The Local Authority (LA) admission timetable is followed for the processing of applications. See published timetable in the Parents Guide to Education Services on Wrexham County Borough's website.

Additional Learning Needs/Additional Learning Provision
From September 2021, our school will implement the requirements of the Additional Learning Needs and Education Tribunal Act (Wales) 2018. The changes of this legislation include a change in terminology from Special Educational Needs (SEN) to Additional Learning Needs (ALN). The needs of the vast majority of pupils with ALN will be able to be met by mainstream schools through the implementation of appropriate strategies, carefully differentiated and targeted interventions and programmes delivered by school staff. External agencies may support schools to implement the targeted interventions for some learners.

For a very small percentage of learners, their ALN may meet the requirements of the ALN Act's exceptional circumstances and may therefore require access to specialist provision. Admission to access specialist provision is determined through a multi-agency and moderation process.

For learners who are undergoing an assessment of their ALN by the Local Authority, it is important that parents still apply for a mainstream placement at our school through our normal admission procedure.

Parents who wish to obtain further advice and information concerning ALN, should contact the Inclusion Service, through ALN@wrexham.gov.uk (Tel: 01978 295498/5499).

A document fully detailing the Local Authority's policy and arrangements for children and young people with Additional Learning Needs (ALN) is available on request or via the Local Authority's website. The Local Authority's policy is based on the 'Additional Learning Needs and Education Tribunal Act (Wales) 2018' and the associated 'Additional Learning Needs Code' and regulations.

Parents with children who have ALN can access independent advice, guidance and support through contacting the Parent Partnership Service provided by SNAP Cymru through 0808 801 0608 (Monday – Friday 9.30 am – 4.30 pm) helpline@snapcymru.org / www.snapcymru.org/contact

Admission to Reception

Pupils are admitted to Reception in the academic year in which they are five, i.e. any child who attains the age of four by 31st August can be admitted in September. Once a reception place has been offered and accepted, parents may defer their child's entry until the start of the term following the child's 5th birthday. Parents are not able to defer entry beyond this point, or beyond the academic year for which the original application was accepted.

The School Standards and Framework Act 1998 requires LAs and Governing Bodies to admit pupils up to the school's admission number (24). The Admission Number relates to the number of children that can be admitted to each year group during the school year and is calculated using the capacity assessment method in the Welsh Government's guidance document 'Measuring the Capacity of Schools in Wales'. The Admission Number (AN) for our school is 24.

Looked after and previously looked after children are a priority. In the case of over-subscription, these children will be admitted before all others, except those with a Statement of Special Educational Needs/Individual Development Plan (IDP) naming our school.

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'.

https://gov.wales/sites/default/plublications/2018/moving-forward-gypsy-travellereducation.pdf

Our school will not discriminate based on gender, or against applicants on the basis of race, colour, nationality or national or ethnic origin.

All applicants will be admitted to the school unless the number of applications exceeds the admission number (AN).

All preferences received will be considered on the basis of equal preferences. Expressing a preference for our school does not guarantee a place if our school is oversubscribed.

In the event that the number of applications exceeds the number of places available, then the following oversubscription criteria will be applied in the order set out below, to decide which pupils to admit.

Please note, *any child for whom the school is named in a Statement of Special Educational Needs/Individual Development Plan (IDP) will be admitted before the application of the oversubscription criteria.*

Oversubscription Criteria

a) Looked after children and previously looked after children.
b) Pupils with an elder sibling who is of statutory school age and will still be registered at our school when the younger child is eligible to attend. (see "Definitions" section of the policy).
c) Pupils who live in the Mission Area of Offa and for whom this is the nearest suitable Church in Wales school to their home address and who live within 1.5 miles of the school. Distance will be measured as detailed in 'tie-breaker' section. (see "Definitions" section of the policy).
d) Pupils whose parents (see "Definitions" section of the policy) attend St Mary's Church, Ruabon in the Mission Area of Offa.
e) Pupils whose parents (see "Definitions" section of the policy) attend another Anglican Church and for whom this is the nearest Voluntary Aided Church School.
f) Pupils whose parents (see "Definitions" section of the policy) are active members of a non-Anglican Christian denomination and for them this is the nearest Voluntary Aided Church School.
g) Pupils whose parents (see "Definitions" section of the policy) are active members of another faith and also express a desire for a Church School education, and for them this is the nearest Voluntary Aided Church School.
h) Pupils whose parents wish them to attend a Church in Wales School.

If parents, or those with parental responsibility, wish to have their child's application considered under criteria d to g, then they need to have their vicar / faith leader complete and sign a supplementary information form (SIF) which needs to be returned to the governing body of St Mary's CIW, no later than **five weeks** after the closing date for Nursery or Reception applications (as applicable). **The SIF seeks information about the frequency of attendance at services / Sunday School etc. Confirmation of these details is required from the local priest, minister or faith leader.** A supplementary information form for this purpose can be found at the end of our admissions policy which is available online at www.stmarysruabon.co.uk or directly from our school.

Tie Breaker

If there are more applications than places in any of the above categories of the oversubscription criteria, priority will be given to applicants living nearest to the school, as determined by the shortest walking distance to/from the school. The Admission Authority will use the Local Authority's preferred software solution that may, from time to time, be revised as technological advances are made to calculate home to school distance in miles. The shortest walking route is calculated from

nearest recognised public road access point of the applicant's home address to recognised main entrance gate of the school.

The Admissions Authority will only accept the pupil's home address and not, for example, the address of a friend or relative. Parents may be asked to provide verification of their home address where the distance criteria are to be applied.

Parents are advised that a school place may be withdrawn if the information given on the application form is fraudulent or misleading and the consequence of this may be that there would be no place available at their next nearest school.

Where a place is withdrawn, the application may be resubmitted and if refused, the parent is entitled to appeal against the decision.

If your child's home address changes before the end of the allocation period, you must notify the Admission Authority.

If two parents cannot agree which school/schools the prefer, they must seek independent legal advice and, if necessary, an appropriate court order, before submitting their application to the Admission Authority. The Admission Authority will only accept **one** application for each child.

If having followed the over subscription criteria the Authority is still unable to allocate the child a place at the school for which the parent has expressed a preference, the Authority will offer the child a place at the nearest suitable school with available places.

Proximity

In the case of equal distances, such as a flat in a block of dwellings, the ground floor flats would be regarded as nearer than flats on higher floors.

Allocation of Nursery Places

Pupils are admitted to the Nursery, which is part of our Early Years class in the academic year in which they are four – i.e. any child who is three by the 31st August can be admitted in September.

Nursery education is not compulsory and parents have no right of appeal regarding nursery admissions under the School Standards and Framework Act 1998.

Nursery schooling will be provided on the basis of 5 x 2.5 hour sessions per week for each child. Places are available in Nursery classes, up to our Admission Number.

Parents may express a preference for any nursery irrespective of where the child's home is in relation to the school. However, expressing a preference does not guarantee a place at that nursery. In the event of oversubscription, applications for nursery places will be dealt with by applying the oversubscription criteria detailed above.

Admission to the nursery class **does not** guarantee admission to Reception**. If a child has a place in our Nursery, parents must complete the appropriate form for admission into Reception. This must be submitted in accordance with the School Admissions Arrangements Timetable (as detailed earlier).**

Transport Provision
Please refer to the Local Authority website (Transport policy) for eligibility to transport provision www.wrexham.gov.uk.

Late Applications
Late applications (i.e. applications received after the published closing date and before the end of the allocation period) will be considered after those submitted on time unless there are exceptional reasons why the application is late.

Exceptional reasons, (for example, when a single parent has been ill for some time, or a family has just moved into the area) must be explained in your application in order for the admissions committee to take them into consideration. Supporting evidence MUST be provided if requested by the admissions committee.

All late applications will be ranked in accordance with the oversubscription criteria and any places which become available will be offered to the highest-ranking applicants up to the end of the allocation period. Thereafter, late applications will be placed on the waiting list.

Waiting List
A waiting list will be maintained in the event of the school being over-subscribed and will consist of:

- those children whose parents have specifically requested in writing (including email) to be placed on the school's waiting list,
- those for whom an appeal form has been received
- any late applications.

Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 30th September in the school year in which they apply. Children will be ranked on our waiting list according to our oversubscription criteria. Hence, if additional places become available while the waiting list is in operation they will be allocated to children according to their position on the waiting list **NOT** on date of application.

For example, if a child moves to an area outside the normal admissions round and has higher priority under the oversubscription criteria, they **must** be ranked above those with lower priority already on the list.

Waiting lists will be maintained until 30 September in the school year concerned.

Admission appeals
If we do not offer a child a place at this school, it is because the admission number has been reached and an increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal the decision. The information on how to appeal will be included with the letter informing you that your application was unsuccessful. If you decide to appeal the decision, the appeal must be forwarded to the **Clerk of the Governors of our school and the Diocesan Board of Statutory Education (DBSE) should also be notified**. Appeals must be made in writing, giving the full reason(s) for wishing to appeal including any supporting evidence.

The appeal will be heard by an independent admission Appeal Panel, convened by Wrexham Local Authority, according to the Welsh Assembly Government's School Admission Appeals Code (gov.wales) which has been updated to allow for appeals to be heard remotely. The Appeals Panel hears all appeals by parents who have been refused a place at our school and their decision is binding for all parties concerned.

The right to appeal does not apply for Nursery admissions.

When a parent gives fraudulent or intentionally misleading information in order to obtain a place at our school for their child, we reserve the right to withdraw the offer of a place. Where a place is withdrawn, the application may be resubmitted and if refused, the parent is entitled to appeal against the decision.

Applications Received Outside the Normal Admission Round
Anyone expressing an interest in admission outside the normal admission round will be given an application form at the first point of contact. Once received, such applications will be considered without delay and a formal decision either to offer or to refuse a place will, as far as is possible, be made and notified to the applicant within 15 school days or 28 calendar days whichever is the sooner.

DEFINITIONS:

Parental responsibility
"Parental responsibility" is defined in the Children Act 1989 and means assuming all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property.

Unless otherwise determined by a court order:

- Mothers automatically have parental responsibility
- Fathers also have parental responsibility for a child if the father is married to the mother at the time of the child's birth. This continues after any divorce/separation/remarriage even if the child lives apart from them
- Unmarried fathers have parental responsibility where the mother and father register the birth of the child together (this is an amendment to the Children Act 1989, which came into force on 1st December 2003 and is not retrospective)
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically. In such cases parental responsibility can be granted through;
    - a residency order;
    - being appointed a guardian;
    - being named in an emergency protection order (limited to taking reasonable steps to safeguard or promote the child or young person's welfare);
    - or by adoption.
- Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

Schools need to know who has 'parental responsibility' for each child. This is to ensure that proper authority is given when the school needs parental permission. It will also make sure that persons with parental responsibility but with whom the child does not live can be provided with school reports and be given an opportunity to take part in the child's education.

Definition of a Parent
Parents include all those people who have a parental responsibility for a child as set out in the Children's Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the person responsible for completing application forms and whose address will be used for admission purposes.

Care of a Child
A person has "care" of a child if that person lives with and looks after the child, irrespective of their relationship to the child. Such a person is considered to be a "parent" for the purposes of the Education Act 1996, even though that person may not necessarily have parental responsibility for the child.

Parents are asked to co-operate with school staff by providing the school with details of the persons with parental responsibility for a pupil, or who have care of the pupil. Any changes in the arrangements for parental responsibility or in the day-to-day care of the child should be notified to the school. Any reference to parents within this policy relating to education matters also extends to include any individual who has care of the child(ren).

Looked After Children
A 'Looked After Child' is deemed to be one who is 'Looked After' by a Local Authority in accordance with Section 22 of the Children Act. These children are given top priority in the over-subscription criteria for all schools, including applications outside of the normal admissions period. Applications for LAC children should be made by the relevant corporate parent.

Previously looked after children
Looked after children, who ceased to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

Definition of Sibling
A sibling is defined as a child who has a brother, sister, stepbrother or stepsister, half-brother or half-sister or is a foster child or adopted child living in the same family unit in the same family household and address and where a sibling will still be registered at the preferred school when the younger child is eligible to attend. Biological siblings who will still be registered at the preferred school when the younger child is eligible to attend will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

'Residing In' and 'Home Address'
The address on the form must be the child's current permanent place of residence.

By permanent we mean where your child physically resides and sleeps for the majority of the week, not for a limited time and not somewhere where the child is temporarily staying for a short time.

This will usually be the parents' address. If the parents don't reside together, the address must be of the parent with whom the child spends most time – usually the parent receiving child benefit (where applicable). If there is equal, shared custody of the child, it is left to the parents to decide which address to use but we may ask to see a Court Order or other evidence to confirm this arrangement exists. You should not use a business, relative or carer/childminder's address. If for any reason you are not the parent or a child's living arrangements are unusual please explain on the form and supply evidence.

An application can **only** be made from one address and only one application per child can be made.

If you cannot agree which school your child should attend with another parent, you should immediately take your own legal advice regarding making an urgent application to the Court.

Should it be necessary to request evidence we may require a number of items to show where you live with your child, acceptable evidence includes for example:
i) driving license
ii) child benefit,
iii) a utility bill in your name covering the application and/or allocation period
iv) a copy of your signed tenancy agreement covering the application and/or allocation period or evidence from any lease or agreement which confirms your right to reside at an address
v) such other evidence as appears to us to be reasonable

Our Governing Body, in conjunction with the Local Authority will check the address provided on your application against the records held for your child's current school/nursery, and we may request information and evidence from you if they differ. The Local Authority may also check council tax records. If you have not provided your council tax reference number on your application they may write to ask you to provide additional proof of your address.

For allocation purposes, any offer of a school place is based on where your child lives at the end of the **allocation period** (See Local Authority Admission Timetable) and is conditional on your child living at that address, unless you have notified us of, and we have accepted, a subsequent move.

Should you move after applying but during the allocation period you must provide us with proof of your new address. Acceptable evidence includes for example:
i) a solicitor's letter confirming that completion has taken place on the purchase of a property; or
ii) a copy of the current rental agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
iii) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.
We will investigate all applications where there is doubt about the address being given.

Address warning
Use of false, misleading, incomplete or inaccurate information may lead us to withdraw an offer of a place, even after a child has started at a school.
A school place(s) may be withdrawn if parents provide the incorrect address on their initial application form, or at any point thereafter during the allocation period. We will not accept a temporary address if you still have a property that was previously used as a home address, unless there are exceptional circumstances that clearly demonstrate that it can no longer be your permanent address.

Nor will we accept a temporary address we reasonably believe is being used solely or mainly to obtain a school place. You may be asked to supply additional information to explain why you are not able to use your permanent address.

We will investigate all allegations of false addresses. The burden of evidence lies with the parents to provide sufficient documentation to support permanent residence at the address used.

"Suitable" Church in Wales School
This refers to the language medium (English, Welsh and Bilingual) depending on parental preference.

Twins, Triplets, Multiple Births
Twins, triplets, quadruplets etc. residing at the same address and applying for places in the same year group at the same school.

In instances where there is one remaining place at a school, and according to oversubscription criteria one sibling from multiple births is allocated the last remaining place, the remaining siblings MAY be admitted as exceptions. The Welsh Government's School admissions code states that infant classes must not contain more than 30 pupils with a single school teacher. In limited circumstances, children may be admitted as "exceptions" to infant class size limit; multiple births may be considered as an exception and if so they could be admitted in excess of the published admission number.

How religious affiliation is tested.

Reference to "attend / are active members" from oversubscription criteria.

If parents, or those with parental responsibility, wish to have their child's application considered under criteria d to g, then they need to have their vicar / faith leader complete and sign a **supplementary information form** (SIF) which needs to be returned to the governing body of St Mary's CIW, no later than **five weeks** after the closing date for Nursery or Reception applications (as applicable). **The SIF seeks information about the frequency of attendance at services / Sunday School etc. Confirmation of these details is required from the local priest, minister or faith leader.** A supplementary information form for this purpose can be found at the end of our admissions policy which is available online at www.wrexham.gov.uk or directly from our school.

The SIF is to be returned to the school no later than **five weeks** after the closing date for Nursery or Reception applications (as applicable). The SIF form alone does

not constitute an application; parents must also complete an Application Form as detailed at the start of this policy.

Member is defined as member of the Church in Wales by registration on the electoral roll of the parish.

Review
This policy will be reviewed every year in order to include any change of legislation or change in local circumstances.

This policy is in line with the current Welsh Government School admissions code and Welsh Government School admission appeals code.

SUPPLEMENTARY INFORMATION FORM FOR CHURCH IN WALES VOLUNTARY AIDED SCHOOLS IN WREXHAM COUNTY COUNCIL

This form should be completed by parents not **more than 3 months before the closing date of applications (see School Admissions Arrangements Timetable)** then handed to your minister / faith leader, with **a stamped addressed envelope** to the school.

The **Minister / Faith Leader** should return it **directly** to the school using the stamped addressed envelope provided by the parents. It need only be completed by those applicants applying under Christian and other faith oversubscription criteria.

Name of School being applied to:	
Name and address of child:	
Date of Birth:	

Please give details of the principal place of worship attended in the last three years. (If you wish endorsement from more than one minister, please supply details on a separate piece of paper).

Name of Church: Denomination of Church:	
Name and full address (inc. postcode) of Minister:	
Minister's telephone number:	
How long have you regularly attended?	Less than 6 months 6 months to a year 1 year to 18 months More than 2 years More than 3 years
How often have you usually attended during this period?	Once a week Once a fortnight Monthly/family service
Does the child who is the subject of this application attend Sunday or Junior Church or similar. If yes, please specify	Yes No
Parent's signature:	Date

To the Minister: Please can you confirm the details completed above, then pass the form directly to the school in the envelope the parents have provided. Thank you.

Minister's signature: **Date**