

SCHOOL ADMISSION
 ARRANGEMENTS FOR PARENTS
 2025-2026

This booklet has been designed to give parents/carers general information about Merthyr Tydfil's nursery, primary, secondary, and special schools and, more specifically, details about the admissions and appeals arrangements governing those schools. This document is published in accordance with the Education Act 1996 and the School Standards and Framework Act 1998

The information relates to the school year 2025/2026 and, although correct at September 2024, does not preclude changes to the relevant arrangements before the start of, or during, the 2025/2026 school year or subsequent years.

The booklet is intended to be informative and helpful to parents/carers who have a right to express a preference for their child to attend any school.

Customer Contact Centre: Tel: (01685) 725000

email: school.admissions@merthyr.gov.uk

website: www.merthyr.gov.uk

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Dear Parents/Carers,

Choosing which school is best for your child is one of the most important decisions you will make. In this book you will find all the information you need about the schools across Merthyr Tydfil and how you apply for a place.

Before you decide which school is the right one for your child, please consider whether you want your child to be taught through Welsh or English or whether you want them to attend a Faith school. You can find more information on Welsh medium education in our Becoming Bilingual Booklet. This can also be found on the Council's website – www.merthyr. gov.uk

Please have a look at school websites and ask for copies of prospectuses as well to help you make up your mind.

We would like to wish your child every success at whatever school you choose and hope that you will also take the opportunity to support your child(ren)'s school by becoming involved in the life of the school during their time there. We look forward to working with you over the coming years.

With all our best wishes

SUE WALKER
Director of Education/

The Walker

Cyfarwyddwr Addysg

Councillor Geraint Thomas Leader of MTCBC

G. V. Rouns

SCHOOL TERM AND HOLIDAY DATES ACADEMIC YEAR 2024-2025

Please note that these timetables are subject to any changes that may arise as a result of government policy decisions. Merthyr Tydfil County Borough Council does not accept liability for any losses incurred in respect of altered holiday arrangements following such changes.

TERM	TERM BEGINS	HALF TERM STARTS	HALFT TERM ENDS	TERM ENDS	NO OF SCHOOL DAYS
AUTUMN 2024	Monday 2nd September	Monday 28th October	Friday 1st November	Friday 20th December	75
SPRING 2025	Monday 6th January	Monday 24th February	Friday 28th February	Friday 11th April	65
SUMMER 2025	Monday 28th April	Monday 26th May	Friday 30th May	Monday 21st July	55
TOTAL				195	

All schools will be closed on **Monday 5 May 2025** for the May Day Bank Holiday.

Significant dates: Christmas Monday 25 December 2024

Easter Good Friday 18 April 2025

Easter Monday 21 April 2025

May Bank Holidays Monday 5 May 2025

Monday 26 May 2025

ACADEMIC YEAR 2025-2026

TERM	TERM BEGINS	HALF TERM STARTS	HALFT TERM ENDS	TERM ENDS	NO OF SCHOOL DAYS
AUTUMN 2025	Monday 1st September	Monday 27th October	Friday 31st October	Friday 19th December	75
SPRING 2026	Monday 5th January	Monday 16th February	Friday 20th February	Friday 27th March	55
SUMMER 2026	Monday 13th April	Monday 25th May	Friday 29th May	Monday 20th July	65
TOTAL				195	

All schools will be closed on **Monday 4 May 2026** for the May Day Bank Holiday.

Significant dates: Christmas Thursday 25 December 2025

Easter Good Friday 3 April 2026

Easter Monday 6 April 2026

May Bank Holidays Monday 4 May 2026

Monday 25 May 2026

When to apply for a school place? Admission Timetables for Academic Year 2025-2026

Admission Cohort	Age of Pupil	On-line Opens	On-line Closes	Decision letters Issued	
Secondary School Year 7	12th birthday falls between 1st September 2025 and 31st August 2026	4th September 2024	20th December 2024	1st March 2025	
Primary School - Reception Class (i.e. Age 4 before 1st Sept 2025)	5th birthday falls between 1st September 2025 and 31st August 2026	4th September 2024	20th December 2024	15th April 2025	
	Appeal Timetable Reception and Year 7 only				
Admission Cohort	Closing Date Appeals Heard for Receipt of Appeals				
Primary School – Reception Class		2nd May 2025	Within 30 school days of the appeal being received in writing		
Secondary School – Year 7		15th March 2025	Within 30 school days of the appeal being received in writing		

Should an appeal application be unsuccessful, you will be offered a hearing by an independent appeal panel.

Appeals 2023-24

During the Academic Year 2023-24, the Local Authority received no appeals from parents /carers

Pre-Nursery/ Nursery Timetable for Academic Year 2025-2026

Admission Cohort	Age of Pupil	APPLICATIONS TO BE RETURNED BY	DECISION NOTIFICATIONS ISSUED	START DATE
Primary School Nursery Class – September 2025 (i.e. Age 3 before 1st September 2025)	4th birthday falls between: 1st September 2025 and 31st August 2026	30th November 2024	13th December 2024	September 2025
Pre-Nursery January 2026	3rd birthday falls between: 1st September and 31st December 2025	28th February 2025	28th March 2025	January 2026
Pre-Nursery April 2026	3rd birthday falls between: 1st January and 31st March 2026	31st May 2025	4th July 2025	April 2026

ALL FORMS MUST BE RETURNED TO THE SCHOOLS ADMISSION TEAM AT

School.Admissions@merthyr.gov.uk



CHOOSING A SCHOOL

The entry of children to schools is controlled and administered by an 'Admissions Authority'. In the case of community schools, the admissions authority is Merthyr Tydfil County Borough Council also known as the Local Authority (LA).

In the case of voluntary aided (faith) schools, the admissions authority is the governing body of the individual school.

Within the County Borough, each school has its own designated catchment area. Most parents/carers send their child to the 'local' school, but some parents/carers exercise their right to state a preference for a different school. In all cases parents/carers of pupils who are due to change schools in September 2025 will need to indicate, on the official admission application, their preferred school. No-one has an automatic right to attend a school but all official applications, submitted before the closing date, will be considered.

On-line admissions Apply for a school place I Merthyr Tydfil County Borough Council will be open for all relevant parents/carers in the week commencing 4th September 2024. Hard copy applications will be available upon request and will need to be returned to, School Admissions Team, Learning Department, Civic Centre, Castle Street, Merthyr Tydfil, CF47 8AN. The admission timetable is as follows:

Admission cohort	Closing Date
Secondary School Year 7	20th December 2024
Primary School Reception Class (age 4 before 1st September 2025)	20th December 2024
Primary School Nursery Class (age 3 before 1st September 2025)	30th November 2024
Primary School Pre-Nursery Class Spring Term – January 2026 (3rd birthday falls between 1st September 2025 and 31st December 2025)	28th February 2025
Primary School Pre-Nursery Class Summer Term – April 2026 (3rd birthday falls between 1st January 2026 and 31st March 2026)	31st May 2025

Parents/carers need to apply for a place:

- For admission to pre-nursery / nursery class. Please note that entry at pre-nursery and nursery are separate entries, but we will use the one application form for both entries unless a parent advises us otherwise;
- For admission to a reception class;
- For transfer from primary school to secondary school; and
- At any time they wish to transfer their child from one school to another.

Parents/carers may further express their right of preference for a Welsh-medium school, or a voluntary aided school.

The local authority and school governors must comply with any preference expressed, provided there is room within the school. However, the decision to admit pupils must have regard for:

- the overall provision of efficient education and efficient use of resources;
- the 1998 Education Act, which allows an admission authority to refuse to comply with parental/carer preference for a period of two years following a second or subsequent permanent exclusion.
- requests on behalf of pupils living outside the 'catchment' area, which must be considered in the knowledge of the future demand for places from within the school's local area;
- class size limits guidance, which limits the number of pupils in each class in primary schools to 30.

A pupil who attends a school outside his/her local designated catchment area and subsequently makes an application to attend the local area school will not have an automatic right of admission to that school. The decision regarding admission will depend upon the admission number of the school and the number of pupils in the particular year group i.e. whether there is room.

The catchment areas for schools providing primary education are normally grouped together to form a linked catchment area for each maintained secondary school. Pupils who reside outside a secondary school's catchment area must seek admission via the published arrangements. Admission/attendance of pupils at a feeder primary school does not provide automatic entry to the preferred secondary school.

All schools within the Authority aim to provide their pupils with an educational opportunity best suited to the needs of the individual child. Some pupils will have learning needs requiring special educational provision and, in some instances, parents/carers will receive specialist support and guidance regarding the choice of school for their child. All parents/carers are encouraged to discuss possible areas of concern with their local headteacher, who also has access to specialist advice. The Authority's policy takes into account the provision of the Additional Learning Needs and Disability Act 2001 and the Equalities Act 2020.

Merthyr Tydfil County Borough Council will process the information you provide in accordance with the Data Protection Legislation, including the EU General Data Protection Regulation (GDPR). Any personal information will be held in confidence with only the necessary people able to see or use it. The people who may receive the information you provide include: the current school (if any), the school to which the pupil is to be admitted to, ALN, Inclusion, Social Services, Children Looked After and any organisation, including other Council Departments, legitimately investigating allegations of fraud, other criminal offences or child protection. Please note that your information may also be crosschecked and verified against information held by other Council Departments. Information may also be used in an anonymous form for statistical purposes.

ADMISSION LIMIT

Every school has an admission number which is determined according to the physical size of the school in accordance with the Welsh Government's 'Measuring the Capacity of Schools in Wales' calculation. The admission number represents the number of pupils which should be admitted to the school's normal year of entry (i.e., reception in primary schools and Year 7 in secondary schools) if sufficient applications for admission are received. The admission number should not normally be exceeded. In all but the most

exceptional circumstances, the admission number would be applied to year groups other than the normal year of entry. In the list of schools on pages 24-26 the admission limit is indicated.

A child will normally be offered admission to a school of the parents'/carers' preference unless the admission number has been reached. Where applications exceed places, the admissions oversubscription criteria (set out on page 12) will be applied.

The size of Foundation Phase Classes is restricted by law to 30 or fewer pupils. If the relevant admission number has been reached, the local authority will not admit a child to a year group where to do so would conflict with the class size legislation. However, certain types of children ('excepted pupils') can be discounted for the purposes of ascertaining whether or not the limit of 30 is exceeded. These now include:

- 'children looked after' and 'previously children looked after' admitted outside the normal admissions round:
- reception pupils who are admitted out of the normal admissions round after the first day of the school year where the school has not reached it's admission number but has already organised its classes and;
- where there is only one place available and children of multiple births (twins, triplets) have next
 priority, to conform with infant class size legislation, parents will be given a choice of place at time
 of application.

The regulations can allow exceptions to the class size limits in these circumstances.

All primary schools in the County Borough also provide nursery education. However, there is **no automatic entry to**:

- nursery class from a pre-nursery group (for pupils aged 3 by 1st September);
- reception class for children (aged 4 by 1st September) who have attended a nursery class at a school

Applications for places will be required and oversubscription criteria will be applied if necessary.

The normal ages for admission in Merthyr Tydfil County Borough are:

Age 3-4 in nursery class,

Age 4-5 in primary schools,

Age 11-12 in secondary schools.

ORGANISATION OF SCHOOLS

All schools in the authority are mixed gender

1. Nursery Education

It has been the local authority's long-standing position that every child should have access to a free **part-time** nursery education from the start of the term following the child's third birthday. In practice, children start attending nursery education in school at the age of 3 or 4 years, depending on class number limitations and local demand.

- All pre-nursery places will be part time and will be for a minimum of 2.5 hours per day.
- All nursery places will be full time and will be 5 hours per day.

Please note:

- Nursery age pupils do not qualify for free home to school transport
- For pre-nursery pupils (part time places), the allocation of morning and afternoon sessions is the responsibility of the Headteacher of the school.
- A child's start date at Nursery may be delayed if they are not fully toilet trained. This can be discussed with the nursery once a place has been allocated to the child.

Pre-nursery Admissions (Rising 3's)

Children who turn 3 between 1st September and 31st March (Rising 3's) are eligible to apply for a prenursery place to commence the term after their third birthday i.e. in the Spring and Summer Terms each year. Pre-nursery places are provided subject to availability and cannot be guaranteed at any school. Once the nursery accommodation is deemed to be full, no further pre-nursery pupils may be admitted.

Those children who are admitted to a **pre-nursery class will not have an automatic right to continue education at that school**. Whilst every effort will be made to accommodate these pupils to transfer into the Nursery class the following September, **there may be occasions when, due to oversubscription, it will not be possible for this transfer to take place**.

There is no right of appeal for pre-nursery and nursery places.

Key dates for applications can be found on page 3 of this booklet

As far as possible, the local authority will ensure that provision is available within the family's first preference school. However, where schools are unable to meet the demand, a place in an alternative school(s) will be offered.

Registered Education Providers (REPs) in Non-Maintained Settings

The local authority can provide Early Years grant funding for children to access a part-time nursery education place at one of the three Registered Education Providers (REPs) in Merthyr Tydfil as an alternative to attending nursery education in a school.

These settings are currently registered as Early Years Education Providers in Merthyr Tydfil and their details are:-

- Cylch Meithrin (Welsh Medium), based at Carmel Chapel, Twyncarmel.
- Little Rascals Pre-School, based at the Integrated Childrens Centre, Pentrebach.
- Blossom Early Years, Heolgerrig Road, Heolgerrig, CF48 1RP.

If you require any further information on Early Years Education Providers, the **Early Years Team** can be contacted on 01685 727387 / 727374.

The local authority will not fund places in non-maintained settings in other county boroughs.

Nursery Admissions (Rising 4's)

Pupils who are admitted to a nursery class will not have an automatic right to continue education at that school. Whilst every effort will be made to accommodate these pupils, a formal application must be made for transfer to the reception class (upon transfer from nursery). There may be occasions when, due to oversubscription, it will not be possible for this transfer to take place.

The key dates for applications can be found on page 3 of this booklet

Criteria for Pupil Entry to a nursery class/school

For details of the over subscription criteria for pupil entry please refer to "What happens when too many children apply for places?"

2. Admission to Reception Class

Parents/carers of children attending a nursery class in a school, or a feeder nursery school, have to apply for a place in the main school when the child reaches the age for admission to primary school. **Children attending a nursery class do not transfer automatically to the school.**

The key dates for applications can be found on page 3 of this booklet. On-line Admissions will be open during the autumn term and it is important that you do not miss out on a place due to a late application.

3. Admission to Primary Schools

In Merthyr Tydfil, children between the ages of 3/4-11 years are recognised as pupils receiving primary education.

Attendance at school between the age of three to the date of the child's fifth birthday is optional and parents have the right to defer their child's entry to school until the term following their fifth birthday.

All children are entitled to start school at the beginning of the school year (September) in which they become five. Children will be able to attend school when they are aged three or four and parents should discuss this provision with the staff at School Admissions Team.

Every child is required by law to receive a full-time education from the beginning of the school term after his/her fifth birthday.

If parents/carers choose to defer their child's start date until the term after they turn five, the parent should notify the local authority in writing by 20th December 2024. This can be done by emailing school. admissions@merthyr.gov.uk, or by sending a letter to School Admissions, Learning Department, Civic Centre, Castle Street, Merthyr Tydfil, CF47 8AN.

4. Admission to Secondary Schools

Children will transfer from primary school to secondary school at the beginning of the school year following their eleventh birthday. All such transfers must be made by means of a completed application form. For children born between 1st September 2013 and 31st August 2014 he/she will transfer to the local secondary school provision in September 2025. Headteachers of primary schools will be able to inform parents/carers of the secondary school which their children should normally attend and advise parents/carers of the transport arrangements adopted by the local authority. If parents/carers wish their child to attend a secondary school which does not serve their locality, they should contact the School Admissions Team for advice (01685 725000). Applications for such admissions should be made as early as possible and as stipulated in "Applying for a Place" (page 12). The relevant criteria is listed in "What Happens When Too Many Children Apply for Places?" (page 12).

5. Changing Schools

Changing schools at any point is a serious step for a child. Such a decision may be unavoidable, e.g. as a consequence of the family moving home, and parents in such circumstances will need to contact the local school as well as the School Admissions Team for assistance (01685 725000). If parents/carers would like their child to transfer from one school to another they should first discuss the position with the present headteacher. If, following this discussion, parents/carers still wish to transfer their child to a new school they should contact the School Admissions Team for advice before making the application.

Please also refer to Section B (page 23) for information relating to home to school transport.

If the relevant year group in the receiving school has not reached the school's published admissions limit (including, where appropriate, the recognised number of reserve places) for children whose parents/carers have already applied for a place at the school for them, then the child should be admitted to the school.

Primary Transfers - Classes may include more than one age group, in which case the Headteacher will have the task of locating the child in the most appropriate class. The Government has limited the number of children able to attend primary classes to a maximum of 30 pupils, in reception, Year 1 and Year 2 classes. This could result in no suitable vacancy being available.

Secondary Transfers - Parent/Carers should note that the availability of option choices and the curriculum being followed may vary from school to school, and this can present as a concern when moving schools, especially during years 10/11. It should not be assumed that the same option choices will be available in another school.

WAITING LISTS

For those schools which may become oversubscribed, the local authority maintains a waiting list. Following the allocation of places during the normal admission round, any pupil that is refused admission to an over-subscribed school will remain on this list, which will be maintained until 30th September (in line with the recommendation in the Schools Admissions Code). Thereafter, parents/carers will be expected to make a fresh application for admission to their preferred school. Admissions in respect of pupils on waiting lists are determined by application of the over-subscription criteria, not by the length of time that a child has been on the waiting list.

WELSH LANGUAGE POLICY

In accordance with the Welsh Education Strategic Plan, it is the local authority's policy that every child should have the opportunity to learn and use the Welsh language.

There are two Welsh-medium primary schools in Merthyr Tydfil, and one Welsh medium nursery school provision:-

- Ysgol Gynradd Gymraeg Santes Tudful
- Ysgol Gynradd Gymraeg Rhyd-y-Grug
- Ysgol Gynradd Gymraeg Santes Tudful Safle'r Gurnos

Education is available at Welsh-medium primary schools to all pupils whose parents select Welsh medium education. Although the main medium of instruction is Welsh, high standards in English are maintained.

Pupils attending Welsh-medium primary schools will be able to continue their education in a Welsh medium secondary school, this will take place outside of the County Borough of Merthyr Tydfil. The local authority has a successful partnership with Ysgol Gyfun Rhydywaun in Rhondda Cynon Taf.

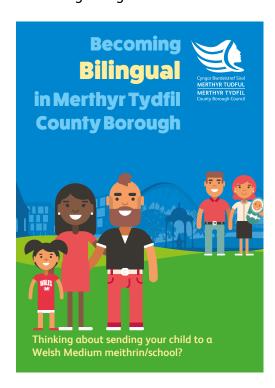
Welsh as a second language in English medium schools

Welsh is taught to all pupils from Foundation Phase. Emphasis is placed on the development of oral skills within a meaningful context. The incidental use of the language during the school day is encouraged.

Welsh is further developed at Key Stage 2 with a greater emphasis on reading and writing skills. Since September 1999, Welsh has also been taught to all pupils at Key Stages 3 and 4.

To find out more about the benefits of a Welsh Medium Education, please refer to the Becoming Bilingual Booklet, which can be found on the Council's website www.merthyr.gov.uk.

Becoming Bilingual Booklet



ADMISSION TO WELSH MEDIUM SCHOOLS

Have you thought of sending your child to Welsh Medium Education?

The benefits to Welsh Medium Education are huge and this includes:

Being able to speak two languages

Having the opportunity to gain employment in Welsh once finished education

Welsh-medium education has a very simple aim - to enable children to become fully fluent in both English and Welsh while teaching all the other subjects across the curriculum.

Full support is given from the school to parents on helping their children with Welsh medium education. Parents do not have to be Welsh speaking to send their children to a Welsh medium school.

ADMISSION ARRANGEMENTS FOR PUPILS WITH ADDITIONAL LEARNING NEEDS

Pupils with Additional Learning Needs (ALN) may require access to specialist provision, such as a Learning Resource Base (LRB). Admission to a LRB is determined via a multi-agency panel and is regularly reviewed to ensure it remains the most appropriate provision for the child.

Where a child has attended an Early Years LRB, there is no automatic entitlement to attend a Key Stage 2 LRB. This placement would be determined by an Additional Learning Needs Placement Panel.

If a child has made sufficient progress to return to mainstream education, an application for admission would need to be made to their catchment area school. Parent/carers would retain the right to express a preference. In such case, any application for admission would be treated in exactly the same way as any other application for mainstream education and would therefore be subject to the published admissions process.

As a result of Welsh Government reform of special educational needs, from September 2022, Statements of Special Educational Needs will start to be converted to Individual Development Plan's (IDPs). This will be a 2 to 3 year rolling programme.

Pupils with Additional Learning Needs but without an Individual Development Plan or Statement of Special Educational Needs.

Admission arrangements for children with additional learning needs but without an Individual Development Plan or statement are treated on the same basis as other applicants. Applications in respect of such children are considered on the basis of the local authority's admission criteria.

Pupils with an Individual Development Plan for Additional Learning Needs or SEN

If a child has an Individual Development Plan or statement of SEN maintained by the local authority, the ALN Team within the local authority will be responsible for advising on additional learning provision to be made by the school, and for considering the school's suitability when either finalising the Individual Development Plan or statement, or following an annual review.

All schools are appropriately resourced to meet additional learning needs through their own budgets. Some schools are further resourced with integral units addressing certain additional learning needs.

If the parent/carer of a child with an Individual Development Plan or statement of SEN wishes to appeal against the school named in the Individual Development Plans or statement, or that no school has been

named, an appeal can be made to the SEN Tribunal for Wales, via their web page: http//sentw.gov.uk. Information on Learning Resource Base provision, and the new system of Additional Learning Needs, is available on the website www.merthyr.gov.uk or by contacting the Customer Contact Centre, Tel (01685) 725000.

ARRANGEMENTS WITH NEIGHBOURING LOCAL AUTHORITIES

Parents may apply for their child to attend any school, in any mainstream local authority, subject to that school/local authority's admission criteria and providing that school has sufficient places. Enquiries should be made to the admission authority of that local authority in the first instance.

APPLYING FOR A SCHOOL PLACE

Applying for a place in a school must be made officially via the On-Line portal to the local authority or direct to the governing body of a voluntary aided school. The published criteria "What Happens When Too Many Children Apply for Places?" listed on page 12 will place all applicants in order of priority for admissions. The local authority offers admission places during the term before a child is due to start school. For details on admission deadlines, please see page 3.

The authority will inform parents/carers whether or not it is possible for a child to attend the preferred school. Parents/carers should not hesitate to discuss their request with the Headteacher who will, if appropriate, arrange for parents/carers to visit the school. You must apply on-line for Secondary and Reception at www.merthyr.gov.uk/apply-for-a-school-place.

Each school produces a prospectus which contains pertinent information including details of its aims and educational beliefs, organisation, curriculum opportunities, and any extra curricular activities. A school's prospectus is available from the headteacher of the school, or via the school web site.

TIMING OF ADMISSIONS PROCESS

For details on admission and appeal deadlines, please see page 3.

Late applications

Applications received after the relevant deadline will be accepted. However, priority will be given to those applications received before the deadline. Applications in respect of 'children looked after' or children with statements of SEN, naming a specific school, will be accepted when such applications are received.

WHAT HAPPENS WHEN TOO MANY CHILDREN APPLY FOR PLACES?

If the number of preferences for a school is below the school's admission number, all applications for admission to the school will be granted. Places cannot be reserved for 'in catchment' children unless they are children of reception age whose parents have applied for their entry to school to be deferred until a later date in the same school year.

If there are more applicants than places available, the local authority will apply the following oversubscription criteria in order to determine the allocation of available places:

Priority Category 1: 'Children Looked After' (children in public care) and previous 'Children 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 2025.

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 2025.

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' below refers to the actual location of the residential dwelling in which the child lives.

- Children will be classified as siblings if:
 - a) They are full or half brother or sister
 - b) They are an adopted or fostered brother or sister
 - c) They are children living full-time/permanently in the same household i.e. stepbrother/stepsister

PLEASE NOTE THAT COUSINS, NIECES OR NEPHEWS ARE NOT COUNTED AS SIBLINGS

Childcare/childminding arrangements or a parent's place of work cannot be taken into account when applying admissions criteria.

For further information, please email us at school.admissions@merthyr.gov.uk, or call the Customer Contact Centre (01685) 725000 and ask for the School Admissions Team.

CATCHMENT AREAS

A school catchment area is a geographically defined area of addresses which is used to ensure that all schools receive an appropriate number of pupils from within the community. Catchment areas are used;

- to give parents an indication of their local school.
- to help schools identify the communities they serve.
- to prioritise admission of local children to schools when there are more applications than places available.
- as a planning tool to enable the council to forecast demand for education in an area and to plan to meet that demand.
- to assist with the organisation of school transport.

The authority manages the admission intake to schools using oversubscription criteria which ranks catchment area children as a high priority in the event that there are more applicants than spaces available. From time to time a review of catchment areas is necessary to ensure they still reflect the needs of the schools they serve whilst recognising that parental preference is also important. This will ensure, as far as possible, that pupils living in an area will be able to secure a place at their local school. Changes are also designed to provide a closer geographical relationship with schools receive an appropriate number of pupils from within the community.



If parents/carers are unsure which school normally serves their locality, they should visit our catchment area page on the website Check school catchment areas I Merthyr Tydfil County Borough Council or contact the Customer Contact Centre (01685) 725000 and ask for the School Admissions Team for advice.

VERIFICATION OF INFORMATION

Home address

Verification of address, for example a Council Tax Statement, recent utility bill, exchange of contracts, should be attached to the application form. This must be the child's permanent home address. Any place approved on the basis of residence will be withdrawn if the pupil is no longer permanently resident at the address at the beginning of the school term to which the application relates.

Parental Responsibility

Only persons holding parental responsibility for the named child on an admission application, can make an application and will be required to make a declaration as part of the application process. Typically, it is expected that the person applying resides at the same address as the child, and is referred to as the 'parent' for admission 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 party has obtained a court order stating who should be making the application, then the LA will accept an application from the parent in receipt of the Child Benefit for the named child on the application and proof of this will be required. Parents should resolve their differences privately and not expect the LA to intervene in disputes between parents.

Medical Need

Children recommended for placement for medical, psychological or special educational reasons (these must be confirmed by the local authority's professional advisers).

Multiple Births

If, when applying the oversubscription criteria, the last child to be admitted is one of a multiple birth e.g. twins, triplets, then the Authority will also consider admitting the other sibling(s), but will have due regard to infant class size legislation.

UK Service Personnel

Children of UK Service Personnel will be treated as in catchment if their application for admission form is accompanied by an official Ministry of Defence (MOD) or Foreign and Commonwealth Office (FCO) letter declaring a definite return and confirmation of the new address.

WHAT HAPPENS IF A CHILD IS REFUSED A PLACE?

All maintained schools (including schools with a designated religious character), that have enough places available must offer a place to every child who has applied. In the vast majority of cases children are offered places at their parents/carers first choice of school. If a child is unable to gain admission to a preferred school, parents/carers will need to decide whether they are willing to accept a place offered at an alternative school or whether they wish to continue with their first application. If parents/carers choose the latter course they may appeal to an Independent Appeal Panel. The Independent Appeal Panel will judge whether there is a case for a child to be offered a place. Before parents/carers appeal, they are advised to fully consider the school/LA's admission criteria. It should be noted that only pupils of statutory school age have a right of appeal.

PLEASE NOTE: there is no right of appeal for nursery places.

Since the introduction of the regulations regarding infant class sizes, admission authorities may refuse to admit a child to a school where that admission would force the school to take additional measures in order to comply with the new limits. These may include employing an extra teacher, or undergoing significant building work.

Acceptance of a second or third choice of school offer does not prevent parents/carers lodging an appeal against the decision not to admit the child(ren) to the first choice school.

Appealing a Decision

If you are refused a place for your child(ren) at your preferred choice of school, you will be notified by e-mail or post (applicable to Reception and Transfer to Secondary School – Year7). We will only refuse a place at a school if the number of places exceeds the admission number. Parents/carers may choose to appeal to an independent panel if they believe there is justification for further consideration. Parents/carers may submit a formal appeal against the LA, but this must be received within 14 days (10 working days) of being notified of the decision not to admit a child to their preferred school. Parents should submit their appeal in writing, stating the reasons for appeal, to: Director of Education, Learning Department, Civic Centre, Castle Street, Merthyr Tydfil, CF47 8AN. The LA will then refer the appeal to the Independent Appeal Panel.

Parent/Carers are advised that:-

- they may attend the hearing and make representation to the panel, either in writing or verbally, should they wish to do so.
- they may elect not to attend the appeal meeting and, instead, allow the appeal to be considered on a written statement being submitted
- they can be accompanied by a friend, adviser or an interpreter. However, LA Councillors are not permitted to attend. Parents/carers are requested to inform the Clerk to the Independent Appeal Panel of any representations at least seven days before the hearing.

In an appeal against admission, the Appeal Panel will only be able to uphold an appeal if it is deemed that the admission authority had not properly implemented the admission policy.

MID TERM ADMISSIONS / SCHOOL TRANSFERS

There may be circumstances where a parent/carer considers that a transfer to a different school, outside of the normal admissions round, to be appropriate. Such a decision should not be taken lightly. Parents/carers should think carefully before making such a request. A change of school may not be the solution and may even worsen the situation. There is evidence to suggest that the attainment levels of children who move schools, particularly in Years 10 or 11, can be lower than those who remain at the same school





throughout their secondary education. In deciding whether to apply for a transfer, it would be worth considering a number of very important factors:

- 1. **Current School** Have the problems that the child is facing with their current school been discussed with the Headteacher? In many cases, schools can put measures in place to deal with any problems that a child is encountering e.g. bullying or struggling with work. Whatever the problem, simply changing schools may not be the answer.
- 2. **Curriculum/Exams** Although there is a National Curriculum that every child is expected to follow, schools may teach parts of the curriculum in different stages and at different times of the year. If your child changes school, they may miss out on important work and exam results may suffer as a consequence. This is particularly relevant in Years 10 or 11. However, applications should not be refused because a child has followed a different curriculum in a previous school.
- 3. **Transport** If a child moves to a school outside of their designated catchment area, the local authority will **not** provide free transport to that school. Journeys to a new school may well involve additional buses, extra costs and travelling time.

If parents/carers are still uncertain about moving their child – talk it through!

After considering all of these issues, and parents/carers still want their child to transfer schools, they will need to make an application to the School Admissions Team. Parents/carers can complete an application online at Mid Term Admissions or Transfers I Merthyr Tydfil County Borough Council or by emailing school. admissions@merthyr.gov.uk

Once the completed form is received, the application will be considered without delay and a formal decision either to offer, or refuse a place, will be notified to the applicant within 15 school days.

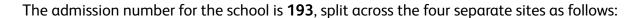
If parents/carers are applying for admission/transfer to a voluntary aided school, an appropriate application form should be requested from the governing body of the school concerned.

ADMISSION TO VOLUNTARY AIDED SCHOOLS

Admissions Policy Blessed Carlos Acutis 3-16 School

This policy refers to admission in September 2025. Blessed Carlo Acutis Catholic school is a voluntary aided school in the Archdiocese of Cardiff. The Governing Body has sole responsibility for admissions to the school and will act in accordance with all relevant provisions of the Welsh Government's 2013 Codes on School Admissions and School Admission Appeals, and with the law on school admissions as it applies to maintained schools.

The Blessed Carlos Acutis 3-16 Catholic school has a Catholic ethos. The school is governed as part of the Catholic church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents of other faiths, or of no faith background, to apply for and be considered for a place, as the school welcomes and encourages applications from all families.



Year 7 (Blessed Carlos Acutis site) 120

Reception (St Aloysius site) 18

Reception (St Illtyd's site) 18

Reception (St Mary's site) 28

Where there are more than 120 applications for year 7, and 73 in Reception, places will be allocated in accordance with the oversubscription criteria listed below.

Oversubscription Criteria

- 1 Children who are looked after by a Local Authority or who were previously looked after by a Local Authority.
- 2 Baptised Catholic children residing in the school's catchment area which is the parishes of Merthyr Tydfil, Mary Immaculate Parish (St Margaret's Primary school catchment), Abertillery & Brynmawr, Tredegar, Ebbw Vale and Rhymney, or who attend any of the following Primary schools:

St Margaret's, Aberdare

St Mary's, Brynmawr

All Saints, Ebbw Vale

St Joseph's, Tredegar

- 3 Siblings of children attending the school at the time the applicant would join the school.
- 4 Other baptised Catholic children.
- 5 Other children whose parents seek a Christian education.
- 6 Other children.

Confirmation of baptism (either certificate or letter from priest) is required for applications under 2 and 4.

Proximity

If the governors are unable to admit all applicants who fall into the lowest criterion a tie-breaker will be applied. In the case of all of the Primary sites, priority will be given to children living closest to the site, determined by the shortest walking distance from the applicant's home address to the main entrance to the site. Distances are calculated by the local authority's "mapping schools" system.

In the case of the Secondary site, priority will be given to children living closest to the site, determined by the shortest distance from the front door of the applicant's home to the Reception entrance in Phase 2. The Geographical Information System (GIS) will be used to calculate home to school distances in miles, while the shortest walking route will be calculated using Ordnance Survey (OS) customised route data from an applicant's home to the nearest open school gate.

Siblings

For admission purposes a sibling is a child who is the brother / sister, half-brother / sister (children who share one common parent), step brother / sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address. Priority will be by reference to the youngest sibling in the school at the time of admission, the youngest sibling commanding the highest degree of priority.

When allocating places, if the last place is offered to a multiple birth child (e.g. a twin or triplet), the governors will also admit the other sibling(s).

Residence

Evidence of permanent residence of the child at the time of application must be supplied. Permanent residence is considered to be the child's along with the parent / guardian's main place of residence. If the child is resident with friends or relatives (for reasons other than guardianship) the friend or relative's address will not be considered.

Shared parental responsibility

Where parents have shared responsibility for a child, and the child lives with both parents for parts of the week, the home address will be determined as the property where the child lives for the majority of the school week (i.e. 3 out of 5 days) at the time of application.

Looked after children / Previously looked after children

The definition of a Looked after Child is a child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989. Children who are in the care of the Local Authority (looked after children) or provided with accommodation by them e.g. foster parents (section 106 of the Education Act 2005).

A child who has been in the care of the Local Authority as defined above for at least 24 hours will be regarded as a previously looked after child.

Additional Learning Needs (ALN) /Special Educational Needs (SEN)

Children in receipt of a statement of SEN which names the school will be admitted as will children with ALN who have an IDP (Individual Development Plan) which names the school.

Late applications and applications outside the normal admissions round

Late applications will be looked at after the applications received by the closing date have been considered. If the number of offers has reached the admission number in the first round, then all late applications will be considered and placed on the waiting list.

Applications outside the normal admission round, including in-year transfer requests, will be considered by the Admissions Committee. A formal decision either to offer or to refuse a place will be notified to the applicants within 15 school days or 28 calendar days, whichever is the sooner.

Waiting list

Children not offered a place will be placed on a waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription.

No account is taken of the length of time on the waiting list.

If offers of a place are refused then the place will be offered to the first child on the waiting list at that point in time. The order of the waiting list will vary as late applications are received, refused and placed on the waiting list in the order of the oversubscription criteria.

The waiting list will be maintained until 30 September.

Right of appeal

When a child is refused a place at a school the governing body will write to the parent giving full details of why the application was refused. Parents have a right to appeal this decision. Parents wishing to appeal the decision must return the appeal form within 14 days of the receipt of the decision letter.

The appeal will be heard by an independent appeal panel.

How to apply

Any parent may apply for their child to be admitted to the school. A form for admission can be obtained from the school office. Every application will be considered by the admissions committee of the Temporary governing body.

Nursery admission

The total number of nursery places available is 66 full-time or 132 part-time split across 3 sites as follows:

St Aloysius 20 full-time or 40 part-time

St Illtyd's 20 full-time or 40 part-time

St Mary's 26 full-time or 52 part-time

Nursery classes are non-denominational but priority in application for places will be given to:

- Children who are looked after by a local authority or who were previously looked after by a local authority.
- Children who have siblings already on roll at the School.
- Children who have attended the School's pre-Nursery Group.
- Children residing in the catchment area.
- Other children.

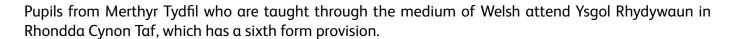
Attendance at nursery class will not guarantee a place in the School's Reception class, where a separate application form must be submitted at the appropriate time.

There is no right of appeal in relation to admission to the Nursery Class.

SIXTH FORM ADMISSIONS (The College, Merthyr Tydfil)

There are no longer sixth form admissions to secondary schools within the authority. This provision will now be accessed via the integrated tertiary learning facility, The College Merthyr Tydfil. Admission queries can be sent via email to questions.college@merthyr.ac.uk.

Information is also available via www.merthyr.ac.uk/mtc



FOOD AND DRINK IN SCHOOLS

All schools in Merthyr Tydfil follow the Healthy Eating Initiative set out by Welsh Government. This provides the strategic direction and actions required to improve the nutritional standards of food and drink served in schools across Wales.

For further information regarding Healthy Eating, please email myschoollunch@merthyr.gov.uk or visit the following website www.merthyr.gov.uk/resident/schools-and-learning/school-dinners-and-breakfast-clubs/

School Meals

A catering service is provided in all Primary and Secondary Schools. All Food and Drink provisions are prepared, cooked and served by highly trained staff, using high quality products and ingredients that comply with all food safety legislation. Our menus comply with FSA and Welsh Government Food Standards and are written by a qualified Public Health Nutritionist. The service is tailored to meet the needs of the pupils and the school.

Specific dietary requirements for breakfast and lunch can be catered for, providing that the following is completed:

- A letter from a medical practitioner supporting and confirming the allergy / intolerance to be provided to the school and the School Catering Team (myschoollunch@merthyr.gov.uk)
- For all religious / ethnic choice diets (including vegetarian diets), a request must be submitted in writing to the School Catering Team and the school.

Requests to the School Catering Department can be made using the online form below, where you can upload relevant documentation supporting your request

Special Dietary Requirements Form | Merthyr Tydfil County Borough Council

It is imperative that this form is completed if your child has a special dietary requirement so that we can provide an appropriate menu, and this should be completed before the pupil commences school in order to avoid delays in providing food provisions. A menu will then be provided to the school kitchen and parent.

No diversion from the mainstream menu will be offered unless the above has been completed.

For further information, please contact the Merthyr Tydfil Customer Contact Centre (01685) 725000 and ask for the School Catering Team, or email myschoollunch@merthyr.gov.uk

All parents are encouraged to pre-book their children's meal(s) in advance via ParentPay since they have been registered at the start of the school term in September. Your child will then choose their meal option each day in school at registration.

Primary School Free Breakfast Initiative

A free breakfast is available for all pupils in all maintained primary schools. Please liaise with the Headteacher in the first instance with regards to exact time.

School Milk

Free milk is provided daily to all Foundation Phase pupils.

Universal Primary Free School Meals (UPFSM)

Universal Primary Free School Meals (UPFSM) will now be offered to all pupils from full-time nursery up to and including Year 6.

Although universal entitlement to free school meals is being rolled out to all pupils in Primary schools, the Welsh Government still require eligible families to apply for 'free school meal' status. Applying for 'free school meal' status will provide you with the School Essentials Grant which can be used on school uniform, PE equipment and IT for your child.

As well as receiving the School Essentials Grant for each eligible child, your child's school and the Council will also receive additional money, which can be spent on supporting pupils learning in school.

If you receive any of the qualifying benefits listed in the 'Free School Meals' section below, please apply for Free School Meal status / Schools Essentials Grant online at the following

https://www.merthyr.gov.uk/resident/benefits-and-grants/apply-for-free-school-mealsschools-essential-grant-clothing-grant/

If you have any older children in primary school who already receive a free school meal, they will continue to do so and no further action is needed for these children.

If you have any further queries regarding Universal Primary Free School Meals, please email UPFSM@ merthyr.gov.uk or call 01685 725000 and ask for the School Catering Department.

PROVISION OF FREE SCHOOL MEALS AND SCHOOL CLOTHING / EQUIPMENT

1. Free School Meals

Separate to the roll out of Universal Primary Free School Meals, all parents/carers who claim the qualifying benefits listed below should apply to the Council for a Free School Meal / School Essentials grant for their child.

If eligible, your child's school will automatically be told that he/she can be given a meal.

If you receive any of the benefits outlined below and have not previously applied for free school meals for your child, please apply for the entitlement to Free School Meals / School Essentials Grant.

Qualifying benefits include:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (but not Working Tax Credit) and annual income does not exceed £16,190 (as assessed by Tax Credits)
- Working Tax Credit run-on the payment someone may receive for a further four weeks after they

- stop qualifying for Working Tax Credit
- Universal Credit (not in work)
- Universal Credit (in work) where the award is based on annual earnings from employment or selfemployment and that has been determined as less than £7,400

In addition to qualifying for free school meals, the application means that your child will automatically be able to seek financial support towards the cost of a uniform, PE kit and IT equipment. (See section on 'Awards to Pupils' below)

Many children across Merthyr Tydfil may be entitled to free school meals and uniform grants but are not receiving them because they have not applied to the Council.

You can apply by collecting a Free School Meal / Schools Essential Grant application from your child's school, or the Benefit section at the Civic Centre, or online at the following link: https://www.merthyr.gov.uk/resident/benefits-and-grants/apply-for-free-school-mealsschools-essential-grant-clothing-grant/

2. Awards to Pupils

(i) School Uniform Grants / School Essentials Grant

Welsh Government provides a School Essentials Grant to assist families on a low income with the purchase of school uniform and other equipment for their children. The grant is available to eligible (eligibility is dependent on Welsh Government terms and conditions, which can vary year on year) compulsory school age pupils in primary schools, secondary schools, special schools, special needs resource bases, and pupil referral units, who have an existing entitlement to free school meals. Pupils with a 'protected' entitlement to free school meals are not eligible for the School Essentials Grant. All Children Looked After of compulsory school age are entitled to the grant.

CHILDREN OF UK SERVICE PERSONNEL

Admission authorities must not refuse a place to the child of currently serving service personnel because the family is not yet living in the area. 'In year' movement should be treated the same as in advance of the school year. Whilst the parent/s remain in the armed forces the provisions of the Code that apply to children of UK Service personnel should apply. These are as follows;

'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, often at relatively short notice. School places must 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. Children of UK Service Personnel may be given excepted status for infant class size purposes when admitted to a school outside the normal admission round.

B. SCHOOL TRANSPORT POLICY

The authority has a statutory duty to provide pupils with free transport to the nearest available school if they reside beyond 'walking distance' to that school. The law relating to 'walking distance' is defined as two miles for primary age and three miles for secondary age, measured by the nearest available safe walking route. Merthyr Tydfil County Borough Council currently provides transport as follows:

- for primary age pupils residing over 2 miles from their nearest or designated catchment area primary school and;
- for secondary age pupils residing over 3 miles from their nearest or designated catchment area secondary school.

The latest information can be found on the authority's website; or by contacting the Customer Contact Centre (01685) 725000 and ask for School Transport.

The distance criteria applies to all schools including Voluntary Aided and Welsh-medium schools. Where pupils attend a school other than the nearest or designated catchment area school, as a result of parental choice, it must be understood that school transport is not provided by the local authority and parents must accept full responsibility for transport costs and arrangements. If a child qualifies for free transport, a place will be provided on a contract vehicle serving the particular area.



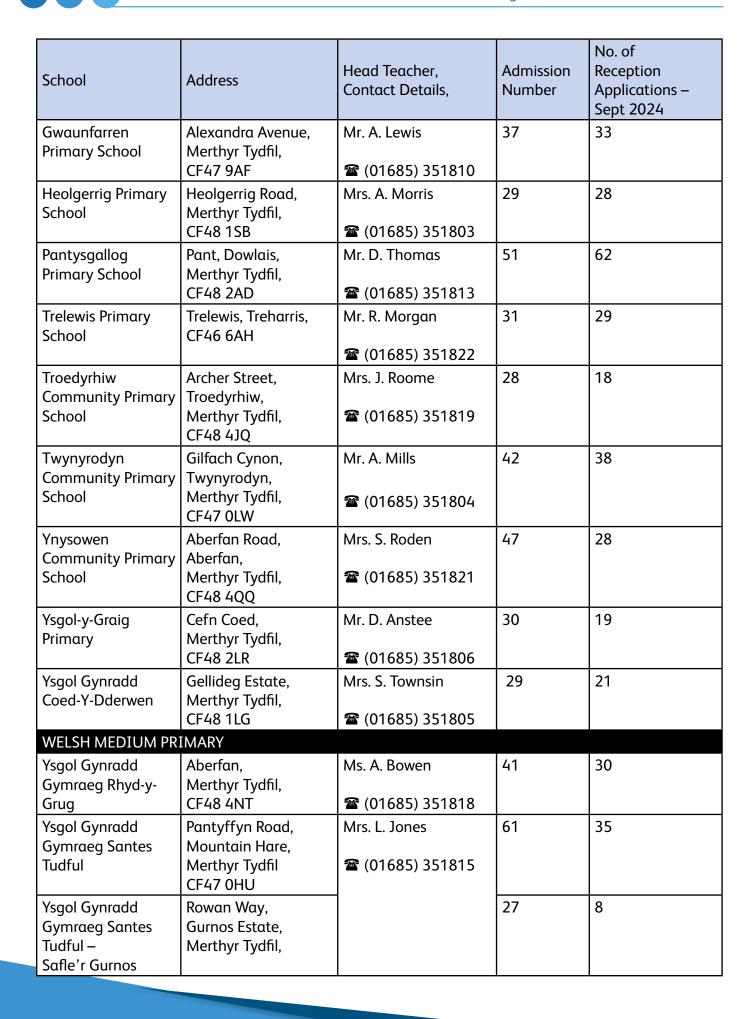
All schools within the Merthyr Tydfil County Borough Council are co-educational All schools within the Merthyr Tydfil County Borough are day schools All schools teach through the medium of English, except the two Welsh Medium Primary Schools

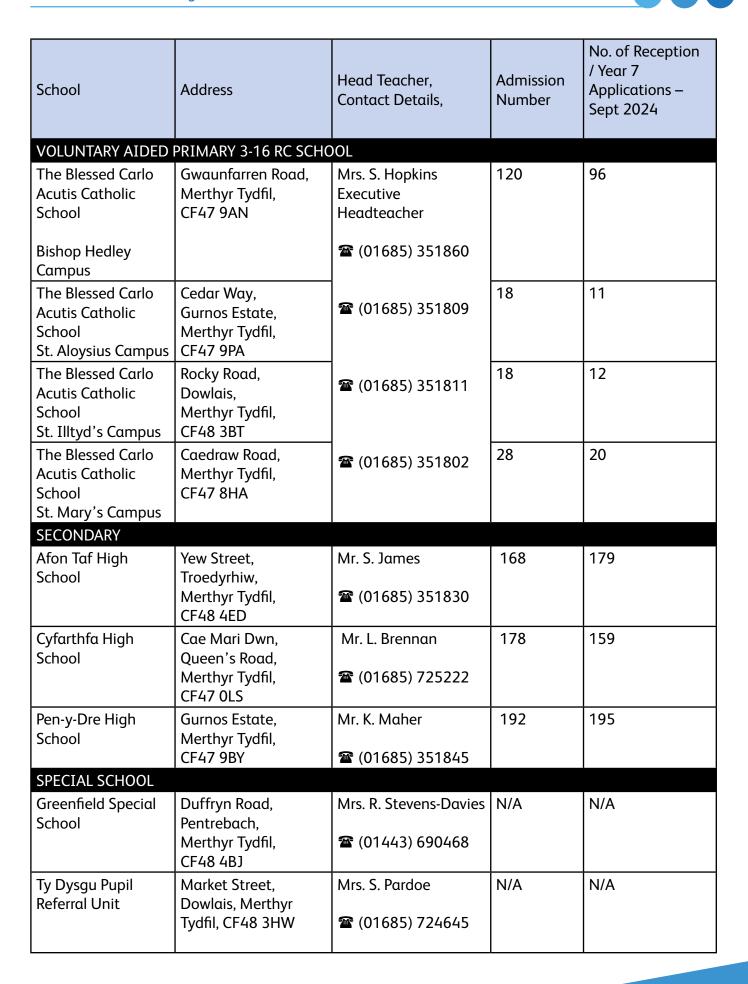
The Local Authority constantly reviews the Planning of School Places, which could result in a change to the Admission Number. Subsequently the schools recorded Admission Number may be amended

AGE RANGE

PRIMARY SCHOOL AGES 3 - 11 SECONDARY SCHOOLS AGES 11 - 16 VOLUNTARY AIDED SCHOOL AGES 3 - 16

School	Address	Head Teacher, Contact Details,	Admission Number	No. of Reception Applications – Sept 2024
PRIMARY			1	
Abercanaid Primary School	The Park, Abercanaid, Merthyr Tydfil, CF48 1SZ	Mrs. J. Edwards (01685) 351820	26	23
Bedlinog Community Primary School	Hylton Terrace, Bedlinog, Treharris,	Mr. R. Morgαn (01685) 351823	14	6
Caedraw Primary School	Caedraw Road, Merthyr Tydfil, CF47 8HA	Miss. D. Williams ☎ (01685) 351801	32	21
Cyfarthfa Park Primary School	Cyfarthfa Park, Merthyr Tydfil, CF47 8RE	Mr. O. Morgan (01685) 351807	56	37
Dowlais Primary School	High Street, Caeharris, Dowlais, Merthyr Tydfil, CF48 3HB	Mrs. J. Estebanez (01685) 351808	22	20
Edwardsville Primary School	Cardiff Road, Edwardsville, Treharris, CF46 5NE	Mrs. E. Edmunds (01685) 351824	46	46
Gellifaelog Primary School	Penydarren, Merthyr Tydfil, CF47 9TJ	Mr. J. Voros (01685) 351812	34	18
Goetre Primary School	Rowan Way, Gurnos Estate, Merthyr Tydfil, CF47 9PB	Mr. D. Beech (01685) 351814	62	50





D. ASSOCIATED PRIMARY / SECONDARY SCHOOLS

Please note that being a registered pupil at an associated primary school does not guarantee or entitle your child to a place at a particular secondary school.

AFON TAF HIGH SCHOOL

Abercanaid Community School Bedlinog Community Primary School Edwardsville Primary School Troedyrhiw Community Primary School Trelewis Primary School Ynysowen Community Primary School

CYFARTHFA HIGH SCHOOL

Caedraw Primary School Cyfarthfa Park Primary School Heolgerrig Community School Twynyrodyn Community School Ysgol Gynradd Coed Y Dderwen

PEN-Y-DRE HIGH SCHOOL

Dowlais Primary School Gellifaelog Primary School Goetre Primary School Gwaunfarren Primary School Pantysgallog Primary School Ysgol-y-Graig Primary

YSGOL GYFUN RHYDYWAUN

The following schools are linked to Ysgol Gyfun Rhydywaun, Rhodfa Lawrence, Penywaun, Hirwaun, CF44 9ES:

Ysgol Gynradd Gymraeg Rhyd-Y-Grug Ysgol Gynradd Gymraeg Santes Tudful