

# SCHOOL ADMISSION ARRANGEMENTS FOR PARENTS



2022-2023



Cyngor Bwrdeistref Sirol  
MERTHYR TUDFUL  
MERTHYR TYDFIL  
County Borough Council

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 2022/2023 and, although correct at September 2021, does not preclude changes to the relevant arrangements before the start of, or during, the 2022/2023 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.

## Contact Details:

email:[school.admissions@merthyr.gov.uk](mailto:school.admissions@merthyr.gov.uk)

website:[www.merthyr.gov.uk](http://www.merthyr.gov.uk)

Tel: (01685) 725000

The authority's website includes information on school admission arrangement: a copy of this booklet; the authority's admission policy for 2022/23; and details of how to apply on-line.

APPLY ONLINE AT [school.admissions@merthyr.gov.uk](mailto:school.admissions@merthyr.gov.uk)

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## FOREWORD

Dear Parents/Carers

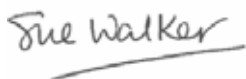
Choosing which school is best for your child is one of the most important decisions you will make. In this book you will find all the information you need about the schools across Merthyr Tydfil and how you apply for a place.

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. There is more information on Welsh medium education in our Being Bilingual booklet which can be found here. <https://www.merthyr.gov.uk/media/6198/being-bilingual-booklet-2020.pdf>

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

I 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**

Prif Swyddog (Dysgu)/Prif Swyddog Addysg  
Chief Officer (Learning)/Chief Education Officer



**Councillor Lisa Mytton**

Leader of MTCBC

## SCHOOL TERM AND HOLIDAY DATES

### ACADEMIC YEAR 2021-2022

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	HALF TERM ENDS	TERM ENDS	NO OF SCHOOL DAYS
AUTUMN 2021	Thursday 2 <sup>nd</sup> September	Monday 25 <sup>th</sup> October	Friday 29 <sup>th</sup> October	Friday 17 <sup>th</sup> December	72
SPRING 2022	Tuesday 4 <sup>th</sup> January	Monday 21 <sup>st</sup> February	Friday 25 <sup>th</sup> February	Friday 8 <sup>th</sup> April	64
SUMMER 2022	Monday 25 <sup>th</sup> April	Monday 30 <sup>th</sup> May	Friday 3 <sup>rd</sup> June	Monday 22 <sup>nd</sup> July	59
<b>TOTAL</b>					<b>195</b>

### ACADEMIC YEAR 2022-2023

TERM	TERM BEGINS	HALF TERM STARTS	HALF TERM ENDS	TERM ENDS	NO OF SCHOOL DAYS
AUTUMN 2022	Monday 5 <sup>th</sup> September	Monday 31 <sup>st</sup> October	Friday 4 <sup>th</sup> November	Friday 23 December	75
SPRING 2023	Monday 9 <sup>th</sup> January	Monday 20 <sup>th</sup> February	Friday 24 February	Friday 31 March	55
SUMMER 2023	Monday 17 <sup>th</sup> April	Monday 29 <sup>th</sup> May	Friday 2 <sup>nd</sup> June	Monday 24 <sup>th</sup> July	64
<b>TOTAL</b>					<b>195</b>

Significant dates:

Christmas	Sunday 25 December 2022
Easter	Good Friday 7 April 2023
	Easter Monday 10 April 2023
May Bank Holidays	Monday 1 May 2023
	Monday 29 May 2023

All schools will be closed on **Monday 1 May 2023** for the May Day Bank Holiday.

## When to apply for a school place?

### Admission Timetables for Academic Year 2022-2023

Admission Cohort	Age of Pupil	On-line Opens	On-line Closes	Decision letters Issued
Secondary School Year 7	12 <sup>th</sup> birthday falls between 1 <sup>st</sup> September 2022 and 31 <sup>st</sup> August 2023	5 <sup>th</sup> September 2021	<b>23<sup>rd</sup> December 2021</b>	1 <sup>st</sup> March 2022
Primary School Reception Class (i.e. Age 4 before 1 <sup>st</sup> Sept 2022)	5 <sup>th</sup> birthday falls between 1 <sup>st</sup> September 2022 and 31 <sup>st</sup> August 2023	5 <sup>th</sup> September 2021	<b>23<sup>rd</sup> December 2021</b>	16 <sup>th</sup> April 2022
<b>Appeal Timetable Reception and Year 7 only</b>				
Admission Cohort	Closing Date for Receipt of Appeals			
	Appeals Heard			
Primary School – Reception Class		02 <sup>nd</sup> May 2022	Within 30 school days of the appeal being received in writing	
Secondary School – Year 7		15 <sup>th</sup> March 2022	Within 30 school days of the appeal being received in writing	

### Appeals 2021-22

During the Academic Year 2021-22, the Local Authority received no appeals from parents /carers

### Pre-Nursery/ Nursery Timetable

ADMISSION COHORT	AGE OF PUPIL	APPLICATIONS TO BE RETURNED BY	DECISION NOTIFICATIONS ISSUED	START DATE
Primary School Nursery Class – September 2022 (i.e. Age 3 before 1 <sup>st</sup> September 2022)	4 <sup>th</sup> birthday falls between: 1 <sup>st</sup> September 2022 and 31 <sup>st</sup> August 2023	17 <sup>th</sup> December 2021	31 <sup>st</sup> January 2022	September 2022
Pre-Nursery January 2023	3 <sup>rd</sup> birthday falls between: 1 <sup>st</sup> September and 31 <sup>st</sup> December 2022	31 <sup>st</sup> March 2022	29 <sup>th</sup> April 2022	January 2023
Pre-Nursery April 2023	3 <sup>rd</sup> birthday falls between: 1 <sup>st</sup> January and 31 <sup>st</sup> March 2023	27 <sup>th</sup> May 2022	30 <sup>th</sup> June 2022	April 2023

Please note there is no right of appeal for admissions to pre-nursery or nursery.

ALL APPLICATION FORMS MUST BE RETURNED TO THE SCHOOLS ADMISSION TEAM AT

[ICS.SchoolAdmissions@merthyr.gov.uk](mailto:ICS.SchoolAdmissions@merthyr.gov.uk)

## A. ADMISSIONS TO MERTHYR TYDFIL SCHOOLS

### 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 church voluntary aided 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 2022 will need to indicate, in writing, their preferred school. Admission to all schools is through the admission application process administered by the admission authority. When an application is made, there is no automatic right to attend a school. If there are fewer applications than places, all applicants are admitted. However, if there are more applications, then places are allocated according to the oversubscription criteria as detailed on pages 20 and 21.

Parents/carers should express their right of preference:

- on admission to nursery class/school;
- on admission to reception class;
- on transfer from primary to secondary school;
- at any time that parents may wish to transfer their child from one school to another.

**An appropriate information leaflet will be sent to all relevant parents/carers, which will advise you how to apply on-line at [www.merthyr.gov.uk/apply-for-a-school-place](http://www.merthyr.gov.uk/apply-for-a-school-place)**

**Please note that on-line admissions is applicable to all Nursery, Reception and Year 7 Secondary applications.**

**Please see 'Admission and Appeals Tables' on page 6 for the dates when applications can be made.**

Parents/carers may further express their right of preference for a Welsh-medium school, or a church 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 states that where a child has been permanently excluded from two or more schools, the parent/carer can still express a preference for a school place but the requirement for the admission authority to comply with that preference is removed for two years.
- Class sizes are limited to 30 by law for Foundation Phase classes and by Welsh Government targets for Key Stage 2.

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 arrangements stated in Organisation of Schools, point 6. 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 2010.

## **ADMISSION LIMIT**

Every school has an admission number which is set according to the school's capacity to accommodate pupils. It represents the maximum 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 25-27 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 pages 20-21) 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. Key Stage 2 class sizes are limited in line with Welsh Government targets.



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' admitted outside the normal admissions round;
- pupils for whom education at a school of a particular religious character is desired and who are admitted to such a school outside the normal admissions round and;
- 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 its admission number but has already organised its classes.
- Children with siblings (brothers and sisters) living in the same household attending the school. 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. Please Note, **there is no automatic entry to reception for children who have attended a nursery class at these schools.** Applications for places will be required and oversubscription criteria will be applied if necessary.

The normal ages for admission in Merthyr Tydfil are:

where nursery pupils enter a reception class on first admission to a school, they will count towards the recognised admission number/admission limit.

Age 3/4-nursery and age 4/5 reception in primary school;

Age 11/12 in secondary schools.

Compulsory school age begins as follows:

1st September for those who reached 5 years of age between the preceding 1<sup>st</sup> April and 31<sup>st</sup> August;

1st January for those who reached 5 years of age between the preceding 1<sup>st</sup> September and 31<sup>st</sup> December;

1<sup>st</sup> April for those who reached 5 years of age between the preceding 1<sup>st</sup> January and 31<sup>st</sup> March.

## ORGANISATION OF SCHOOLS

### 1. Nursery Education

The local authority has reviewed the sufficiency of nursery education provision across the county borough in consultation with parents and other stakeholders.

The local authority's aim is to offer every child access to part-time nursery education from the start of the term following the child's third birthday (this is 'pre-nursery' or Foundation Phase Nursery 1) and to full-time nursery education in the academic year that the child has their fourth birthday (this is nursery of Foundation Phase Nursery 2).

The Nursery Education Admissions Policy is reviewed annually as part of published admission arrangements and the following nursery education provision is proposed to be offered for 2022/23:

#### English Medium

- All pre-nursery (FPN1) places will be part-time and will be for a minimum of two and a half hours per day.
- All nursery (FPN2) places will be full-time and will be a minimum of five hours per day.

## Welsh Medium

- All pre-nursery (FPN1) places will be part-time and will be for a minimum of two and a half hours per
- All nursery (FPN2) places will be full-time and will be a minimum of five hours per day.

Please note that all nursery education places, both EM and WM, will be offered by the local authority on behalf of schools, subject to capacity limits as determined by the local authority. There is no right of appeal for nursery admissions as nursery education is non-statutory i.e. provided prior to statutory school age.

Although not able to directly control nursery education admissions offered by Voluntary Aided (VA) schools, the local authority determines the funding arrangements for all nursery education places across its maintained schools, including VA schools.

The current delegated arrangements require schools to receive funding in line with the Nursery Education Admissions Policy and therefore the following funding arrangements are proposed for all schools:

All pre-nursery (FPN1) places in both January and April to be funded as part-time only i.e. 50% of a full-time place.

All nursery (FPN2) places to be funded as either full-time or part-time to match the actual offer made by the local authority, or in the case of voluntary aided schools, the offer made by each individual schools governing body.

### **Pre-Nursery Admissions / Foundation Phase Nursery 1 (FPN1)**

Children who turn 3 years of age during the academic year (rising 3s) are eligible to apply for a pre-nursery place (FPN1) 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 by the local authority, no further pre-nursery pupils may be admitted. However, pre-nursery places may be available in alternative schools to a parents' first preference. If an alternative pre-nursery place is accepted, then parents can still apply for a nursery place (FPN2) in their first preference school from the Autumn Term. This will be discussed further with each parent when allocating their child, a pre-nursery place.

### **Nursery Admissions / Foundation Phase Nursery 2 (FPN2)**

Parents are required to apply for a nursery education place (FPN2) from the Autumn Term for all eligible children. Those children who are already admitted to a pre-nursery class (FPN1) will not have an automatic right to continue education at that school, and a separate application process for a nursery place in the Autumn Term is required. Whilst every effort will be made to accommodate all applications into the Nursery class in September, there may be occasions when due to oversubscription, it will not be possible for this to take place.

### **There is no right of an appeal for nursery and pre-nursery places**

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.

### **Registered Education Providers (REPs) in Non-Maintained Settings**

Where a pre-nursery or nursery place in school is not able to be offered due to insufficient space, and parents do not wish to accept an alternative school nursery, then the local authority can provide Early Years grant funding to access a part-time Nursery Education place at one of the three Registered Education Providers (REPs) in Merthyr Tydfil.

The three settings that are currently registered as Early Years Education Providers are located in Cwm Golau Integrated Children's Centre, Pentrebach:-

- Cylch Meithrin Pentrebach (Welsh Medium)
- Little Rascals Pre-School
- Funtazia Day Nursery

If you require any further information on Early Years Education Providers, please make contact on (01685) 727387/727374

## 2. Primary Education

Every child is required by law to receive full-time education from the beginning of the school term after his/her fifth birthday. In Merthyr Tydfil 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 in School Admissions Team, Learning Department. Children between the ages of 3/4-11 years are recognised as pupils receiving primary education. **Attendance between the age of 3 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.**

## 3. 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.**

## 4. Admission to Primary Schools

Pupils who will attain the age of five during the school year may be admitted to primary school at the commencement of the school year in September.

Parents/carers should notify the local authority in advance if they have a child who will reach the age of 4 years by 31<sup>st</sup> August, 2022. Admission applications are sent out during the Autumn term and it is important that you do not miss out on a place due to a late application. Although places are offered by the local authority, parents/carers may also wish to let their local primary know that they have a child approaching school age. If parents/carers are unsure which school normally serves their locality, please refer to [www.merthyr.gov.uk/resident/schools-and-learning/admissions-and-appeals](http://www.merthyr.gov.uk/resident/schools-and-learning/admissions-and-appeals)

If parents/carers wish their child to attend a primary school which does not serve their locality they should contact the Customer Contact Centre for advice (01685 725000). Applications for such admissions should be made as early as possible and as stipulated in Section H "Applying for a Place" (page 19).

There may be occasions when, due to oversubscription, it will not be possible to access a place in a parent's preferred school for their child. For details of the oversubscription criteria for pupil entry please refer to page 20, Section I).

## 5. Changing Schools: Primary Education

Changing schools during primary education is a serious step for a child. Such a decision may be unavoidable, e.g. as a consequence of the family moving home, and in such circumstances parents/carers will need to contact the local school as well as the Customer Contact Centre 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, School Admissions Team for advice before making the application. Please refer to Part Two (page 24) for information relating to home to school transport. If there is a suitable vacancy, a child will be admitted to the school. 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.

## 6. 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 2010 and 31st August 2011 they will transfer to the local secondary school provision in September 2022. Parents will need to complete an application form to secure their child's place. 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 Customer Contact Centre for advice (01685 725000). Applications for such admissions should be made as early as possible and as stipulated in Section H "Applying for a Place" (page 19). The relevant criteria are listed in Section I "What Happens When Too Many Children Apply for Places?" (page 20).

### Examinations

The Merthyr Tydfil County Borough Council adheres to the advice, guidance and legislation provided by Welsh Government with regard to entrance for public examinations. Further information on school policy can be gained from the school direct, along with details of the appropriate level for the subjects they study. Examination fees are normally paid by the school, subject to terms and conditions.

## 7. Changing Secondary Schools

Changing schools during secondary education 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 authority as well as the Customer Contact Centre 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 refer to Part Two (page 24) 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 who's parents/carers have already applied for a place at the school for them, then the child should be admitted to the school. It should be noted that curriculum option choices may vary from school to school.

## WELSH LANGUAGE POLICY

For further information about sending your child to a Welsh Medium School:-

<http://merthyrfs.org/media/2098/being-bilingual-landscape-2017.pdf>

The local authority has two Welsh medium primary schools Ysgol Gynradd Gymraeg Santes Tudful which serves the North and Centre of the County Borough and Ysgol Gynradd Gymraeg Rhyd y Grug which serves the South of the County Borough. From January 2022 children entering Welsh medium nursery provision will be offered a place in the New Welsh medium school which will open in the old Gurnos Nursery. This school will run as a satellite provision or Ysgol Gynradd Gymraeg Santes Tudful in the first instance. There is no secondary Welsh medium provision within Merthyr Tydfil. The feeder Welsh medium secondary school is Ysgol Gyfun Rhydywaun, RCT.

## ADMISSION TO VOLUNTARY AIDED SCHOOL

### Admissions Policy 3-16 school

This policy refers to admission in September 2022. The 3-16 Catholic school is a voluntary aided school in the Archdiocese of Cardiff. The Temporary 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 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.

The admission number for the school is **193**, split across the four separate sites as follows:

Year 7 (Bishop Hedley site)	120
Reception (St Aloysius site)	23
Reception (St Illtyd's site)	22
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. 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.

Note to governors: I have amended this wording to differentiate between the Primary and the Secondary sites and have used the exact wording in the current schools' admission policies. As Bishop Hedley uses a different method of calculating distance than that of the Primaries I have left that out for the time being. The policy can be issued for consultation without that detail so long as it's included at the time the policy is issued to parents.

## **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.**

## ADMISSION ARRANGEMENTS FOR PUPILS WITH ADDITIONAL LEARNING NEED

Pupils with additional learning needs 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, would be determined by the Admission authority.

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 SEN maintained by the local authority, 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 Education 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](http://www.merthyr.gov.uk) or contact 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 through the admission/local authority on the official forms. The criteria listed on pages 19-20 in Section I "What Happens When Too Many Children Apply for Places?" will place all applicants in order of priority for admissions. Parents/carers should apply by **23rd December 2021** for admission to **Secondary** school in September 2022, and by **23<sup>rd</sup> December 2021** for admission to **Reception** class in primary schools in September 2022; and by **17th December 2021** for admission to Nursery class in September 2022. The local authority will write to parents/carers offering a place and will also advise if it is not possible for a child to attend the preferred school.

You must apply on-line for Secondary and Reception at [www.merthyr.gov.uk/apply-for-a-schoolplace](http://www.merthyr.gov.uk/apply-for-a-schoolplace)

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.

## WHAT HAPPENS WHEN TOO MANY CHILDREN APPLY FOR A PLACE?

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:

### OVERSUBSCRIPTION CRITERIA

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

**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 2022.

**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 2022.

**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. **PLEASE NOTE THAT:**

- 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.
- The date a parent/carer request with a school that their child's name be put on their school's initial list is not a criteria for entry and does not guarantee a place; it merely enables an application form to be sent out at the correct time.

Please ring the Customer Contact Centre for advice (01685) 725000

## VERIFICATION OF INFORMATION

### 1. Birth Certificate

A copy of the birth certificate should be attached to the application form in order to verify the details of the child/children applying for admission to school.

### 2. 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.

### 3. Medical Need

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

### 4. Multiple Births

If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth eg twins, triplets, they have next priority for a place. There is legislation which covers class size limits and in such circumstances the regulations can allow exceptions to the class size.

### 5. 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.

The LA has a statutory power to direct the governing body for a maintained school for which it is **not** the admissions authority to admit any child where the child has been refused admission to each school which is a reasonable distance from the child's home. It is not necessary for the LA to use this power for community and voluntary controlled schools as such schools do not have the power to refuse admissions.

Since the introduction of the regulations regarding infant class sizes, admission authorities may refuse to admit a child to a school where admission would oblige the school to take measures such as employing an extra teacher or building an extra classroom in order to comply with the new limits. In an appeal against admission, the Appeal Panel will only be able to uphold an appeal if the decision was not one which a reasonable admission authority would make in circumstances of the case or the child would have been offered a place if the admission policy had been properly implemented.

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.

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

## ADMISSIONS AT OTHER TIMES

Application for admission to a primary or secondary school at other times e.g. for those moving into the County Borough, should be made to the Customer Contact Centre (01685) 725000, where an officer will be able to advise on the admission procedure and availability of places.

## 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](http://www.merthyr.ac.uk/mtc)

## WAITING LISTS

For the more popular 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.

## 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 or see the following:

E-mail: [myschoollunch@merthyr.gov.uk](mailto:myschoollunch@merthyr.gov.uk) or Website: [www.merthyr.gov.uk/resident/schools-and-learning/school-dinners-and-breakfast-clubs/](http://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 followed 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](mailto:myschoollunch@merthyr.gov.uk))
- A menu will then be provided to the school kitchen and parent

This process is encouraged to be completed before the pupil commences school in order to avoid delays in providing food provisions.

For all religious / ethnic choice diets (including vegetarian diets), a request must be submitted in writing to the school catering department ([myschoollunch@merthyr.gov.uk](mailto:myschoollunch@merthyr.gov.uk) and the school.

**No diversion to the mainstream menu will be applied until the above has been carried out and completed.**

For further information, please contact the Merthyr Tydfil School Catering Team on (01685) 725181 or email: [myschoollunch@merthyr.gov.uk](mailto:myschoollunch@merthyr.gov.uk)

### Primary School Free Breakfast Initiative

A free breakfast is available for all pupils in all of our 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.

## PROVISION OF FREE SCHOOL MEALS AND SCHOOL CLOTHING

### 1. Free School Meals

Free school meals are available to all children whose parents/carers claim certain benefits and have applied to the Council. If qualifying, your child's school will automatically be told that he/ she can be given a meal. 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. (See section below)

Many children across Merthyr Tydfil may be entitled to free school meals and uniforms but are not receiving them because they have not applied to the Council. You can apply by collecting a free school meal application form from your child's school, or the Benefit section at the Civic Centre. If you make a new claim for Housing Benefit or Council Tax Reduction, you will also be asked if you wish to apply for free school meals. Please contact the Benefits Team for more information and assistance (01685) 725000 or e-mail [benefits@merthyr.gov.uk](mailto:benefits@merthyr.gov.uk)

## 2. Awards to Pupils

### (i) School Uniform Grants

Welsh Government provides a Pupil Development 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) pupils in primary and secondary schools, special schools, special needs resource bases and pupil referral units and Looked After Children with an existing entitlement to free school meals, not protected free school meals.

### (ii) Clothing Grants

Grants towards the cost of school clothing may be available if parent/carers are in receipt of Income Support or Income Based Job Seekers Allowance. Please contact your child's prospective secondary school as each school has its own procedure for making these allowances.

## CHILDREN OF UK SERVICE PERSONNEL

### School Admissions Code guidance relating to the children of service personnel

#### Normal admissions round/ where school places are available

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)

*3.65 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.

The distance criteria apply to all schools including Faith and Welsh-medium schools. However, where pupils attend, as a result of parental choice, a school other than the nearest or designated catchment area school, it must be understood that parents 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.

## C. LIST OF SCHOOLS







All schools within the Merthyr Tydfil County Borough Council are co-educational and are non-residential. With the exception of Ysgol Rhyd y Grug and Ysgol Santes Tudful, all schools teach through the medium of English.

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 SCHOOLS – AGES 3 - 11**

**SECONDARY SCHOOLS – AGES 11 -16**

School	Address	Head Teacher, Contact Details	Admission Number	No. of Reception Applications – Sept 2021
<b>PRIMARY</b>				
Abercanaid Primary School	The Park, Abercanaid, Merthyr Tydfil, CF48 1SZ	Mrs. J. Edwards  (01685) 351820	30	24
Bedlinog Community Primary School	Hylton Terrace, Bedlinog, Treharris, CF46 6RE	Mr. R. Morgan  (01685) 351823	14	13
Caedraw Primary School	Caedraw Road, Merthyr Tydfil, CF47 8HA	TBC  (01685) 351801	30	30
Cyfarthfa Park Primary School	Cyfarthfa Park, Merthyr Tydfil, CF47 8RE	Mr. O. Morgan  (01685) 351807	56	53
Dowlais Primary School	High Street, Caeharris, Dowlais, Merthyr Tydfil, CF48 3HB	Mrs. R. Williams  (01685) 351808	30	15
Edwardsville Primary School	Cardiff Road, Edwardsville, Treharris, CF46 5NE	Mrs. E. Edmunds  (01685) 351824	45	39

School	Address	Head Teacher, Contact Details	Admission Number	No. of Reception Applications – Sept 2021
Gellifaelog Primary School	Penydarren, Merthyr Tydfil, CF47 9TJ	Mr. J. Voros  (01685) 351812	34	33
Goetre Primary School	Rowan Way, Gurnos Estate, Merthyr Tydfil, CF47 9PB	TBC  (01685) 351814	55	54
Gwaunfarren Primary School	Alexandra Avenue, Merthyr Tydfil, CF47 9AF	Mrs. L. Bibby  (01685) 351810	40	37
Heolgerrig Primary School	Heolgerrig Road, Merthyr Tydfil, CF48 1SB	Mrs. A. Morris  (01685) 351803	30	30
Pantyscallog Primary School	Pant, Dowlais, Merthyr Tydfil, CF48 2AD	Mr. D. Thomas  (01685) 351813	55	55
Trelewis Primary School	Trelewis, Treharris, CF46 6AH	Mr. R. Morgan  (01685) 351822	30	35
Troedyrhiw Community Primary School	Archer Street, Troedyrhiw, Merthyr Tydfil, CF48 4JQ	Mrs. J. Roome  (01685) 351819	30	29
Twynyrodyn Community Primary School	Gilfach Cynon, Twynyrodyn, Merthyr Tydfil, CF47 0LW	Mr. A. Mills  (01685) 351804	46	33
Ynysowen Community Primary School	Aberfan Road, Aberfan, Merthyr Tydfil, CF48 4QQ	Mrs. S. Roden  (01685) 351821	38	38
Ysgol-y-Graig Primary	Cefn Coed, Merthyr Tydfil, CF48 2RD	Mr. D. Anstee  (01685) 351806	30	24
Ysgol Gynradd Coed-Y-Dderwen	Gellideg Estate, Merthyr Tydfil, CF48 1LG	Mrs. S. Townsin  (01685) 351805	33	23



School	Address	Head Teacher, Contact Details	Admission Number	No. of Reception Applications – Sept 2021
<b>WELSH MEDIUM PRIMARY</b>				
Ysgol Gynradd Gymraeg Rhyd-y-Grug	Aberfan, Merthyr Tydfil, CF48 4NT	TBC  (01685) 351818	40	40
Ysgol Gynradd Gymraeg Santes Tudful	Pantffyn Road, Mountain Hare, Merthyr Tydfil CF47 0HU	Mr. G. Jones  (01685) 351815	66	46
<b>VOLUNTARY AIDED PRIMARY</b>				
St. Aloysius RC Primary School	Cedar Way, Gurnos Estate, Merthyr Tydfil, CF47 9PA	Mrs. K. Jones (Acting Head)  (01685) 351809	23	N/A
St. Illtyd's RC Primary School	Rocky Road, Dowlais, Merthyr Tydfil, CF48 3BT	Mrs. K. Wathan Executive Head  (01685) 351811	22	N/A
St. Mary's RC Primary School	Caedraw Road, Merthyr Tydfil, CF47 8HA	Mrs. K. Wathan Executive Head  (01685) 351802	28	N/A
<b>VOLUNTARY AIDED SECONDARY</b>				
Bishop Hedley RC High School	Gwaunfarren Road, Merthyr Tydfil, CF47 9AN	Mrs. S. Hopkins  (01685) 351860		N/A
Both the Voluntary Aided Primary and Secondary Schools will be under one Headteacher due to becoming a 3-16 Voluntary Aided School with effect from September 2022				
<b>SECONDARY</b>				
Afon Taf High School	Yew Street, Troedyrhiw, Merthyr Tydfil, CF48 4ED	Mr. S. James  (01685) 351830		N/A
Cyfarthfa High School	Cae Mari Dwn, Queen's Road, Merthyr Tydfil, CF47 0LS	Mr. R. Francis  (01685) 725222		N/A
Pen-y-Dre High School	Gurnos Estate, Merthyr Tydfil, CF47 9BY	Mr. K. Maher  (01685) 351845		N/A
<b>SPECIAL SCHOOL</b>				
Greenfield Special School	Duffryn Road, Pentrebach, Merthyr Tydfil, CF48 4BJ	Mrs. R. Stevens-Davies  (01443) 690468	N/A	N/A

## **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  
Twynnyrodyn 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