



## TORFAEN COUNTY BOROUGH COUNCIL SCHOOL ADMISSIONS POLICY 2026/27



This document is available in Welsh  
Mae'r ddogfen hon ar gael yn Gymraeg



## **September 2026 Admissions Timetable**

<b>September 2026 admission groups:</b>	<b>Admission round commences:</b>	<b>Closing date for applications:</b>	<b>Decision date:</b>
Nursery	9 <sup>th</sup> June 25	18 <sup>th</sup> July 25 5pm	15 <sup>th</sup> Sept 25
Reception	13 <sup>th</sup> Nov 25	15 <sup>th</sup> Jan 26 5pm	16 <sup>th</sup> April 26
Secondary	19 <sup>th</sup> Sept 25	31 <sup>st</sup> Oct 25 5pm	2 <sup>nd</sup> March 26

In Torfaen, each address will fall within the catchment area of both an English Medium and a Welsh Medium school. Catchment school details can be found here; [Catchment Areas | Torfaen County Borough Council](#)

## **EDUCATION THROUGH THE MEDIUM OF WELSH**

### **Nursery and Pre School provision**

There are four Welsh Medium Nursery units at Ysgol Gymraeg Cwmbran, Ysgol Bryn Onnen (Varteg, Pontypool), Ysgol Gymraeg Gwynllyw (Trevethin) and Ysgol Panteg (Griffithstown).

### **Reception and Secondary Admissions**

For parents wishing their child to be educated through the medium of Welsh, there are currently three Welsh Medium **Primary** Schools plus one 3-18 school also offering Reception places in Torfaen, details as follows:

Ysgol Bryn Onnen situated in Varteg serving the North of the borough.

Ysgol Gymraeg Cwmbran serving the majority of the Cwmbran area.

Ysgol Panteg situated in Griffithstown serving parts of Cwmbran and mid Torfaen.

\*Ysgol Gymraeg Gwynllyw, situated in Trevethin serving the Pontypool area.

\*It should be noted that this provision started as a “seedling” school offering places in nursery and reception in September 2022, in the first year of operation.

**Secondary** Welsh medium provision is provided at Ysgol Gymraeg Gwynllyw situated in Pontypool. This school became an “all-through” 3-18 setting from September 2022.

The admission arrangements and policies for Welsh Medium provision are the same as those in respect of English medium schools.

Pupils attending a Welsh Medium School will be provided with transport in accordance with the Authority’s transport policy.

**Sixth form admissions (non-statutory education)** English Medium 6<sup>th</sup> form provision is provided in the Torfaen Learning Zone, Cwmbran.

Ysgol Gymraeg Gwynllyw still continues to provide Welsh Medium post 16 education.

### **ADMISSION TO VOLUNTARY AIDED (VA) SCHOOL (FAITH BASED SCHOOLS)**

There are 5 VA 'faith' primary schools in Torfaen, details as follows:

St. David's RC Primary School, Cwmbran

Our lady of the Angels RC Primary School, Cwmbran

Padre Pio RC Primary School, Pontypool

Henllys Church in Wales Primary School

Ponthir Church in Wales Primary School

**St. Albans RC High School** is the regional Roman Catholic Secondary provision for Torfaen.

**Admission arrangements for these schools are dealt directly by the relevant schools governing body and parents are requested to apply directly to the school of your choice.**

### **GENERAL ADMISIONS INFORMATION**

- All pupils requiring a mainstream school place must make an application through the school admissions process. The majority of learners will have their needs identified, met and monitored within maintained mainstream schools through universal and targeted provision.
- Where a pupil has Additional Learning Needs and has been assessed as requiring a statement of SEN or Individual Development Plan (IDP) the pupil may have a specified school named in their statutory plan. Admission arrangements for these pupils can be found below in the section headed 'Additional Learning Needs and Education Tribunal (Wales) act 2018. If pupils do not have a school named, it is considered that the needs of the pupil can be accommodated in any mainstream school and thus no specific priority is afforded, and the application will be assessed in accordance with the agreed oversubscription criteria.
- All admissions into any school are dealt with in accordance with the admissions policy of either the LA or the relevant Governing body and at no stage are pupils 'selected' or are interviews held to determine admission.

- In Torfaen, each address will fall within the catchment area of both an [English-medium and a Welsh-medium school](#). Whilst residing within the catchment area of the preferred school forms an element of the oversubscription criteria it does not guarantee a placement on this basis.
- Where the Authority is unable to offer a child a place in their catchment school, free transport would be provided (if requested) to the nearest school with an available place (not choice of school), subject to the distance criteria laid down in the Authority's transport policy.
- All applications received by the closing date would be considered together and if necessary, the over-subscription criteria will be applied.

Any applications received after the closing date or remain incomplete would be dealt with in accordance with Torfaen's oversubscription criteria and the late application process.

## **ARRANGEMENTS FOR THE ADMISSION OF PUPILS TO COUNTY BOROUGH AND VOLUNTARY CONTROLLED SCHOOLS SEPTEMBER 2026**

### **NURSERY AND PRE SCHOOL PROVISION**

Within Torfaen there is a range of settings available to Nursery aged children.

The Local Authority (LA) Nursery Units (known as maintained nurseries) are attached to Primary Schools. These also include four Welsh Medium units at Ysgol Gymraeg Cwmbran, Ysgol Bryn Onnen (Varteg, Pontypool), Ysgol Gymraeg Gwynllyw (Trevethin) and Ysgol Panteg (Griffithstown).

There are also two Nursery Units at St. David's RC Primary School and Our Lady of the Angels RC Primary School which cater for Catholic children. Admissions into these schools are dealt with by the Governing Body of the relevant school.

Pupils with severe and complex needs are catered for at Crownbridge Special Needs School which is situated on the site of Croesyceiliog Comprehensive School.

There are also non maintained early years settings registered to provide education for three and four year olds. Unlike admission to the LA nurseries, there is no opening/closing dates applicable to these nurseries.

### **ADMISSIONS POLICY**

Each Nursery Unit serves a specific catchment area.

Parents may apply for their child to attend any Authority maintained Nursery Unit, but where there are more children wishing to attend than there are

available places, the Council will apply the oversubscription criteria in order of priority.

Alternatively, parents can choose to place their child in a voluntary or private sector early years setting that is a registered education provider.

Children are able to be admitted to a Nursery School from the beginning of the term following a child's third birthday if places are available irrespective of when the school holidays fall. This is commonly referred to as a Rising 3 place. Children born between 1 April and 31 August are not eligible for a Rising 3 place.

Autumn Term 1<sup>st</sup> September – 31<sup>st</sup> December (Children born between these dates are eligible for a spring/January placement)

Spring Term 1<sup>st</sup> January – 31<sup>st</sup> March (Children born between these dates are eligible for a summer/April placement)

Summer Term 1<sup>st</sup> April – 31<sup>st</sup> August. (Children born between these dates are eligible for a September placement)

There is only one application window for nursery admission and from that one application both September and Rising 3 places will be allocated, where available

Once allocated a September nursery place, children born between 1 September and 31 March may be offered an early start at that nursery in the term following their third birthday, if places are available. A rising 3 placement can only be obtained in the same nursery that a September placement has been secured. If Rising 3 places are available, eligible pupils will be offered an early start at their allocated nursery as follows:

- On 15<sup>th</sup> September 2025 for January 2026 Rising 3 places
- On 30<sup>th</sup> January 2026 for April 2026 Rising 3 places

The Council is unable to consider nursery applications for only part of a school week and therefore admission to nursery schools and classes is offered for a half-day session, either morning or afternoon, 5 days per week. Schools expect pupils attending the nursery to take up all the sessions available to them. If parents do not wish their child to attend all five sessions each week, it might be preferable to seek a place at a non-maintained setting that can more easily accommodate these flexible arrangements.

In certain limited circumstances, full-time placements can be offered to 4-year-olds, if places are available.

**There is no right of appeal against a decision to refuse a nursery placement and no transport is provided for Nursery aged children.**

It is the Council's policy to meet parental preference where possible; however, in some cases there may be more applications for a particular setting than

there are places available. In determining which child should be admitted to Nursery, the Council will apply the following oversubscription criteria in order of priority.

Where a school is named in a statement of Educational Needs or Individual Development Plan, the Council has a duty to admit the child to the named setting before the oversubscription criteria is applied against applications being received.

### **Over subscription criteria for Nursery places**

- **Priority 1: Full time priority (for four-year-olds only).**
  - Children who are looked after or have previously been looked after residing in the catchment area.
  - Children with highly complex ALN needs (in agreement with the ALN department) and/or specific medical needs where appropriate agencies (health) support full time Nursery provision, residing in the catchment area.
  - Children who are on the Child Protection Register residing in the catchment area.
- **Priority 2: Part time priority 3-4 year olds.** Children who are looked after (CLA) by the Local Authority or have been previously looked after.
- **Priority 3:** Children on medical grounds which are supported by a medical consultant's/specialist's report, obtained by the parents, specifying the medical advantage of the child attending the preferred school compared with the normal catchment school.

**NB: Reports from family doctors are not accepted for this purpose.**

- **Priority 4:** Children residing in the catchment area of their preferred school.
- **Priority 5:** Children residing outside of the catchment area of their preferred school who meet the criteria for full-time priority (Priority 1).

After taking account of the above categories, priority will be based on closeness to the school. The distance is measured from the point where the child's home meets the highway, to the nearest available entrance to the school. Measurement will be undertaken by using a Digital Information Mapping System.

Whilst it is the Authority who determines the admission of a child and informs parents of the decision, it is the individual units who will officially notify parents as to the status of the placement ie mornings or afternoons with offer letters being distributed by the end of November of each year.

Attending a Nursery class does not guarantee admission nor give any advantage to the child's application for Reception. Parents must make a separate application for admission to Reception at the appropriate time.

## **RECEPTION AND SECONDARY ADMISISIONS 2026**

The admission of children to schools is controlled and administered by an 'Admissions Authority'. In the case of county borough and voluntary controlled schools, this is recognised as Torfaen County Borough Council (Local Authority (LA)). In the case of voluntary aided schools (church schools), and foundation schools the admissions authority is the governing body of the relevant individual school.

Parents and or Carers need to express a preference for the school they would wish their child(ren) to attend. In the vast majority of cases, parents and or carers are quite happy to choose their local school, but it is legally necessary for that school to be named on an application form and signed by the person with parental responsibility.

Regarding **Reception admissions** most parents will receive a letter detailing how to apply, 6 weeks prior to the admission deadline date. The letters are sent either directly to the child's home address (If the child is not currently attending an LA Nursery base) or via pupil post detailing how to make the application online.

In respect of **Secondary admissions** all parents will receive a letter 6 weeks before the closing date via pupil post containing details on how parents can apply online.

The Authority will require parents to submit documentary evidence where necessary to validate data submitted on an application form e.g., Birth certificate, NHS Medical card, Passport, Recent Council Tax or Utility Bill. Please note: We will not accept a nursery application without proof of date of birth.

When considering applications for admission, the Authority must admit pupils up to a schools Admission Number (AN). The Admission Number being the number of pupils who will be admitted to any year group before applications can be refused.

Where the number of applications exceeds the number of places available the following **over subscription criteria** would be used to determine which applicants would be offered places:

### **Over subscription criteria for Primary/Secondary places**

Where a school is named in a statement of Educational Needs or the Individual Development Plan, the Council has a duty to admit the child to the named setting before the oversubscription criteria is applied against applications being received.

- **Priority 1:** Children who are looked after (CLA) by the Authority or have been previously looked after.

- **Priority 2:** Children on medical grounds which are supported by a medical consultant's/specialist's report, obtained by the parents, specifying the medical advantage of the child attending the preferred school compared with the normal catchment school.

**NB: Reports from family doctors are not accepted for this purpose.**

- **Priority 3:** Children residing in the catchment area of their preferred school with relevant siblings at the school at the date of admission.
- **Priority 4:** Children residing in the catchment area of their preferred school without any siblings at the school at the date of admission.
- **Priority 5:** Children residing outside of the catchment area of their preferred school with relevant siblings at the school at the date of admission.
- **Priority 6:** Children residing out of catchment area of their chosen school without any siblings at the school at the date of admission.

**NB: Brothers and sisters, whether full, half, step or foster will be considered relevant where living together at the same address. This only applies when an older child will definitely be registered at the school when the younger one will be eligible to attend. Siblings born in the same academic year will also be afforded sibling priority.**

Where there is more than one such case, priority will be assessed based on those children closest in age to the elder brothers or sisters already at the school at the date of admission.

The sibling criteria is considered relevant in years Reception to year 11 only. In allocating nursery places siblings do not receive priority under the published over-subscription criteria.

After taking account of the above categories, priority will be based on closeness to the school. The distance is measured from the point where the child's home meets the highway, to the nearest available entrance to the school. Measurement will be undertaken by using a Digital Information Mapping System using the same rules as apply for eligibility for school transport.

The Authority will endeavour to comply with a parent's preferred choice of school taking into account its' own admissions policy and any statutory requirements. Where the number of applications exceeds the number of places available it may be necessary to refuse admission.

In these circumstances, parents have a **statutory right of appeal** and will be provided (in writing) with the reasons for refusal and details of how to appeal. Appeals are arranged by the Authority's Democratic Services Department and heard by an Independent Appeal Panel. Appeals will be held in accordance with the timescales set out in the Welsh Governments Appeals Code of Practice 2013. A placement at an alternative school will not be affected should you wish to pursue the appeal. At the appeal you can be accompanied by a



friend or advisor and any written evidence should be submitted before the hearing.

Further information about appeals can be obtained from Democratic Services, Civic Centre, Pontypool, NP4 6YB.

## **General admissions information**

### **Address Validation**

Parents / Carers are required to submit their Council Tax reference number on their child's admission application form. The Local Authority will use this information to validate that the address submitted on the application form coincides with the information held on the Local Authority's Council Tax database, the adult completing the application must be named on the council tax database.

Where the council tax record cannot be used or for those applicants residing outside of Torfaen, the council will consider a minimum of two of the following documents as being of assistance to determine residency at a particular address:

- A Council Tax Demand Notice (no more than 12 months old)
- An HMRC, DWP or Local Authority notification of entitlement i.e., Child Tax Credit, Working Tax Credit, Universal Credit, Job Seekers Allowance, Child Benefit or Housing Benefit (no more than 3 months old).
- A signed and dated tenancy/lease agreement or official rent book issued by a housing association, local council, established letting agency or solicitor which must cover the relevant closing date (for normal admissions round) / date of submission (for in year transfer applications).
- A mortgage statement (no more than 3 months old).
- A Gas, Electric or Water bill demonstrating use of the relevant service (no more than 3 months old).
- Valid UK photo ID driving licence.
- Valid certificate of Home or Motor Insurance (no more than 12 months old).
- Valid TV Licence certificate (no more than 12 months old).
- Electoral Registration Record (This is an internal check that can be carried out for Torfaen residents only, registration cards are not accepted).

The Council will use the home address provided in the application to determine the catchment school and any eligibility for free home to school transport, in accordance with the Council's current transport policy. Any new address will not be taken into consideration when determining the outcome of an application if the applicant and child do not live there on the closing date.

It is the applicant's responsibility to advise the School Admissions Team of any changes in circumstances including a change of address following submission of the application. This is to ensure that correspondence is sent to

the correct address and will not affect the outcome of the application if this is after the closing date. Any new address can only be taken into consideration when determining the outcome of an application if the child lives there on the closing date and satisfactory evidence is provided to confirm this.

### **Shared residency**

Where parents have shared responsibility for the child and the child spends equal time with both parents during the school week, the place of residence of the parent who receives the child benefit will be considered the child's home for allocation purposes.

### **Person making the application form**

Only persons holding parental responsibility for the named child are able to make an application and they will be required to make a declaration to this effect as part of the application process. Ordinarily it is expected that this person resides at the same address as the child and is referred to as the parent for admission purposes. This will include social workers in the case of children looked after by the Local Authority.

Where parental responsibility is equally shared, the Council will ask the child's parents to determine which parent should submit the application.

It is expected that parents will also agree on school preferences for a child before an application is made. The Council is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

If parents cannot agree and neither has obtained a court order stating who should be making the application/what the preference should be, the Council will accept an application from the parent in receipt of Child Benefit for the child.

### **Multiple birth children**

If when applying the over subscription criteria, the last child to be admitted is one of a multiple birth then the LA will admit the other sibling(s). eg Twins, triplets etc.

### **Deferred entry into Primary School**

The Local Authority will admit a child to a maintained primary/infant school at the start of the academic year in which he/she will turn 5 years old. However, the legal requirements confirm that parents are able to delay the admission of their child until the term following their 5th birthday. The Local Authority is obliged to ensure that any offer of a school place is held for parents who wish for their child's admission into Reception to be deferred until later in the academic year. A parent, however, is not able to defer entry beyond the term following the child's fifth birthday, nor beyond the school year for which the application was made.

## **Summer Term Births**

In the case of a child born during the summer term, they too are not legally required to attend School until the term following their fifth birthday / the September after the normal year of entry for a Reception age child. However, in such circumstances the Local Authority will continue to ensure that children continue to follow their chronological year group and therefore the child would be admitted into year 1 and not Reception.

## **Admission outside the normal age group**

Although most children will be admitted to a school with their own chronological age group, from time-to-time parents seek places outside their normal age group for gifted and talented children, or those who have experienced problems or missed part of a year, often due to ill health. While it would not normally be appropriate for a child to be placed in a year group that is not concurrent with their chronological age, the Council will consider these requests carefully and make decisions on the basis of the circumstances of each case and in consultation with the parents and the school, and specifically in relation to what is most beneficial to the child.

Due regard will also be given to the Educational Psychologist's report where available, and clear reasons will need to be established for such a decision to be made. If it is decided that there are grounds to consider an 'out of year' application, parents refused an application for a place at a school have a statutory right of appeal. However, there is no right of appeal if a place has been offered but not in the desired year group.

## **In-year admission**

Sometimes referred to as 'mid-term transfer' or 'casual admission' this is the application process for children of school age who require admission outside of the normal admissions round. It is the process of transferring from one school to another.

Parents can ask to change schools at any stage of their child's education and there are a number of valid reasons for doing so, such as moving to a new house etc. However, changing schools is an issue that needs to be given serious consideration. It is not always the answer because it can have a detrimental effect on a child's education.

During the school year, only limited places are available and applicants moving into or within Torfaen should not assume that their child will be automatically allocated a place at the local school. There is no guarantee of a place at any school, even it is the catchment school. If the school is already full in the relevant year group, the application will be refused.

Consequently, you should consider the following and discuss all options with the School Admissions Team before you move in order to minimise disruption:

- Have you discussed your child's options with their current school? There may be strong educational reasons why a transfer should not take place, which will need to be considered. Parents of pupils in either Year 10 or Year 11 in particular should note that the Council actively discourages requests for transfer at this stage of a child's education, particularly where it is not possible to accommodate their GCSE options as this is likely to have a significant, detrimental effect on their learning outcomes.
- How will your child travel to the school, as they will not necessarily be eligible for transport assistance, even if they have previously qualified?
- If you are making an application to transfer more than one child, will they all be accommodated in the same school? In some cases, you may be offered different schools for each sibling, depending on what places are available.
- When will your child be able to start at the new school? Parents are strongly advised that where possible, they should not remove their child from the current school until a suitable alternative place can be found. Non-attendance will be recorded as unauthorised absence and could be reported to the Education Welfare Officer. Note that a school transfer will not disrupt any action already being pursued by the Education Welfare Service.

If you decide to proceed with your application, the transfer form should be completed and returned to the Admissions Team. When parents apply for a school place, the School Admissions Code requires admission authorities to aim to notify parents of the outcome of an application for a school within 15 school days or 28 calendar days whichever is the sooner. Applications are processed in accordance with this admissions policy and priority will be given to those who are seeking a place during the current term. Where an application is to be made some time in advance of the required start date, the Council will hold open the place for no more than one school term.

### **The Additional Learning Needs and Education Tribunal (Wales) Act 2018**

Implementation of the 2018 Act commenced from 1 September 2021. The ALN system is being phased in over a period of 4 years up until summer 2025. During this time, the ALN system will operate in parallel to the SEN system, with the SEN system (including statements) being gradually phased out as learners move to the ALN system.

The majority of learners will have their needs identified, met and monitored within maintained mainstream schools. All children and young people learn in different ways and at different rates. In every class in every school there will be some pupils who progress at a slower rate than other children. These pupils will benefit from differentiated good quality teaching and learning and universal support. Some pupils will be identified as having Additional Learning

Needs and require more targeted or specific interventions and Additional Learning Provision provided by their school.

Children and young people who have been assessed as having additional learning needs that require additional learning provision will have an Individual Development Plan, which will replace over the period of implementation the variety of statutory and non-statutory plans (including statements of SEN) in place from the SEN system.

In line with the ALN Act the following changes have been made to the law on school admissions:

**Duty to admit a child with an individual development plan to a maintained school.**

From 1 September 2021, the Act requires the governing body of a maintained school in Wales to admit a child to the school if the school is named in the child's individual development plan for the purpose of securing the child's admission to the school. Schools may only be named for the purpose of securing admission in certain circumstances, so not all individual development plans will name a school in this way. Where a school is named for that purpose, it is named in section 2D.1 of the learner's individual development plan.

This duty applies despite the limits on infant class sizes and even if admitting the child would result in the school exceeding its admission number. The duty to admit always applies, including where a school is named in a plan outside the normal admission round.

Before exercising its power, the local authority must consult with the school. The Local Authority will not exercise this power unless:

(a) the local authority is satisfied that the child's interest requires ALP identified in his or her IDP to be made at the school named, and

(b) it is appropriate for the child to be provided with education or training at the school.

Accordingly, where a school is named in this sub-section, the local authority should set out underneath why it is satisfied that the child's interest requires the ALP identified in the IDP to be made at that school and why it is appropriate for the child to be provided with education or training there.

Further details on the duties and powers to name a school for the purpose of securing admission can be found in the ALN Code.

From 1 September 2021, the following are also excepted pupils:

- children who were admitted to the school outside the normal admission round as a result of their individual development plan naming the school for the purpose of securing admission.
- children with ALN who are normally educated in a special unit in a mainstream school but receive part of their lessons in a non-special class.

### **Waiting Lists**

In relation to phase statutory Transfers, The Authority will keep a waiting list for the admission round until 30th September of the same academic year. After such time, the existing waiting lists will be cleared and a fresh application will be required. A child's name will be placed on the waiting list even if parents choose another school or decide to take up their right of appeal.

A child's position on the waiting list will change if subsequent applications are received that have a higher degree of priority under the admission criteria. If a place becomes available during that time places would be allocated to children on the waiting list based on the Authority's over subscription criteria and not based on the date the application was added to the list.

Where an application made for an in-year admission is refused, the child's name will remain on a waiting list for the preferred school until the end of the academic year in which the application is made, at which time a new application may be made. If a place becomes available, all pupils on the waiting list at that time will be considered together for the place and prioritised as detailed in the oversubscription criteria.

Specifically for the nursery admissions process, the waiting list is held for those pupils who have not been able to secure a September place. Where the child is allocated a nursery place, they will not be eligible for the waiting list (other than for a rising 3 placement in that nursery), unless there has been a material change in circumstances that affects the status of the application, such as a house move into another catchment area. It is the applicant's responsibility to contact the School Admissions Team for clarification in relation to any change of circumstances.

### **Late Application Arrangements**

Any applications that are received after the respective closing date (see timetable) or applications that remain incomplete as at the closing date will be dealt with under late the application arrangements. Late applications must be submitted using a paper application form, it is not possible to make an online application after the closing date.

A change of preference received by the Local Authority after the published closing date will result in the application being determined as late. Any applications or preferences received after the published closing date should be processed on a monthly basis following the offer date, where possible.

Places are allocated in line with the criteria and parents will be informed of the outcome of their applications within the month after receipt. The arrangements for late applications will continue up until the last week of August and in relation to Nursery applications, the waiting list is operational for the whole academic year. After this date, any statutory admissions received are then processed as an in-year transfer of schools.

Please note that applications determined as being late may increase the possibility of not achieving a place at the preferred school (s). This is because all applications submitted with the necessary evidence prior to the closing date will receive priority over those received after the closing date.

The Council cannot accept responsibility for any application or evidence that is not submitted correctly via the on-line system or is lost in the postal system. If posting an application, it is recommended that the form is sent recorded delivery.

### **Children of UK service personnel and other Crown Servants (including diplomats).**

Families of UK personnel and other Crown Servants are subject to frequent movement within the UK and from abroad, often at relatively short notice.

Consequently, for UK service personnel and other Crown Servants the Council will consider the residency criteria has been satisfied (and award catchment priority) if the application is accompanied by any of the following, even if the family do not reside in Torfaen at the relevant date.

- Official Ministry of Defence (MOD) or Foreign and Commonwealth Office (FCO) letter
- A definite occupation date
- Confirmation of the new address.

### **Children housed via domestic violence agencies**

Applications from children temporarily housed under the protection of approved domestic violence agencies will be processed as a priority if the application form is accompanied by an official letter from the relevant agency.

### **Gypsy and traveller children**

The Council is obliged, by statute, to ensure that all children of compulsory school age receive education that is appropriate to their age, abilities and any special educational needs, and promotes high standards in the provision of education and the welfare of children. These obligations apply to all children whether they are permanent residents in the area.

### **Managed Moves**

This policy sets out the arrangements for Torfaen schools and should be read and implemented in conjunction with the Welsh Government circular,

‘Effective Managed Moves – a fresh start at school for children and young people’.

A managed move is a carefully planned transfer of a pupil from one school into another in a way which is acceptable to all parties including the pupil.

Managed moves are an important tool in providing pupils with the opportunity of a fresh start in a new school. They can also reduce the need for permanent exclusions and minimise the negative outcomes associated with them.

At the core of any managed move must be the best interest of the child in line with the United Nations Convention on the Rights of the Child (UNCRC) and the seven core aims in the Welsh Government document ‘Children & Young People: Rights to Action’.

The National Assembly for Wales Circular 47/2006 – Inclusion & Pupil Support referred to the use of managed moves as one of the early intervention strategies that can be considered to help pupils in the management of their behaviour and attendance at School.

### **Who would benefit from a Managed Move?**

A managed move can be implemented for the following pupils:

- Pupils for whom there is a genuine belief that a fresh start would be beneficial. It is essential to establish the core reasons for the problems being experienced and/or behaviours displayed by the pupil prior to consideration of a managed move.
- Pupils who find that attendance at their current school is negatively affecting their emotional well-being.
- Pupils with emotional and behavioural difficulties who have received a variety of supportive strategies in their school with limited success. A Pastoral Support Plan (PSP) meeting has concluded that a fresh start in a new school would be the most positive intervention strategy to maintain the learner in mainstream education.
- Pupils who have experienced a one-off serious incident that could lead to a permanent exclusion where no other Behavioural Emotional and Social Difficulties have been noted.

### **Hard to Place Protocol**

Educational opportunities for some pupils are put at risk because they are regarded as hard to place and they experience delays in admission to school, their placement breaks down shortly after admission, or they find themselves unable to access a school place. A suitable school place should be found quickly and the pupil should be on roll within 20 days. It is also important that no school should be asked to take an excessive or unreasonable number of such pupils and that support services are aligned around a new fair access admission so that the placement is successful.



All school admitting authorities are under a duty to comply with the current relevant Admission Codes. The LA has a duty to ensure that there are sufficient places in the area and has a responsibility to both pupils and schools to ensure that the placement is given the best chance to succeed.

### **Admission to Neighbouring LA Schools**

Where parents wish to apply for their child to attend a school in another admission authority (i.e Newport, Monmouthshire, Blaenau Gwent or Caerphilly), you are required to apply via the relevant admission authority in accordance with their admission arrangements.

Applicants living in other authority (council) areas who want their children to go to a Torfaen school should apply via Torfaen County Borough Council in accordance with the agreed timescales.

### **Some reasons why we may refuse admission**

Whilst parents have the right to express a preference for their child to be admitted to any school, there are reasons why that preference may have to be refused.

- The Infant class size initiative which is committed to ensuring that classes do not exceed more than 30 pupils. The statutory class size limit of 30 relates to the Reception Year and Years 1 and 2
- The physical limitations of the school and the site buildings which may result in a class size of fewer than 30 pupils.
- Any other factors which may prejudice the provision of efficient education and /or the efficient use of resources.

### **Class size exceptions**

Welsh Government regulations require Councils to limit class sizes to no more than 30 pupils. Whilst there is no legislation limiting Key Stage 2 classes to 30 or fewer this is the class size target for the Welsh Government. There are, however, exceptions to these regulations (called “excepted pupils”) which may allow the 30 pupils per class limit to be exceeded. These pupils are as follows:

- Children whose statements of ALN/IDP specify that they should be educated at the school concerned, and who were admitted to the school outside a normal admission round.
- Children who are looked after by local authorities (CLA), or who have ceased to be looked after (previously looked after children) as a result of being adopted or being placed with a family or given a special guardian and are admitted to the school outside a normal admissions round.

- Children initially refused admission to a school, but subsequently offered a place outside a normal admission round by direction of an admission appeal panel, or because the person responsible for making the original decision recognises that an error was made in implementing the school's admission arrangements.
- Children admitted outside the normal admission round who:
  - a) the maintaining local authority confirmed cannot gain a place at any other suitable school within a reasonable distance of their home because they have moved into the area outside a normal admission round, or
  - b) they desire a religious education, or an education through the medium of Welsh and the school in question is the only suitable school within a reasonable distance.
- Children who were admitted to the school outside the normal admission round after which the school has arranged its classes, and after the first day of the school year, the effect of which would mean that the school would have to take a relevant measure if such children were not excepted pupils.
- Children whose twin or other sibling from a multiple birth are admitted as non-excepted pupils, as the final pupil(s) allocated a place before the admission number is reached.
- Children who are registered pupils at special schools, but who receive part of their education at a mainstream school.
- Children with ALN who are normally educated in a special unit in a mainstream school, who receive part of their lessons in a non-special class.

## **KEY ADMISSION DATES 2026/2027**

### **Nursery (January, April & September)**

- Online applications will go live on Monday 9<sup>th</sup> June 2025 (9am)
- Closing date for applications Friday 18<sup>th</sup> July 2025 (5pm)
- Decision date – Monday 15<sup>th</sup> September 2025 (September 2026 4-year-olds and January 2026 rising 3's)
- Decision date - Friday 30<sup>th</sup> January 2026 (April rising 3's)

### **Primary**

- Online applications will go live on Thursday 13<sup>th</sup> November 2025 (9am)
- Closing date for applications Thursday 15<sup>th</sup> January 2026 (5pm)
- Decision date –Thursday 16<sup>th</sup> April 2026\*
- Primary appeals will be held during May/June 2026 for applications received by the closing date and in accordance with the appeal time frame.

### **Secondary**

- Online applications will go live on Friday 19<sup>th</sup> September 2025 (9am).
- Closing date for applications Friday 31<sup>st</sup> October 2025 (5pm).
- Decision date –Monday 2<sup>nd</sup> March 2026\*
- Secondary appeals will be held during May/June 2026 for applications received by the closing date and in accordance with the appeal time.

### **Faith schools**

- Closing date for Primary applications - Thursday 15<sup>th</sup> January 2026 (5pm)
- Closing date for Secondary applications - Friday 31<sup>st</sup> October 2025 (5pm).
- Decision date for places for Primary places – Thursday 16<sup>th</sup> April 2026\*
- Decision date for places for Secondary places - Monday 2<sup>nd</sup> March 2026\*

\*This is a common offer date across all Welsh admission authorities.

## **PROPOSED ADMISSION NUMBERS/SCHOOL CAPACITIES FOR 2026/27 ACADEMIC YEAR**

Capacities calculated in the Autumn/Spring terms 2024/2025.

### **Primary Schools**

<b>School</b>	<b>Current Capacity</b>	<b>Admission Number</b>
Blaenavon Heritage VC Primary	450	64
Blenheim Road Community Primary	315	45
Coed Eva Primary School	420	60
Croesyceiliog Primary School	420	60
Cwmffrwdroer Primary	315	45
Garnteg Primary	420	60
George Street Primary	420	60
Greenmeadow Primary	252	36
Griffithstown Primary	420	60
Henllys C-in-W Primary	210	30
Llantarnam Community Primary	315	45
Llanyrafon Primary	407	58
Maendy Primary	420	60
Nant Celyn Primary	420	60
New Inn Primary	601	75
Our Lady of the Angels RC Primary	210	30
Padre Pio RC Primary	210	30
Penygarn Community Primary	446	63
Ponthir VA Primary	118	16
Pontnewydd Primary	420	60
St David's RC Primary	210	30
Woodlands Community Primary	319	45
Ysgol Bryn Onnen	210	30
Ysgol Gymraeg Cwmbran	360	47
Ysgol Gymraeg Gwynllyw (Primary)	210	30
Ysgol Panteg	420	60

### **Secondary Schools**

<b>School</b>	<b>Capacity</b>	<b>Admission Number</b>	
		<b>Y7 – 11</b>	<b>Y12</b>
Abersychan	952	190	N/A
Croesyceiliog	1200	240	N/A
Cwmbran High	1251	250	N/A
St Alban's RC High	1027	170	N/A
West Monmouth	1250	250	N/A
Ysgol Gymraeg Gwynllyw (Secondary)	1114	197	72

### **Admission Number (AN)**

The AN is the number of pupils who should be admitted to a relevant age group if sufficient applications for places are received. Pupils may not be refused a place until the AN is reached. The number is calculated by dividing the capacity by the number of year groups to be accommodated at the school. As the AN reflects the schools ability to accommodate pupils it should not be exceeded unless there are exceptional circumstances which support this action. (Welsh Government Circular No: 021/2011 “Measuring the capacity of schools in Wales”, issued October 2011).