

# TORFAEN COUNTY BOROUGH COUNCIL SCHOOL ADMISSIONS POLICY 2027/28



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



TORFAEN  
COUNTY  
BOROUGH



BWRDEISTREF  
SIROL  
TORFAEN

# September 2027 Admissions Timetable

September 2027 admission groups:	Admission round commences:	Closing date for applications:	Decision date:
Nursery	8 <sup>th</sup> June 26	20 <sup>th</sup> July 26 5pm	18 <sup>th</sup> Sept 26
Reception	13 <sup>th</sup> Nov 26	15 <sup>th</sup> Jan 27 5pm	16 <sup>th</sup> April 27*
Secondary	18 <sup>th</sup> Sept 26	30 <sup>th</sup> Oct 26 5pm	1 <sup>st</sup> March 27*

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

Applicants are advised to ensure that their application is submitted by the relevant closing date. If you submit your application late, it may increase the possibility of not achieving a place at the preferred school (s).

**Note the closing time for submission of applications is 5pm on each closing date**

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](#)

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# 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).

Part time Early Years education through the medium of Welsh is also available at approved childcare setting, Ysgol Feithrin Pont-Y-Pwl in Pontypool who offer full day care 3 days a week with 2 half day sessions on the other 2 days. All children who attend this setting from 2 and 1/2 years old can remain so until they start Reception should they wish too. Please contact the Family Information Service regarding all Welsh medium childcare provision.

## 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. This provision will be operated by Coleg Gwent on behalf of the council and applications should be made directly to the college.

Ysgol Gymraeg Gwynllyw still continues to provide Welsh Medium post 16 education. If you wish your child to attend sixth form at this school, please contact the school direct.

# **VOLUNTARY AIDED (VA) SCHOOLS (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

As Governing Bodies are responsible for admission to voluntary aided schools, each will have its own admissions policy.

In a change to previous years, all Reception applications in the normal admissions round should be submitted to the Council, even if one of the school preferences is a faith school (see co-ordinated admissions arrangements for further details).

Nursery and In-year applications for a faith school should be submitted directly to the relevant school.

**St. Albans RC High School** is the regional Roman Catholic Secondary provision for Torfaen. **Applications to St Alban's RC High School, should be made directly via their website <https://www.stalbans-pontypool.org.uk/about-us/admissions>.**

# APPLYING FOR A SCHOOL PLACE / HOW TO MAKE AN APPLICATION

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. 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.

Where a pupil has Additional Learning Needs and has been assessed as requiring an 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 'Duty to admit a child with an individual development plan to a maintained school'. 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.

Applications to the Council can be made on-line via the [Torfaen County Borough Council website](#) between the commencing and closing dates detailed in the admissions timetable. In making an online application, applicants will receive immediate confirmation that their application has been submitted and will be able to view their decision online on the offer date. However, if the e-mail confirmation is not received the applicant should contact the School Admissions Team immediately to check that the application has been successfully submitted.

If, however, you would prefer to complete a paper copy please either download a copy from [www.torfaen.gov.uk](http://www.torfaen.gov.uk) or phone 01495 766915.

If you complete a paper copy you must complete and return this to the school admissions team (not the school) by the relevant closing date (see timetable). It is your responsibility to ensure the applications is submitted by the closing date.

All applications received by the closing date would be considered together and if necessary, the over-subscription criteria will be applied.

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.

**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.**

### **Notifying applicants of the decision**

The council will notify all applicants of the outcome of their application for a school place on the specified offer date (refer to the admissions timetable).

All decision letters will be issued by second class post no less than 3 working days (including Saturdays) before the offer date. However, applicants who choose to make an online application are guaranteed to receive an email confirming their decision on the offer date.

Applicants will be required to respond to any offer of a place directly to the Council within 14 days of the offer date. If an applicant does not respond to the offer of a place within this time limit, the Council will remind the applicant of the need to respond within a further 7 days. Failure to respond by this final 21-day deadline may result in the offer being withdrawn and the place being offered to another child.

## **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. Nursery 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. An Integrated Children's Centre (ICC) is situated in Cwmbran on the Nant Celyn school site.

There are also English and Welsh medium non-maintained early years settings registered with the Local Authority to provide education for three and four year olds. Parents/carers can choose to place their child in a voluntary or private sector early years setting that is a registered education provider. There are non-maintained providers that can provide additional childcare should you require it. Unlike admission to the LA nurseries, there is no opening/closing dates applicable to these nurseries.

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

## **Key dates for nursery admission in 2027/2028**

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

- Online applications will go live on 8<sup>th</sup> June 2026 (9am)
- Closing date for applications 20<sup>th</sup> July 2026 (5pm)
- Decision date – 18<sup>th</sup> September 2026

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 18<sup>th</sup> September 2026 for January 2027 Rising 3 places
- On 29<sup>th</sup> January 2027 for April 2027 Rising 3 places

It is not possible for a child to take-up an early start in one nursery and a September place in another nursery as this takes-up two 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 Local Authority Individual Development Plan (IDP), the Council has a duty to admit the child to the named setting before the over-subscription criteria is applied against applications 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 i.e. 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 2027

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. Those who submit an application form (to express a preference) will have priority over those who do not.

## Primary (Reception)

Your child will start Reception Class at the start of the school year, i.e. September, in which he/she will be 5 years old even though the law does not require a child to start school until the start of the term following their fifth birthday.

Please note that only one admission form being required (at reception year) for Ysgol Gymraeg Gwynllyw, because it is an "all-through" school.

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.

## Secondary (year 7)

Your child will start secondary school at the start of the school year in which he/she will be 12 years of age. Please note that attendance at a primary school does not form part of the criteria for relevant admissions into its partner/cluster secondary school.

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.

# KEY DATES FOR ADMISSION TO RECEPTION/SECONDARY IN SEPTEMBER 2027

## Primary

- Online applications will go live on 13<sup>th</sup> November 2026 (9am)
- Closing date for applications 15<sup>th</sup> January 2027 (5pm)
- Decision date –16<sup>th</sup> April 2027\*
- Primary appeals will be held during May/June 2027 for applications received by the closing date and in accordance with the appeal time frame.

## Secondary

- Online applications will go live on 18<sup>th</sup> September 2026 (9am).
- Closing date for applications 30<sup>th</sup> October 2026 (5pm).
- Decision date –1<sup>st</sup> March 2027\*
- Secondary appeals will be held during May/June 2027 for applications received by the closing date and in accordance with the appeal time.

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

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 Local Authority Individual Development Plan, the Council has a duty to admit the child to the named setting before the over-subscription criteria is applied against applications 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.

## Evidence

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.

Proof of the child's date of birth will be required in all cases, except where a child is transferring

from one Torfaen school to another. Accepted forms of evidence include:

- Birth Certificate
- Passport
- Residence Permit issued by the UK Home Office
- Resettlement Registration Form issued by the UK Home Office

**Please note: We will not accept a nursery application without proof of date of birth**

### **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**

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.

You should be aware that following changes made to the law about children by the Children Act 1989, which became law in October 1991, schools need to know who has "parental responsibility" for each child. This is to ensure that proper authority is given when the school needs parental permission. It will also make sure that persons with parental responsibility who do not live with a child can be provided with school reports and given an opportunity to take part in the child's education. Further changes in the law took place in 2003.

- Mothers always have parental responsibility (unless a Court Order is in place that states she will no longer have the responsibility).
- Fathers who were married to the mother prior to 2003 have parental responsibility.
- Fathers also have parental responsibility for a child if the child was born after 2003 and their name is on the child's birth certificate.
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically.

Parents are asked to co-operate with school staff by providing the school with details of the persons with parental responsibility for a pupil. Any changes in the arrangements for parental responsibility or in the day to day care of the child should be notified to the school.

## **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.

It is only in exceptional circumstances that the Local Authority will authorise the admission of a summer term birth into a year group that is outside the normal year of entry. In Such circumstances, there will need to be suitable evidence base (e.g report from an Educational Psychologist) that suggests the chronological year group is not suitably able to meet the needs of the child concerned.

## **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. Please contact the School Admissions team for a copy of the policy.

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? Parents/Carer should be aware that transport would only be provided in accordance with the Local Authority's transport policy.
- 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.

Please remember transfers must be approved by the local authority.

For information and advice you will need to contact Kelly Tucker Tel:- 01495 766915, e-mail:- [kelly.tucker@torfaen.gov.uk](mailto:kelly.tucker@torfaen.gov.uk). Please remember transfers must be approved by the local authority.

For in-year applications to a voluntary aided (faith school), apply directly to the school.

## **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.

Torfaen work with SSCE Cymru and our Regional School Liaison Officer for Service Children to ensure we follow the Armed Services Covenant working together to provide support for the children of service families attending Torfaen schools.

# DUTY TO ADMIT A CHILD WITH AN INDIVIDUAL DEVELOPMENT PLAN TO A MAINTAINED SCHOOL.

For pupils with additional learning needs, admission to school is influenced by parental preference in a way broadly like other pupils. However, the specific needs of the child and the suitability of a school may influence the final decision on placement. The placement process is governed by procedures identified in the ALN & Educational Tribunal (Wales) Act 2018 and the ALN Code, which may give special priority for admission to a particular school or may also be a reason for refusing a parent's stated preference.

A child's additional learning provision (ALP) is managed via an Individual Development Plan (IDP), maintained either by the school or local authority (LA). LA-maintained IDP's may name a school for the purpose of securing admission (this can be found in section 2D.1) and in such cases, the child must be admitted to the named school. School-maintained IDP's cannot formally name a school.

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.

# 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 ROMA 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.

Torfaen Gypsy Roma Traveler Education Service is a local authority outreach service who provide task focused, school-based additional support to GRT pupils. The team work on an outreach basis supporting pupils on a needs led basis in line with the Torfaen graduated response and ALN matrix of support. Many GRT young people will require outreach support at key points during their education. Outreach provision is essential in building trusting relationships with the GRT community, signposting and working in collaboration with other services and providers to ensure learners are fully included in their schools.

# 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.

## **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 if fewer than 30 pupils.
- Any other factors which may prejudice the provision of efficient education and /or the efficient use of resources.
- The Local Authority (including the Governing Body of a voluntary aided school) may refuse to comply with parental preference for a period of two years following a second or subsequent exclusion. In such circumstances a parent is unable to

appeal against the Local Authority decision.

## **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 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.

# **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.

# PROPOSED ADMISSION NUMBERS/SCHOOL CAPACITIES FOR 2027/28 ACADEMIC YEAR

Capacities calculated in the Autumn/Spring terms 2025/2026.

## Primary Schools

School	Current Capacity	Admission Number
Blaenavon Heritage VC Primary	448	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	406	58
Maendy Primary	390	55
Nant Celyn Primary	420	60
New Inn Primary	541	75
Our Lady of the Angels RC Primary	210	30
Padre Pio RC Primary	210	30
Penygarn Community Primary	420	60
Ponthir VA Primary	118	16
Pontnewydd Primary	420	60
St David's RC Primary	210	30
Woodlands Community Primary	315	45
Ysgol Bryn Onnen	210	30
Ysgol Gymraeg Cwmbran	360	47
Ysgol Gymraeg Gwynllyw (Primary)	210	30
Ysgol Panteg	420	60

## Secondary Schools

School	Capacity	Admission Number	
		Y7 – 11	Y12
Abersychan	950	190	N/A
Croesyceiliog	1200	240	N/A
Cwmbran High	1250	250	N/A
St Alban's RC High	932	170	N/A
West Monmouth	1250	250	N/A
Ysgol Gymraeg Gwynllyw (Secondary)	985	197	72

# LEGISLATION

This policy complies with the following legislation and statutory codes: The School Standards and Framework Act 1998, The School Admissions Code and The School Admission Appeals Code 2013.

It is important to note that Paragraph 3.45 of the School Admission Code 2013 states:

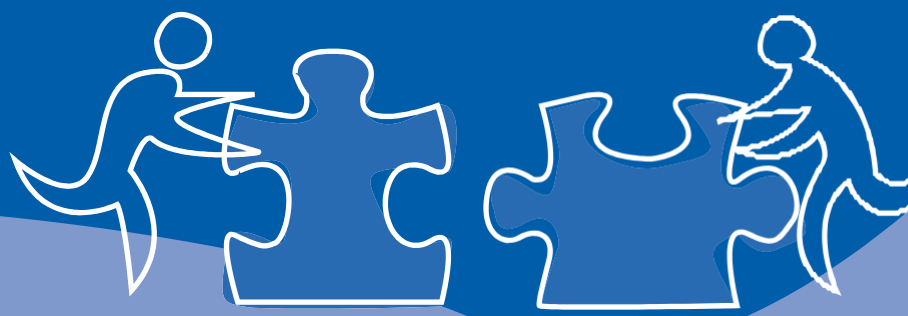
“Statutory limits on class sizes provide that when a single school teacher is present, and subject to certain limited expectations, infant classes (Reception, Year 1 and Year 2) may not contain more than 30 pupils”.

## 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).

## School Prospectus

Governing bodies of maintained schools must publish a school prospectus for parents and prospective parents. Copies of a school prospectus are available from the schools listed in the School’s Directory.



# TORFAEN COUNTY BOROUGH COUNCIL CO-ORDINATED ADMISSION ARRANGEMENTS FOR PRIMARY SCHOOLS



TORFAEN  
COUNTY  
BOROUGH



BWRDEISTREF  
SIROL  
TORFAEN

Co-ordinated admission arrangements are a way of applying for a school place that allows parents to apply for Voluntary Aided (VA) (faith based), foundation and community primary schools using one application form, it is a way of simplifying the admissions application process for parents.

A co-ordinated admissions scheme seeks to ensure, so far as reasonably practicable, that every child living in a local authority area, who has applied in the 'normal admission round', receives one, and only one, offer of a school place on the national offer day.

The scheme applies to the normal admissions round only (i.e., annual admission to Reception (primary school) in all English-medium, Welsh-medium and faith schools. The scheme does not include admission to independent schools, special schools, nursery schools and classes, nor does it include admission during the academic year (in-year). Applicants will need to apply directly to the school of their choice for an in-year transfer.

### **Applying for a school place via the common application form.**

All parents will be invited to express a preference for a school place on a common application form made available by the Council, either via the online admissions portal or using a paper copy. Applicants can express up to 5 preferences for any Torfaen school. Parents applying for a VA school may also be required to complete a supplementary information form for the individual school. Copies of supplementary information forms will be available on each individual school's website. This form (if required) would need to be returned directly to the school along with any documentary evidence, such as baptism certificate/practising faith confirmation. A supplementary form submitted without an application form will not be valid.

Parents wishing to apply for a school outside of Torfaen, will need to apply directly to the authority in which the school sits. The Authority to which they have applied will inform the parent and Torfaen of the decision to offer or refuse a place. If the school place offered by another local authority is a higher preference than the Torfaen school, Torfaen council will not make an offer. If none of the school preferences can be met, the Local Authority will ensure that as far as is reasonably possible, an offer can be made.

If a preference is declined, the applicant will be offered the right to appeal. How the appeal is processed will depend on the type of school that has been declined. Full details of how to submit an appeal will be included within the decision letter to the applicant.

### **Late applications**

Any applications that are received after the closing date (see timetable) or applications that remain incomplete as at the closing date will be dealt with as a late application. 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 changes of preference received after the published closing date will 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 application within the month after receipt.

Late applications will be processed by the LA up to the end of August after which point they will become an in-year transfer and the applicant will need to apply to their chosen school directly (VA schools only).

## Waiting lists

In relation to the Reception admissions round, a child's name will remain on the waiting list for any school preference that was refused until the 30<sup>th</sup> of September in the year in which the application is made. Following this, all applicants on a waiting list for a VA school will be forwarded to the relevant school to manage. 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 admission Authority's over subscription criteria and not based on the date the application was added to the list.

<b>Timetable for primary co-ordinated admissions</b>	<b>Dates</b>
<b>Admissions round opens</b> (Common application form/online portal active)	November (see timetable)
<b>Admissions round closes</b> (all applications to be submitted to LA)	The national closing date for Reception (primary) applications is 15 January, each year.
<b>Applications forwarded to VA schools by;</b> Following the closing date, Torfaen County Borough Council will provide each Governing Body with the details of all applications where their school has been listed as a preference.	Within 3 weeks of the closing date.
<b>Processing period</b> The Governing Body will determine by reference to their admissions criteria the order of priority in which each application for their VA school is ranked and will provide the Council with a list of all applicants, ranked in their order of priority, showing which criteria apply to which child. The Council will determine by reference to its admissions criteria the order of priority in which each application for a community or voluntary controlled school is ranked. The Council will then consider all parental preferences equally and if one or more preferences can be met, the highest ranked preference, as stated on the common application form, will be allocated. If none of the preferences can be met, the Local Authority will ensure that as far as is reasonably possible, an offer can be made at either another faith school (if that is their preference) or their catchment school in accordance with the School Admissions Policy.	By 1 <sup>st</sup> March (of the relevant academic year)
<b>Information for schools</b> The Local Authority will send the list of all pupils to be offered places to the Governing Body (VA School)/Torfaen school.	5 school days before the decision date.
<b>Decision date</b> Decisions are sent by email and can also be viewed online (or	The national offer date for Reception (primary)

<p>a letter if a parent has requested their decision to be sent by post). Applicants would be informed of their right to appeal with full details of the process, if any of their school applications were unsuccessful.</p>	<p>applications is 16 April (or the next working day), each year.</p>
<p><b>Respond to offer</b>  Applicants will be required to respond to any offer of a place directly to the Council within 14 days of the offer date. If an applicant does not respond to the offer of a place within this time limit, the Council will remind the applicant of the need to respond within a further 7 days. Failure to respond by this final 21-day deadline may result in the offer being withdrawn and the place being offered to another child. The Council will provide for the Governing Body the details of all responses where a place at their school has been allocated.</p>	<p>Within 14/21 days of the offer date.</p>
<p><b>Appeals to be heard</b></p>	<p>Commencing May (of the relevant academic year)</p>

Applications to St Alban's, Torfaen County Borough Council's secondary faith school should be made directly via their website <https://www.stalbans-pontypool.org.uk/about-us/admissions/>

To be read in conjunction with the School Admissions Policy.