

School Admissions Policy

Academic Year 2025-26



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1. INTRODUCTION

This document sets out Carmarthenshire County Council's School Admissions Arrangements for the 2025/26 academic year.

The School Standards and Framework Act 1998 assigns functions to Admission Authorities, Appeal Panels and Admission Forum in relation to the admission of pupils to school.

Each of these bodies has a statutory duty to "act" in accordance with the School Admissions Code and the Schools Admission Appeals Code.

In accordance with the Admission Code the Authority is seeking to obtain the view of all relevant parties in relation to the Authority's Admission Policy and arrangements.

Primary Schools Rising 4s Policy

We intend to consult on the on the future of this policy between 19th January 2024 and 1st March 2024. This may impact the start date for full time learners at age 4. There are 3 options for consideration:

Option A: Admit full time learners to primary schools **in the school term** of their fourth birthday (current arrangements)

Option B: Admit full time learners to primary schools in the **school term following** their fourth birthday

Option C: Admit full time learners to primary schools in the **September following** their fourth birthday

Please see point 13 "Admissions Schedule of Events Timetable" for start dates and application closing dates for each of the above options based on date of birth.

2. ADMISSION AUTHORITIES

The admission of children to schools is controlled by an Admissions Authority.

Carmarthenshire County Council is The Admission Authority for **Community schools** and **Voluntary Controlled** schools within Carmarthenshire.

For Voluntary Aided (i.e. Faith) schools, it is each school's governing body that determines the admission arrangements, details of which can be obtained from the respective governing body of the school or, the Diocesan directors of Education for the Church in Wales and the Diocesan directors of Education for the Catholic schools in Wales.

Neighbouring Local Education Authorities

Given its geographical location Carmarthenshire shares its borders with other Local Authorities. Should the school you wish your child to attend be in another Authority area then you should contact that Authority.

3. THE SCHOOL'S ADMISSION NUMBER – A LIMIT ON THE NUMBER OF PUPILS ADMITTED

Every school has an Admission Number (AN) which specifies and limits the number of pupils who can be admitted to each year group in the school. The AN for each school is given in the schedule of schools in Appendix A.

The AN for each school has been set by using the capacity formula determined by the Welsh Government. The calculation is based on national guidelines (Measuring the Capacity of Schools in Wales Circular 021/2011) and relates to the physical area of the school buildings, the type of facilities at the school, the age range and number of year groups in the school.

As the AN is based on the school's capacity to provide appropriate accommodation and facilities for pupils it should not be exceeded.

The AN applies to the age group into which the pupils are admitted into the school and places a limit on the number of pupils that can be admitted. In the normal year of entry, the Admissions Authority must admit pupils until the AN is reached. Should the number of applications received for admission to a school exceed the AN then the Authority will prioritise the applications it has received in accordance with the over subscription criteria detailed in this document.

In such circumstances parents may not be successful in gaining a place for their child at their preferred school.

School governors and the LA must always keep the AN under review.

4. Catchment Areas

The Authority recognises that there is an important relationship between a school and its community. The Authority has therefore identified a designated geographical area which the school serves and is referred to as the school's catchment area.

Details of a school's catchment area are available at the school, the County Council's [website](#) or are available from the relevant Admissions Authority.

Catchment may be subject to change, however where changes are proposed these would be subject to a public consultation before implementation.

Living in a school's catchment area does not guarantee admission to the school, however it is an important factor as it will give the application a higher priority than those from individuals who live outside the catchment area.

Residency within the defined catchment area of a school is also important as it is one of the key criteria in assessing eligibility for assistance with home to school transport. Details of the home to school transport can be found [here](#) .

Prior to making an application for admission to a school the Authority strongly recommends that you contact, discuss and if possible, visit your local school so that you are aware of the facilities and opportunities they can offer.

5. CLASSIFICATION OF SCHOOLS

All Carmarthenshire schools are classified as co-educational schools in that they cater for boys and girls and unless noted otherwise are day schools and not residential schools. Secondary Schools are, unless noted otherwise, classified as comprehensive schools.

6. ADMISSION OUTSIDE THE NORMAL CHRONOLOGICAL YEAR GROUP

Applications for admissions for pupils into year groups other than the usual year group, based on the date of birth of a pupil, will be considered on an individual basis and where applicable against the admission's over-subscription criteria outlined in this document.

There is a specific process for considering such applications which will involve assessment by the Authority of the individual circumstances of each case. It is not an automatic process. Parents must contact admissions@carmarthenshire.gov.uk to discuss an application for a pupil outside the normal age group. Parents are able to request the policy and guidance from the Education and Child Psychologist via the following email EPS@carmarthenshire.gov.uk.

If there are grounds to consider an application for a school place outside of a child's chronological year group, there is no right to appeal the decision if the application is refused. A right to appeal a decision for the normal chronological year group would be offered if necessary.

7. HOME EDUCATION

Parents may also choose to educate their own children at home. This is known as Elective Home Education. The decision to home educate requires careful thought, as it represents a considerable undertaking in terms of commitment, time and cost.

If you are considering this option, then you are advised to contact the authority, and seek guidance from the Elective Home Education Officer on 01554 742369 or eeenquiries@carmarthenshire.gov.uk

8. CHOOSING A SCHOOL

(a) Parental Preference

Parents have a right to express a preference for their school(s) choice, which will be considered and complied with wherever possible. Expressing a preference for a school does not guarantee a place at the preferred school. Parents are advised to consider 3 preferences when applying for a school place. The parent's highest preference will be offered. Lower preference will only be offered if a higher preference(s) is unsuccessful.

Whilst, in practice, most parents send their child to their local catchment area school, parents have a right to state a preference for different schools. If you wish to do so it is recommended that you contact the school, you are considering before making a final choice.

Where you choose a school which is not your designated catchment area school or the nearest school to your home there are some practical issues which you need to consider fully prior to making a decision.

The first is that if a child does not attend the catchment area school or the nearest school to the home address and this decision is based on parental preference, then the responsibility, as well as the cost, of transporting the pupil to and from school, rests entirely with the parents/guardian.

Parents indicate that this can be a particular problem if they then subsequently have a younger sibling who is not admitted to the same primary school.

It is prudent, therefore, to consider and plan for this possibility prior to making an application for admission to an out-of-catchment school.

The second issue relates to the stage at which pupils move from the primary school to the secondary sector. Admission to secondary schools is based on whether or not your home address is in the secondary school's catchment area and not the primary school attended. Where a pupil has attended a primary school which is not their designated catchment area school there is an increased probability that they may not be able to transfer to the same secondary school as their peers and fellow pupils.

These issues will not apply in many instances but as they have caused difficulties for parents in the past it is recommended that you consider and have planned for such eventualities before making your final choice.

The Authority and school governors will lawfully comply with any preference for a particular school which is expressed. As with all applications a preference for a particular school will need to be considered and assessed as part of the admission process to ensure that the Authority does not exceed the limit for admission of pupils to that school for the relevant year group.

(b) Parental Preference - Twice Excluded Pupils

Parent may express a preference for a school at which they wish their child to be educated, the Admission Authority does not have to comply with that preference for a period of two years from the date of the latest exclusion if a pupil has been permanently excluded from two or more schools.

This does not apply to students with statements of Special Educational Needs (SEN), children below compulsory school age, children who have been re-instated, or who would have been re-instated had it been practical to so or Children Looked After where the application for admission is made by the corporate parent.

9. Meeting Additional Learning Needs

Some children have additional educational needs and or a disability that require extra provision to be made for them to be able to learn effectively. Priority of places will be given to a pupil where a school has been named in part 2D of their Individual Development Plan (IDP) or part 4 of a Statement of Special Educational Needs.

8. NORMAL ADMISSIONS ARRANGEMENTS

Detailed in this part of the document is Carmarthenshire's procedures outlining the Normal (usual) point of admission to Nursery, Primary, Secondary and sixth form arrangements for the academic year.

In Summary - For Community and Voluntary Controlled Schools.-

- **By law Parents/Guardians must make an application** to the Authority for a place.
- **Closing dates** for applications are set in the **Admissions Schedule of Events Timetable** detailed at the end of this document.
- Applications must be made by the **deadlines**
- There is **no automatic transfer** from a Nursery to Primary School.
- There is **no automatic transfer** from a Primary to Secondary School.
- Applications received after the deadlines are unlikely to get a preferred school place.
- There are specific Oversubscription Criteria used when allocating a school place.
- The nursery and primary school a pupil attends is **not taken into account when allocating places**. It is the home address which is taken into account when considering admission to a school.
- It is **not possible for any person or school to guarantee**, in advance, a place for a child at a school. Any such comments or assurances must be disregarded.
- **An email or letter will be sent** from the Authority advising if the application has been successful or refused.
- **A child cannot start at a school until the parent/guardian has confirmed the place with the Authority.**

(a) Early Years - 3 Year Old Nursery Education (Part Time)

Early Years education is a non-statutory provision available to 3 year olds and an application for admission to provision within a school, i.e. for categories (i) and (ii) below, will have to be made to the Admissions Authority. Applications for admission should be submitted to the Authority by the date set in the admissions Schedule of Events Timetable.

There are various forms of provision:-

- I. Nursery School - Ammanford Nursery School is the only nursery school in the County.
- II. Nursery/Early Years classes in Primary Schools (3-11 age schools).
- III. Provision by the non-maintained sector who are partners in the Early Entitlement Group, such as Wales Pre-school Playgroup Association (WPPA) and Mudiad Meithrin (MM) and private providers. The Carmarthenshire Family Information Service can assist you in this process. Contact via ChildrenInfo@carmarthenshire.gov.uk or 01267 246555.

All 3 year olds are entitled to 10 hours per week free placement, at a registered setting, through the Early Entitlement Group from the term following their third birthday.

Children will normally be admitted to Early Years provision on a part-time basis at the beginning of the term following their third birthday as indicated below:-

Child's 3rd Birthday	Admission Term
1 September – 31 December	Spring Term
1 January– 31 March	Summer Term
1 April – 31 August	Autumn Term

Parents **do not** have a right of appeal if a place is not secured at an early years setting of their choice. Pupils who are admitted to early years or nursery age provision within a school **do not have an 'automatic' right to continue their education into a full time place at that school.**

The part time provision a pupil attends will not be considered when the full time Primary school place is allocated.

A separate application must be made to the Authority for admission into a full time place (age 4 at the school). Depending on the outcome of the Rising 4s Policy consultation (see the Introduction above) pupils are eligible to start school in the term of their fourth birthday (current arrangements); or at the beginning of the term after the pupil receives his/her fourth birthday; or the September following their 4th birthday.

Applications for admission should be submitted to the Authority by the date set in the admissions Schedule of Events Timetable.

Should there be more applications than places available then the Authority will prioritise applications in accordance with its over-subscription criteria detailed in this document.

Any applications received after the prescribed closing date will not be considered until those received before the deadline date have been allocated places. These will be considered as **Late Applications** as detailed in this document.

Wherever practical the Admissions Authority allows non-maintained providers to use school premises and a number avail themselves of such a facility. Attending such provision will not be considered when allocating Part time Nursery or Full time Primary School Places.

DEADLINE FOR APPLICATIONS FOR PART TIME NURSERY PLACE IS 31ST JULY 2024.

(b) Full Time Primary School Place (4-Year-old)

Where there is no early years provision in a maintained setting children will start school depending on the outcome of the consultation into the School Rising 4s Policy (see introduction).

The three options to start school are:

Option A: Admit full time learners to primary schools at the **beginning of the school term** of their fourth birthday (current arrangements):-

Child's 4th Birthday	Admission Term
1 September – 31 December	Autumn Term
1 January– 31 March	Spring Term
1 April – 31 August	Summer Term

Option B: Admit full time learners to primary schools in the **school term following** their fourth birthday

Child's 4th Birthday	Admission Term
1 September – 31 December	Spring Term
1 January– 31 March	Summer Term
1 April – 31 August	Autumn Term

Option C: Admit full time learners to primary schools in the **September following** their fourth birthday

Child's 4th Birthday	Admission Term
1 September – 31 August	Autumn term following 4th Birthday

Please see point 13 in this document for School Arrangements Timetable that reflect the change of closing date and start dates for each of the above options based on date of birth.

DEADLINE FOR APPLICATIONS FOR FULL TIME PRIMARY PLACE will be subject to the outcome of the consultation into the School Rising 4s Policy (see Introduction):

Option A: 31ST JANUARY 2025

Option B: 31ST JANUARY 2025

Option C: 31ST JANUARY 2026

In accordance with the School Standards and Framework Act 1998 a limit of 30 pupils per qualified teacher is placed on Reception, Year 1 and Year 2 classes, known as Infant Class Size Legislation.

The Nursery school and Early years provider which the pupil is attending is not a factor which is taken into account when allocating places.

Should there be more applications than places available then the Authority will prioritise applications in accordance with its over-subscription criteria detailed in this document.

Any applications received after the prescribed **closing date** will not be considered until those received before the deadline date have been allocated places. These will be considered as **Late Applications** as detailed in this document.

Legal requirement to start school (5 Year old)

By law parents must arrange for their children to receive full-time education at the beginning of the following terms:-

- the Autumn Term for those who are 5 years old between 1st April and 31st August;
- the Spring Term for those who are 5 years old between 1st September and 31st December;
- the Summer Term for those who are 5 years old between 1st January and 31st March.

Legislation does not require a child to start school until **the term following the child's fifth birthday.**

A parent may defer the admission of a child to school until the beginning of the term following the child's fifth birthday as long as that date is in the same school year for which they applied.

(c) Admissions to Secondary Schools including Sixth Form

Primary school children are required to start at a secondary school in the September following their 11th birthday.

It is a requirement that a parent/guardian must complete an on-line application for these pupils by the prescribed **closing date as set in the admissions Schedule of Events Timetable.**

Any applications received after the prescribed **closing date** will not be considered until those received before the deadline date have been allocated places. These will be considered as **Late Applications** as detailed in this document.

Should there be more applications than places available then the Authority will prioritise applications in accordance with its over-subscription criteria detailed in this document.

The primary school which the pupil is attending is not a factor which is taken into account when allocating places.

Application forms must be completed online by the prescribed closing date. If the form is not submitted by the deadline then the chances of getting a place at the preferred school is diminished as is the possibility of free transport to school.

It is our intention to issue decision letters in respect of these applications received by the deadline by the offer date **set in the admissions Schedule of Events Timetable.**

DEADLINE FOR APPLICATIONS FOR FULL TIME SECONDARY PLACE IS 20TH DECEMBER 2023

Sixth Form Admission

It is the responsibility of each individual school to process their own sixth form applications.

Arrangements for admission to Sixth Form Community Schools should therefore be discussed with the individual school prior to submitting an application for admission. Parents can contact the school directly for an application form.

9. Admissions Outside the normal admissions arrangements. (Transfer between schools)

Where applications fall outside of the normal admission arrangements as seen in part 8, applications are processed in line with the following arrangements.

Changing schools requires serious consideration and should be fully discussed with the Headteacher of a child's present school in the first instance. The parent/guardian need to consider if moving school is in the child's best interests. The Department for Education and Children will also provide advice if required.

Should a parent/guardian wish to transfer a child from one school to another the online admission application form must be completed. <https://www.carmarthenshire.gov.wales/home/council-services/education-schools/school-admissions-and-changing-schools/changing-schools-in-the-middle-of-an-academic-term-or-year/>

It is not always possible to offer pupils a place in a year group at a school outside of the normal admissions round, as all available places may have already been allocated to pupils at an earlier time

(i.e earlier requests to move school for the academic year/previous academic years, or during the normal admissions round).

Moving into a school's catchment area does not guarantee a place at a school. Having a sibling being offered or admitted to a school does not guarantee a school place for other siblings.

Where there are multiple children from one household requesting a move to a school, it may not be possible to offer a school place to all of the children in the same school if some year groups are already over its admission number.

Applications received prior to a new Academic Year which the application is for will be processed in the Summer term before the Academic Year starts.

Applications received during the Academic Year should be assessed and parents/guardian notified of a decision within 15 school days or 28 calendar days (whichever is soonest) if the application has been successful or not. All applications are processed in accordance with the Welsh Government Admissions Code.

If an offer of a place is made. Parents are required to accept or decline the offer of a place. Once accepted a space at the school will be kept until the end of the term in which they are due to start.

The offer of a place will be removed and re-allocated to other pupils if;

- the offer of a place is not accepted within the given allotted time given on the offer letter, or
- the child does not physically start by the end of that term for which they applied.

Parents seeking to postpone their start date longer than one term, will be asked to re-apply for a school place.

A pupil moving into the county will be placed on roll of the new school in Carmarthenshire on the start date noted on the offer email.

Applications for Children identified as either a Child Looked After and previously a Child Looked After; Statemented; or with an Individual Development Plan will need to be verified before processing.

Applications will be considered in accordance with the admission procedures and policies detailed in this document. Should there be more applications than places available then the Authority will prioritise applications in accordance with its over-subscription criteria detailed in this document.

Should parents be unsuccessful in obtaining a place for their child at their preferred school, they will be notified by email of the reason(s) why a place has not been offered. The decision email will also state their right to appeal against that decision and the process of how to appeal including the closing date to appeal. More information on the appeals process is detailed in this document.

Waiting lists for applications outside of the normal admissions arrangements

Applications that have been unsuccessful in gaining a place of choice are kept on the waiting list until the last school day of the Academic year for which they applied. Parents must email admissions@carmarthenshire.gov.uk for their child to be placed on the waiting list.

10. MAKING AN APPLICATION

Requirement to Make an Application

It is a requirement that a parent/guardian must complete and submit an online application for a pupil to be admitted to a school to the Authority or in the case of Voluntary Aided Schools applications should be made to the Governing Body.

The application form will ask a parent/guardian to rank their school choices by 1st, 2nd and 3rd preference.

Applications for the Normal Admissions Arrangements must be submitted by the prescribed closing dates as set in the Schedule of Events as detailed in this document. Any subsequent application/s received after the published deadline will be processed as a late application as detailed in this document.

Parent/Guardians will be notified by the Admissions Authority as to whether the application has been successful or not in line with the admissions arrangements. This includes applications made on behalf of a Child Looked After by a corporate parent where the Authority is both the corporate parent and the Admissions Authority.

Applications for admission outside of the normal admissions arrangements are detailed in part 9 of this document.

No Community or Voluntary Controlled primary school can authorise the admission of a pupil.

How to Apply

Once the parent/guardian has decided upon the school they wish their child/children to attend they should submit the application to the appropriate Admissions Authority.

For Community and Voluntary Controlled schools this can be done:-

- *Directly on-line using the Authority's website at <https://www.carmarthenshire.gov.wales/home/council-services/education-schools/school-admissions-and-changing-schools/>*
- *By contacting the school*

For Voluntary Aided Schools

- *Apply direct to the School*
- *Online application via Carmarthenshire County Council Website*

It is recommended that **before submitting an application parents contact the preferred school direct.** The school will have a map of its catchment area and can assist parents by providing other information about the school and the admission procedure.

(a) Completing the Application Form

Parental/Guardian Responsibility

The person completing the application form must ensure they have parental responsibility for the child in question and agreement of all people with parental responsibility. If it is not possible to reach a mutual agreement, a court order is required to confirm the application can be processed. The applicant will be required to tick a box on the online application form to confirm parental agreement.

Where there is a disagreement or objection the application will be placed on hold until the matter is resolved between the parents or a court order is received stating if an application can be made.

(b) Parental Preference – School Choices

Parents will be able to apply online for a place in a maximum of three schools on the application form. It's recommended parents/guardian apply for 3 choices to increase the chance of securing a place at a school of preference.

Parents who chose to apply for 2 or 3 schools will have to rank them in order of preference (i.e. 1st 2nd and 3rd choice).

Initially all applications will be considered equally, but if a place in the 1st (or only) is offered, places will not be offered in either the 2nd or 3rd choice of schools.

If the 1st choice is refused, your 2nd choice will be treated equally as if it were a 1st choice of school. This process will continue until a place is offered or until all 3 choices are exhausted.

Parents/guardians to contact admissions@carmarthenshire.gov.uk to discuss an alternative school place if all choices have been unsuccessful.

Where multiple applications are received, they are automatically processed in the order they are received. If you submit a new application, the application received the earliest will remain as your 1st 2nd and 3rd choice and your second application will be added as your 4th 5th and 6th choice.

(c) Changing or cancelling preferred school choices

Parents must email admissions@carmarthenshire.gov.uk to change the order of their choice of school. Parents may be asked to submit a new application. Changes made after the published closing dates will be considered as late applications.

(d) Start date

When applying within the normal admission rounds the pupil's start date will be allocated automatically populated with the usual start a standard start date associated with a pupil of that age.

When applying for admission outside of the normal admission rounds parents are asked to enter a preferred start date to their new school.

(e) Language preference – Dual Stream and Bilingual Schools

Where a school can offer more than one language stream (for example a dual stream school) the parent's preference for a particular language stream will not be considered as part of the admission application process. The admission application will only consider allocation of a place into the year group at the school. Any language preferences should be discussed with the school upon allocation of a pupil place.

(f) Home Address

A pupil's home address is considered to be a residential property that is the child's only or main residency, a dwelling or residential building not including any land attached to it. The catchment area is based on the location of the house in which the pupil lives and not any land surrounding that house, and is either:-

- Owned by the child's parent(s) or the person with a defined legal parental responsibility for the child; or
- Is leased to or rented by the child's parent(s) or the person with parental responsibility under a written rental agreement, signed by the landlord and tenant, of not less than six months duration.

Proof of Address

The Authority reserves the right to request proof of address at the time an offer of a place is made.

In order for the application to be considered as part of the normal admissions round then you may need to provide proof that you are residing at the address stated on the application form.

The Authority will consider any two of the following documents as being of assistance to determine residency at a particular address:-

- (a) An original Council Tax or Housing Benefit bill or notification letter being not more than 12 months old;
- (b) An original utility bill (not more than 3 months old);
- (c) An original award letter of Child Benefit or Child Tax Credit or Working Tax Credit or Universal Credit award letter (not less than three months old and **stating the name of the child/children**);
- (d) A signed and dated tenancy/lease agreement of at least six months duration but with not less than one month duration remaining;
- (e) Original credit card or bank statement showing the address (not more than two months old);
- (f) Written confirmation from the applicants Bank or Building Society confirming details of the change of address and also the date the change was effective from;
- (g) Valid current photo ID driving licence.

As part of the admission process you may be required to provide proof of your address in connection with your application. The Authority will seek to verify the information provided and reserves the right

to require the applicant to provide any additional information it deems necessary to confirm residency or to take reasonable action to determine whether or not an application is fraudulent.

If a school place is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent address, then the place is liable to be withdrawn.

If a school place is offered and a parent or person with a legal parental responsibility for a child, knowingly and willingly provides a false statement, which would affect the success of their application, they may have the place withdrawn.

If no proof of residency is provided on request, then the Authority will be unable to process the application and the place may be awarded to another pupil.

Moving Residency/ Change of Address

If you intend to change residency and are applying for admission to a school based on the new address, then the Authority will take steps to verify the arrangements. The Authority may also accept;

- a. A solicitor's letter confirming the completion date of your house purchase (exchange of contract is not sufficient) evidence of completion must be provided prior to the offer of a school place being made.
- b. A signed tenancy agreement for at least 6 months, see (d) proof of address.

If you cannot provide proof of address by the closing date, then your application will be based on your current address.

If you are moving address after the offer day, your application will be treated as late, as places will have already been allocated.

Temporary Address

Temporary address will only be considered in limited circumstances such as:

- Refugees/immigrants recently moved into the County housed in hotels or temporary accommodation provided by or agreed by the Home Office or through official channels.
- Documentation proving that family has been provide emergency accommodation due to previous property permanently uninhabitable.
- Or proof that the previous house "family home" has been relinquished.

Evidence of Address

Parents may be tempted to apply for a school place using an address that is not the usual home address for a pupil, such as a grandparents or other family members addresses, even on a temporary basis to gain an advantage of a school place may be considered as fraudulent and this may result in the place being withdrawn.

Examples of fraudulent applications could include but are not limited to:

- o Using grandparents or other family members address for the application,

- Using other properties that are owned by the parents, but not used as the primary home address,- evidence may be requested of use of other properties.
- Applying from a relative’s address but keeping your previous property.
- Rental agreements less than 6 months duration.
- Living at a temporary address whilst construction work is carried out at the “home address”

Parents found to be using false addresses to gain an advantage for a school place may result in their applications not being processed, or places being withdrawn. Parents may be asked to submit a new application with the correct address.

Failing to provide evidence of the home address when requested may result in the application not being processed or may impact the priority of the application under consideration.

(g) Shared Responsibility

Where there is shared responsibility for a child, and the child lives with both parents, or persons with a legal parental responsibility for the child, for part of the week, then the main residence will be determined as the address where the child lives for the majority of the school week. The person in receipt of Child Benefit will be used as the main residence where there is a 50:50 split in caring for the child.

The address of the parent in receipt of child benefit at the time of the closing date for the application will be classed as the main residence and parents may be requested to supply documentary evidence to support this. Where any changes are made to the recipient of the child benefit after this time any application will be classed as a late application.

(h) Additional and Special Learning needs (ALN/SEN)

Parents must note if a pupil has any Special or Additional Learning needs on the application form when asked. This information will help schools plan ahead to put provision in place for pupils should they be admitted to the school. The ALN/SEN department will be asked to verify these applications.

(i) Gypsy and Traveller Children

The Authority 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 or not they are permanent residents in the area. Admission applications made in respect of gypsy and traveller families will be dealt with, with a view to placing these children as quickly as possible at the nearest available and appropriate school

(j) Other Admissions Arrangements

A bilingual Carmarthenshire- Learning through the medium of Welsh

Parents may express a preference for a particular language school. However, Carmarthenshire County Council is committed to further developing its bilingual education system in line with the 2022-2032

Welsh in Education Strategic Plan. We strongly believe that being bilingual or multilingual is an advantage for our children and young people. Considerations have been made for pupils that may move into the County with very little or no Welsh language. Pupils of all ages can access support for Welsh provision in Carmarthenshire. More details found at [Bilingual Learning](#)

Split Site

When an application is made for admission to a school which operates on more than one site, the Authority will approve admission to the school and not to a particular site. The site the children will attend is a matter for the school to decide.

11. OVER SUBSCRIPTION CRITERIA

FOR ADMISSION TO COMMUNITY AND VOLUNTARY CONTROLLED NURSERY, PRIMARY AND SECONDARY SCHOOLS

If there are more applications for admission than places available at a particular year group within a school, the allocation of places will be based on the following criteria listed in priority order:

1. Children Looked After and previously Children Looked After.
2. Children who live in the school's catchment area and have a sibling on the roll of the school at the time the child is to start at that school.
3. Children who live in the school's catchment area and who do not have a sibling on the roll of the school at the time the child is to start at that school.
4. Children who reside outside of the school's catchment area and have a sibling on the roll of the school at the time the child is to start at that school.
5. Children who reside outside of the school's designated catchment area and who do not have a sibling on the roll of the school at the time the child is to start at that school.

N.B. Where there is a Statement of Special Educational Needs or an Individual Development Plan (IDP) naming a particular school for Admission then this must be stated clearly on the admission to school application form. Such applications are dealt with before the award of any places by the Authority through the application of the oversubscription criteria stated above.

For Full Time 4 year old Primary School applications - the 3 year old part time Nursery or early years provision allocated cannot be used as a criterion for giving priority in allocating Full time 4 year old Primary school places.

For Year 7 Secondary applications – The primary school a pupil attends cannot be used as a criterion for giving priority in allocating a secondary school place.

NOTES

Within each of the above categories:

(a) Distance Criteria

Where there are more applications than places for a school, the distance from home to the school will be used in order to allocate priority for places with those living nearest the school being given priority and a place at the school before those living further away. The distance will be measured using the shortest available route on Google Maps.

The distance from the home address to school will be measured from the nearest available route from the nearest school entrance to the nearest available access point by highway or public footpath to the home address as measured by Google Maps.

(b) Siblings

Children will be classified as sibling if they are: A full brother or sister (children who have two parents in common), a half brother or sister (children who have one parent in common), an adopted or fostered brother or sister, a step brother or sister (children who are related because their parents are married, co-habiting or in a civil partnership), but in every case the children must be living in the same family unit at the same address for the majority of the week.

Where there is 50/50 residency it is the address of the parent/guardian in receipt of child benefit which is used to process the application and the sibling must be enrolled and attending the school when your child is due to start school. The Authority reserves the right to request evidence if required. Failing to provide evidence when asked, will result in your application being ranked as having no sibling at the school.

(c) Multiple Birth Children

In any circumstances in which there is one place available, and the next eligible children are twins/triplets then the LA will admit both/all children.

(d) Children of UK Service Personnel

Children of UK Service personnel will be treated as in catchment if their application forms are accompanied by an official Ministry of Defence (MOD) letter declaring a definite return or official posting date and confirmation of the new address within catchment.

Notification of Offer of a Place at a School

Parents will be advised by e-mail confirming, or otherwise, that a place is available at the school and offering them the opportunity of accepting the place in line with the admissions arrangements set in the Schedule of Events as detailed in this document.

A Parent must accept the offer email to secure a place in school. If a Parent does not respond by the date on the email, **the place may be re-allocated and the place offered to another pupil.**

Applications for admission outside of the normal admissions arrangements are detailed in part 9 of this document.

Withdrawing the Offer of a Place

The offer of a school place may be withdrawn on the basis:

- (i) that it is subsequently discovered that a fraudulent or intentionally misleading application was made (e.g. falsely claiming to reside within a catchment area of a school); or
- (ii) the offer of a place has not been accepted by the dates on the letter/email. The Authority may then re-allocate the place to another child.
- (iii) A place at another school is confirmed by a parent/guardian
- (iv) If a pupil has not started at a school at the end of the school term which they were due to start in accordance with the Authority policy. **Applications for admission outside of the normal admissions arrangements are detailed in part 9 of this document.**

Early Applications

Please note that early application cannot be used as a criterion for giving priority in allocating places. All application received up to the closing date are treated equally.

Late Applications

Applications received after the application closing deadline will not be considered until those received before the deadline have been awarded. Applications received after the closing date are less likely to be awarded a place at the preferred school parents applied for.

Waiting List

Waiting lists for admission outside of the normal admissions arrangements are detailed in part 9 of this document.

Where it has not been possible to admit a pupil to a preferred school choice due to over subscription, parents must inform the Authority by email admissions@cararthenshire.gov.uk if they wish their child's name to be placed on the waiting list.

The waiting list will be retained until the **30th September** following the notification of decision date as set in the admissions schedule of events timetable detailed in this document.

It should be noted that fresh applications must be made after the 30th September deadline.

Pupils on the waiting list will only be considered for a school place, if the number of places allocated/on roll in the relevant year group drop below the admission number for the school.

Should vacancies become available all new and late applications received at that time will be considered for the vacancies along with those on the waiting list. Any available places will be allocated in accordance with the oversubscription criteria.

Applications on the waiting list for the normal admissions arrangements will be kept reviewed on a monthly basis until the 30th of September after the notification of decision date as set in the admissions schedule of events timetable detailed in this document.

Parents can appeal a decision while on the waiting list for multiple schools.

12. APPEALS REGARDING ADMISSION OF PUPILS TO COMMUNITY / VOLUNTARY CONTROLLED PRIMARY OR SECONDARY SCHOOLS

Should parents be unsuccessful in obtaining a place for their child at their preferred school, they will be notified by email of the reason(s) why a place has not been secured and also of their right to appeal against that decision and the process for doing so.

For Community Schools and Voluntary Controlled Schools the Authority will make arrangements for an Independent Appeals Panel to consider appeals. The appeals procedure will be undertaken in accordance with Welsh Government's School Admission Appeals Code.

There is no right of appeal in the case of refusal of admission to Early Years, 3 Year old part-time Nursery provision.

Appeals will be heard individually or as a group if there are more than one appeal for the same school, except when the body or bodies responsible for making appeal arrangements direct otherwise. Parents will be afforded an opportunity of presenting their case in private either directly or with the assistance of their chosen representative. All supporting evidence must be submitted to the panel by the appeal hearing date otherwise the panel may not consider this. The panel will not be able to consider any additional information or evidence provided following-the hearing.

The Clerk will notify all parties of the Panel's decision which will be binding upon the Authority, the Governing Body and the parents.

An appeal by parents against refusal of a place at a Community or Voluntary Controlled School must be submitted via the Appeals e-form https://sirgar-self.achieveservice.com/en/service/School_Admissions_appeals.

The appeals must be submitted by the deadlines noted on the decision email or as set in the Admissions Schedule of Events Timetable as detailed in this document.

Medical Condition

Where Medical Evidence is required, you will need to provide copies of reports relating to the diagnosis from the relevant Consultant and/or Specialist. Voluntary Aided Schools will have their own arrangements for appeals to be heard independently. In addition to the above nothing in this process will prevent a parent with a child who has a statement of education needs but who has been refused admission to the school named in the statement from having such a decision reviewed by an SEN Tribunal.

13. Admissions Schedule of Events Timetable for normal admissions arrangements to Community and Voluntary Controlled Schools 2025-26.

Provision Arrangements	Date of Birth Range	Starting School	Deadline Date for Applying	Notification of decision Date	Appeals Closing Date for those applied by the closing date
Early Years 3 Year old Nursery Education (Part time only at 3-11 schools)	1 st September 2022 and 31 st August 2023	January 2026 April 2026 September 2026	31st July 2025	October 2025	No right of appeal
Option A (N2 full time) (current arrangements) 4 Year Old Education Primary 4 – 11 (Full time at a Primary school)	1 st September 2021 and 31 st August 2022	September 2025 January 2026 April 2026	31st January 2025	16th April 2025 or next working day	14th May 2025
Option B (N2 full time) 4 Year Old Education Primary 4 – 11 (Full time at a Primary school)	1 st September 2021 and 31 st August 2022	January 2026 April 2026 September 2026	31st January 2025	16th April 2025 or next working day	14th May 2025
Option C (Reception) 4 Year Old Education Primary 4 – 11 (Full time at a Primary school)	1 st September 2021 and 31 st August 2022	September 2026	31st January 2026	16th April 2026 or next working day	14th May 2026

Provision Arrangements	Date of Birth Range	Starting School	Deadline Date for Applying	Notification of decision Date	Appeals Closing Date for those applied by the closing date
Secondary Education Moving from Primary to Secondary School (Year 7)	1 st September 2013 and 31 st August 2014	September 2025	29th November 2024	1st March 2025 or next working day	31st March 2025

Early Applications - Please note that early application cannot be used as a criterion for giving priority in allocating places. All application received up to the closing date are treated equally.

Late Applications - Applications received after the application closing deadline will not be considered until those received before the deadline have been awarded. Applications received after the closing date are less likely to be awarded a place at the preferred school parents applied for.