

LLANDAFF CITY CHURCH IN WALES PRIMARY SCHOOL

POLICY STATEMENT NO.23 ADMISSIONS

- 1 The law requires the Governing Body to publish its arrangements for the admissions of pupils to the Llandaff City Church in Wales Primary School ("the School"). The Standard Number for the School is 60 pupils in each year.
- 2 The aim of this policy is to set out the criteria in accordance with which the School will decide applications for admission for both Reception intake and applications outside the normal admissions round received after 1st September 2018. The Governing Body will be responsible for the implementation of this Policy.
- 3 During the Autumn Term 2018, application forms will be sent to parents who have recorded their child's details in our Registration Book for entry in 2019/2020 and have not already completed an application form. All completed forms must be returned to the School by 12 noon on **Monday 7th January 2019**. All applications received after that date shall be considered as late applications. It shall be for the Admissions Authority to decide whether or not to accept a late application for consideration. Its reasons for doing so shall be recorded clearly on the application. If accepted for consideration, the application shall be decided in accordance with the Policy and the School's internal procedures and where applicable, its oversubscription criteria.

All children whose parents wish them to attend the School will be admitted provided the number seeking admission does not exceed the places available.-

In the event that the number of applications exceeds the School's Standard Number, the applications shall be determined in accordance with the following criteria. Places will be offered to those in Category 1, any remaining places to those in Category 2, then Category 3, 4, 5, 6, 7, 8 and then finally to any other applicants in Category 9. Where the Admissions Authority is unable to offer a place for all children within any category because the admission number would be exceeded, places will be allocated to those applicants who fall within any one of the categories listed in the following priority:

- Children who have a brother or sister (including step-brother/step-sister living in the same house) attending the School at the time they would be admitted were their application to be successful.
followed by
- Those who live nearest to the School. Proximity is measured by calculating the shortest walking distance from the School postcode to the home postcode as measured by Google™ Maps UK (www.maps.google.co.uk). The Admissions Authority will use either the School's main postcode (CF5 2HT) or the Cardiff Road pedestrian entrance (CF5 2DU) based on which School entrance is closest to the home address. For the purposes of this exercise, the 'home address' for children whose parents do not live at the same address is the address where the child will spend the majority of the school week (i.e. at least 3 evenings/nights, Sunday to Thursday) during term time.

Applications for any year group, at any time in the year (e.g. families who have recently moved home) will be considered by the Admissions Authority in accordance with the School's Policy and oversubscription criteria:-

1. Those children who are "looked after" by a local authority and whom the local authority request be admitted to the School.
2. Children who, with their parent(s) or guardian(s) are practising Anglicans and who are in weekly or fortnightly attendance at Llandaff Cathedral, or children who attend Llandaff Cathedral weekly or fortnightly alone or in the company of other practising Anglicans and have done so for at least two years prior to the closing date for applications.
3. Children who, with their parent(s) or guardian(s) are practising Anglicans living in the parish of Llandaff but who are in weekly or fortnightly attendance at another parish church, or children who attend another parish church weekly or fortnightly alone or in the company of other practising Anglicans and have done so for at least two years prior to the closing date for applications. A map of Llandaff Cathedral Parish is attached.
4. Children who, with their parent(s) or guardian(s) are practising Anglicans living outside the parish of Llandaff and are in weekly or fortnightly attendance at another parish church, or children who attend another parish church weekly or fortnightly alone or in the company of other practising Anglicans and have done so for at least two years prior to the closing date for applications.
5. Children who with their parent(s) or guardian(s) are in weekly or fortnightly attendance of churches that are members of Churches together in Wales (Cytun) (Churches Together in Britain and Ireland (CTBI) if recently moved to Wales) or The Evangelical Alliance or children who attend churches that are members of Churches together in Wales (Cytun) (Churches Together in Britain and Ireland (CTBI) if recently moved to Wales) or The Evangelical Alliance alone or in the company of other practicing worshippers and have done so for at least two years prior to the closing date for applications. This includes Presbyterian Church of Wales; the Chinese Christian Church; the Union of Welsh Independent Churches; Baptist Union of Wales; the Methodist Church; the United Reformed Church; Covenanted Baptist Churches; the Salvation Army; the Roman Catholic; the Congregational Federation of Churches; Religious Society of Friends and Orthodox Church. Churches must be members of Cytun or The Evangelical Alliance as at the closing date for applications to the School.

6. Children who will have a brother or sister (including step-brother/step-sister living in the same house) attending the school at the time they would be admitted were their application to be successful.
7. Children who with their parent(s) or guardian(s) are in weekly/fortnightly attendance of any Christian denomination that does not fall into categories 1 to 5 above and where the denomination is in communion with the Church in Wales and whose long term participation can be substantiated by a senior representative of that faith organization, and whose families wish their child to be educated in a Church in Wales School.
8. Children living with parent(s) or guardian(s) within the parish of Llandaff.
9. Children whose parent(s) or guardian(s) are applying for admission for other reasons.

Provided always that the Governing Body reserves the right to depart from these criteria if there is before it compelling evidence that the welfare of a child will be seriously prejudiced if the child is not admitted to the School.

When considering applications from parent(s) or guardian(s) of children seeking admission on grounds of social or medical needs, the School may consult with the Special Educational Needs Co-ordinator, Headteacher and Local Education Authority as appropriate.

Criteria for categories 2, 3, 4, 5 and 7 will be determined strictly in the light of the signed recommendation from the incumbent or priest-in-charge of the church concerned.

Firm offers of places for the 2019/20 intake will be sent to parents **by Tuesday 16th April 2019**. Appeals against the School's decision not to admit a child should be sent to the Clerk of the Governors, c/o the School, **within 21 days of the date on the letter of refusal** and will thereafter be considered by an Independent Appeal Committee.

Reviewed June 2018