Ysgol Awel y Môr



Admissions Policy (CCBC)

Policy owned by	Date adopted by the Governing Body	Signed on behalf of the Governing Body	Review date
C Foulkes - Headteacher	Summer 2026		Summer 2027

Version	Date	Author / Owner	Description of Changes	Approved By	Next Review Date
1.0	Summer 2026	Catrin Foulkes Headteacher	Initial policy creation	Temporary Governing Body	Summer 2027
1.1					
1.2					
2.0					
2.1					

Mae'r ddogfen hon ar gael yn Gymraeg hefyd.

1. Schools Information and Admissions Policy 2026/2027

1.1 Conwy CBC Education Services Offices

The offices of Conwy CBC Education Services are at: Coed Pella, Conwy Road, Colwyn Bay, LL29 7AZ

Enquiries relating to primary, secondary, and special education should be addressed to the Head of Education Services (Chief Education Officer), PO Box 1, Colwyn Bay, LL29 0GG

☎ 01492 575 031
education@conwy.gov.uk www.conwy.gov.uk/education

Further copies of this document may also be requested from the above office.

1.2 Definitions

'Admissions arrangements'	The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places.
'Admission Authority'	The body responsible for setting and applying a school's admission arrangements. For community and voluntary controlled schools, Conwy CBC is the Admission Authority; and for foundation or voluntary aided schools, the governing body of the school is the Admission Authority.
'Admission number'	The number of school places that the Admission Authority must offer in each relevant age group of a school for which it is the Admission Authority.
'Governing bodies'	School governing bodies are responsible for managing schools with a view to promoting high standards of educational achievement. The governing body of a foundation or voluntary aided school is the Admission Authority for that school.
'Oversubscription criteria'	The list of criteria an Admission Authority must adopt for its school(s) which are only used to assess which children will be offered a place when the school is oversubscribed.

1.3 Types of Schools

Under Schedule 2 of the School Standards and Framework Act 1998, schools were allocated new categories [Community, Voluntary or Foundation] from September 1999.

The majority of the schools in Conwy are maintained by Conwy County Borough Council. Some of the Primary/Infants schools are Church Aided and, as such, have ties with denominational bodies. All the secondary schools are fully comprehensive and cater for pupils/students of 11-18 years of age. Conwy County Borough Council provides designated Welsh Medium Schools where Welsh is the main medium of education. Additionally, there are several schools where Welsh is the main medium of communication and instruction. Welsh medium education is accessible to all children.

1.3.1 Community Schools

Admission to these schools is the responsibility of Conwy County Borough Council ('Admissions Authority'). Children are admitted in accordance with Conwy CBC Education Services Admissions Policy.

1.3.2 Voluntary Controlled Schools Church in Wales Schools

Ysgol Betws yn Rhos
Ysgol Eglwysbach
Ysgol Llanddoged
Babanod Llanfairfechan
George
Ysgol Porth y Felin
Ysgol Llangelynnin
Ysgol Llanddulas Ysgol
Ysgol Pencae Ysgol St
Ysgol Ysbyty Ifan

Admission to these schools is the responsibility of Conwy County Borough Council ('Admissions Authority'). The admission policies of these schools are the same as Conwy County Borough Council Community schools.

1.3.3 Voluntary Aided Schools

Voluntary Aided Schools are maintained jointly by Conwy County Borough Council and either the Church in Wales or the Roman Catholic Church.

(a) Church in Wales Schools

Ysgol Bodafon, Ysgol San Sior, Ysgol Y Plas

The Governing Body of the respective school is the Admissions Authority for these schools. Further information on the admission of any pupil is available from the Headteacher of the relevant school

Appeals concerning admission should be made in writing to: The Chair of Governors at the relevant school

(b) **Catholic Schools**

Ysgol Blessed William Davies, Ysgol St Joseph's

The Governing Body of the respective school is the Admissions Authority for these schools. The main criteria for admissions are membership and commitment to the Catholic faith, although other pupils, who are not Catholic and who seek a faith based education, may be admitted. These pupils are admitted in accordance with a diocesan policy which considers the wishes of parents for a denominational educational environment for their children, the needs of sick or children with physical or learning difficulties and the needs of children who belong to a minority [e.g. ethnic] group.

Further information on the admission of any pupil is available from the Headteacher of the relevant school.

Appeals concerning admission should be made in writing to: The Chair of Governors at the relevant school.

1.3.4 Foundation Schools

Ysgol Pen y Bryn, Ysgol Eirias, Ysgol Bryn Elian and Ysgol Emrys ap Iwan

The Governing Body of the respective school is the Admissions Authority for these schools. Children are admitted in accordance with each school's policy. Further information for the admission of any pupil is available from the Headteacher of the relevant school.

Appeals against admission refusals are considered by an Independent Appeal Panel under arrangements made by the Governing Body of each school in accordance with Sections 94 and 95 of the 1998 Act and Schedules 24 and 25.

1.3.5 Special Schools

Conwy County Borough Council maintains one special school, Ysgol y Gogarth, Llandudno, which provides for pupils with complex needs that cannot be met in a resourced mainstream school. Placement is determined by the county's Additional Learning Needs (ALN) Moderation Panel following Local Authority ALN and Provision Consideration and a subsequent Local Authority prepared and maintained Individual Development Plan. This is in accordance with the ALN and Education Tribunal Act (Wales) 2018. Assessment places can be made where appropriate and as determined by the ALN Moderation Panel.

In exceptional circumstances, if needs cannot be met within the County Borough, placement in an out of county school may be considered.

1.4 Additional Learning Needs (ALN)

1.4.1 Children with an Individual Development Plan

Admissions procedures do not generally apply to children with Individual Development Plans (Local Authority Maintained IDP) as a maintained school named in a Local Authority Maintained IDP must admit a child even if by so doing the admission number would be exceeded.

1.4.2 Children with ALN without IDPs

Admission Authorities must not refuse to admit a child because they consider themselves unable to cater for their ALN. They must not refuse to admit a child on the grounds that he or she does not have an IDP or is currently being assessed.

1.4.3 Children with disabilities

Under the Equality Act 2010, Admission Authorities have a duty not to discriminate against disabled children and prospective pupils in their access to education. This duty is anticipatory, and schools must make all reasonable adjustments for pupils with a disability including promoting accessibility to the building and curriculum.

1.4.4 Children with challenging behaviour

Admission Authorities should not refuse to admit a child on the basis of their behaviour elsewhere, except where a child has been twice excluded.

1.4.5 Learners with two permanent exclusions

Admission Authorities do not have to comply with parental preference if the child has been permanently excluded from two or more schools and the latest exclusion took place within the previous two years (this does not apply to a pupil who has a Statement of SEN/Individual Development Plan (IDP), Looked After' or previously 'Looked After').

1.4.6 Hard to place children

The Admissions Authority will ensure that these children are admitted to a suitable school as quickly as possible. This could potentially include schools that are already full. The Authority's protocol regarding children who arrive outside the normal admissions round applies in these circumstances.

The School Admission Code (Statutory Code document no: 005/2013, 7/2013) states that all Local Authorities (LAs) must have appropriate protocols in place for admitting children they consider to be hard to place so that unplaced children, especially the most vulnerable, are offered suitable

school places promptly. In accordance with this requirement, Conwy County Borough Council has developed a Fair Access Protocol (FAP).

In Conwy, the FAP will be administered for secondary schools through a Fair Access Protocol Panel (FAPP) consisting of representatives from schools and the LA. For primary school learners requiring a place through the FAP, the functions of the FAPP will be overseen by the Inclusion service, with input from the LA's school admissions service and ESW service.

1.5 Policy and procedure for admissions to schools where Conwy County Borough Council is the admissions authority

1.5.1 Responsibility for admission

(a) Conwy County Borough Council as the Admissions Authority is responsible for determining the arrangements for admission to all Community Primary, Secondary and Special Schools and Voluntary Controlled Schools. Conwy County Borough Council will consult school Governing Bodies annually in relation to admissions.

(b) The Governing Bodies of Foundation and Voluntary Aided Schools are responsible for determining the arrangements for admissions to all such schools. Conwy County Borough Council will consult and co-operate with the Governing Bodies and the Diocesan Education Authorities on school admissions.

(c) Co-ordinated arrangements for admissions will be considered by the Local Admissions Forum – whose consultation arrangements include all Admission Authorities within the County Borough.

1.5.2 Fundamentals of policy

(a) In this document the term 'parent(s)' refers to corporate parent(s), parent(s), guardian(s) and carer(s).

(b) The Authority will comply with statutory requirements and will give full recognition to the expression of parental preference within the context of its duty to ensure the provision of efficient education and the efficient use of education resources. The Authority will not expand the admission number to meet demand which does not comply with the admissions criteria [please see 1.7 below]. In the event of a significant expansion of a school being deemed necessary, the appropriate proposals will be published, and the statutory procedure followed.

(c) The Authority will admit pupils of the relevant age group [that is, an age group in which pupils are normally admitted to a school and where the child is the same age as the age range of the year group] up to the admission number of every school other than in certain cases, see 1.7 below

(d) The School Standard and Framework Act 1998 contains special provisions concerning the admission of children to infant and primary classes. These provisions place a duty upon Admissions Authorities to limit the size of classes at Infants and Primary schools to 30. Limitations are placed on the powers of Independent Appeal Panels to allow appeals against refusals to admit a child to a school for class size reasons.

(e) The admission number for each school will be established in accordance with appropriate statutory requirements.

(f) The Authority will operate a 'catchment' area policy where provision with regard to accommodation, staffing, other resources and school transport, will be focused on the area where a pupil resides. Each school has a defined 'catchment' area and official maps showing the boundaries can be requested by contacting admissions@conwy.gov.uk, 01492 575 031 or in individual schools. If more pupils apply to a school than there are places available, priority will be given to pupils who reside within the 'catchment' area as detailed in the oversubscription criteria.

Places cannot always be guaranteed to pupils living in the catchment if the number of applications exceeds the places available.

1.6 Admissions Procedure

1.6.1 Early/Nursery Education (Foundation Phase)

NB: Admission to an Early Education (pre-school) setting which may be based on a school site does not guarantee subsequent admission to the nursery class at that particular school as this is a separate admission round.

The "Curriculum for funded non-maintained nursery settings" commences in the term following a child's 3rd birthday. This curriculum steers the high quality early education provision in Conwy and was developed to support our work with children at the very beginning of their Curriculum for Wales's learning journey. The "Curriculum for funded non-maintained nursery settings" aspires to create in children positive dispositions towards learning as well as supporting them in beginning to realise the four purposes of Curriculum for Wales to develop as:

- Ambitious, capable learners, ready to learn throughout their lives
- Enterprising, creative contributors, ready to play a full part in life and work
- Ethical, informed citizens of Wales and the world
- Healthy, confident individuals, ready to lead fulfilling lives as valued members of society.

The Admission Authority's policy in relation to nursery education (defined as provision for three-year old children) is:

(a) **Early Education (pre-school)**

The Welsh Government provides funding for Local Authorities to offer part-time places for children from the term following their 3rd birthday. The Authority funds places within the voluntary and private sector at the beginning of the term following a child's 3rd birthday, until the end of that academic year. Children whose 3rd birthday falls within the Summer Term will enter school nursery provision in September for their funded 3 year old place.

Settings who deliver early education in the voluntary/non-maintained sector must be registered with Conwy County Borough Council's Early Years Advisory Team, and CIW.

Provision is based on 5 x 2 hour sessions per week for each child or 4 x 2.5 hour session per week for each child

For information on early education provision within approved settings in Conwy County Borough Council, please contact Conwy Early Years Team on 01492 577 850 or via email Plant.Children@conwy.gov.uk.

(b) Nursery Education

Admission to a nursery class or unit of a particular infant or primary school does not guarantee admission to that school for full time education. A new application will need to be completed prior to entry to reception (full time education).

(i) Nursery schooling is provided on a 0.5 basis at all of the Authority's schools that cater for the 3-7 and 3-11 age group.

(ii) Provision is based on 5 x 2 hour sessions per week for each child.

(iii) The Authority will admit a child for a nursery place at the beginning of the school year (September) if the child has achieved his/her 3rd birthday on or before August 31st. Parents may be asked to provide official documentation showing their child(ren)'s date of birth. The law does not require a child to start school until the start of the term following the child's 5th birthday.

(iv) Initial applications for admission can be made to the Headteacher of the school or to Conwy County Borough Council. The Head of Education Services (Chief Education Officer) will invite parents to express their preference for a nursery place.

Parents may express a preference for any school, however the Authority will prioritise applications according to the criteria listed in 1.7 below.

(i) Applications for nursery school admission are open from the Autumn term prior to the school year when the child is eligible to start nursery

school.

(ii) Any preference expressed by the parent will be considered by the Authority in the light of the criteria stated in 1.7 below. If the Authority is able to comply with the wish of the parent then the child will be admitted to the preferred school.

(iii) Should the Authority be unable to allocate the child a place at the school for which the parent has expressed a preference, the parent will be informed in writing as to why their application was unsuccessful and will be offered a place for their child at the nearest suitable school with available places.

(iv) Parents have no right of appeal under the 1998 School Standards and Framework Act if they are unsuccessful in gaining a nursery place.

1.6.2 **Admissions to Primary schools in Conwy County Borough where Conwy County Borough Council is the Admission Authority**

(a) A full time school place will be available for children from the beginning of the school year when the child has achieved his/her 4th birthday on or before August 31st. The law does not require a child to start school until the start of the term following the child's 5th birthday. Parents should be aware that admission can be deferred until the term following the child's 5th birthday. Parents would not however be able to defer entry beyond the beginning of the term after the child's 5th birthday nor beyond the school year for which the application was accepted. Applications must still be submitted by the stated timescale of the LA even if entry is deferred.

(b) The Head of Education Services (Chief Education Officer) will invite parents to express their preference for a primary or junior school. Parents may express a preference for any school, however the Authority will prioritise applications according to the criteria listed in 1.7 below. It should be noted however that transport will only be provided if it satisfies the criteria in the Conwy County Borough Council's Transport Policy which is available on Conwy's Website.

(c) Any preference expressed by the parent will be considered by the Authority in the light of the criteria stated in 1.7 below. If the Authority is able to comply with the wish of the parent, then the child will be admitted to the preferred school.

(d) Should the Authority be unable to allocate the child a place at the school for which the parent has expressed a preference, the parent will be informed in writing as to why their application was unsuccessful and will be provided with details of the nearest appropriate school with available places. In addition, parents will be advised of their right of appeal to an Independent Appeal Panel, against the Authority's decision to refuse the application.

(e) Places cannot always be guaranteed to pupils living in the catchment if the number of applications exceeds the places available.

(f) The applicant can therefore decide to:

i. Accept the place offered at the nearest suitable school with available places;
ii. Proceed to appeal;
iii. Proceed to appeal and accept the place offered at the nearest suitable school with available places;
iv. Make a new application to an alternative school of their choice and proceed to appeal; or
v. Make a new application to an alternative school of their choice only.

If the applicant wishes to appeal against the Authority's decision to refuse the application to an Independent Appeals Panel, the applicant will be permitted at least 14 days (10 school days) from the date of notification that their application was unsuccessful to prepare and submit a written appeal for consideration by the Independent Appeal Panel.

(g) The appeal [which should be sent to the Head of Education Services (Chief Education Officer)] must be in writing and set out the reasons for the appeal. In the case of an appeal, the Authority will initiate the appeals procedure of the Schools Standards and Framework Act 1998. The parent, accompanied by a friend, if so desired, will be given an opportunity to appear before an independent Appeal Panel. The decision of the Appeal Panel will be final.

(h) Appeals concerning admissions to Voluntary Aided and Foundation Schools should be made in writing to: The Chair of Governors, c/o the relevant school.

Transfer from Infants to Junior Schools

Where there are separate but 'paired' infant and junior schools, published arrangements must make it clear that parents of children at the infant school will need to apply for places at the junior school and that attendance at the infant school does not guarantee a place at the junior school.

1.6.3 Admission to a Secondary schools in Conwy County Borough where Conwy County Borough Council is the Admission Authority

(a) Pupils will normally be transferred from a primary to a secondary school in the September following their 11th birthday.

(b) The Head of Education Services (Chief Education Officer) will invite parents to express their preference for a secondary school. Parents may express a preference for any school, however the Authority will prioritise applications according to the criteria listed in Section 1.7. It should be noted however that transport will only be provided if it satisfies the criteria in the Conwy County Borough Council's Transport Policy.

(c) Any preference expressed by the parent will be considered by the Authority in the light of the criteria stated in 1.7 below. If the Authority is able to comply with the wish of the parent then the child will be admitted to the preferred school.

(d) Should the Authority be unable to allocate the child a place at the school for which the parent has expressed a preference, the parent will be informed in writing as to why their application was unsuccessful. Parents will need to apply to another school.

In addition parents will be advised of their right of appeal to an Independent Appeal Panel, against the Authority's decision to refuse the application.

(e) The applicant can therefore decide to:

i. Proceed to appeal;
ii. Make a new application to an alternative school of their choice and proceed to appeal; or
iii. Make a new application to an alternative school of their choice only.

If the applicant wishes to appeal against the Authority's decision to refuse the application to an Independent Appeals Panel, the applicant will be permitted at least 14 days (10 school days) from the date of notification that their application was unsuccessful to prepare and submit a written appeal for consideration by the Independent Appeal Panel.

(f) The appeal [which should be sent to the Head of Education Services (Chief Education Officer)] must be in writing and set out the reasons for the appeal. In the case of an appeal, the Authority will initiate the appeals procedure of the Schools Standards and Framework Act 1998. The parent, accompanied by a friend, if so desired, will be given an opportunity to appear before an independent Appeal Panel. The decision of the Appeal Panel will be final.

1.6.4 Relevant dates

(a) The annual admissions procedure applicable to the relevant age group will include the following stages:

Admission to:	Applications open to parents from:	Closing date by which all applications must be made:	Date on which you will be informed of the outcome of your application:
Secondary	01/09/2025	03/11/2025	02/03/2026
Junior	22/09/2025	17/11/2025	16/04/2026
Reception	22/09/2025	17/11/2025	16/04/2026
Nursery	22/09/2025	16/02/2026	05/05/2026

Applications outside the normal admission round

Parents who express a preference other than at the normal ages of admission (e.g. nursery, reception, junior and secondary) will be given the same opportunities as those outlined in the Oversubscription Criteria (see 1.7 below).

Where an application outside the normal admission round is made some time in advance of the requested start date (e.g. where the pupil is not due to move into the area for several months) the Authority will carefully consider the circumstances of the individual case, and the length of time which would be reasonable to hold open a place for the pupil. It would not normally be considered appropriate to hold open a place for more than a school term.

1.6.5 How to apply for a school place

(a) Admission applications can be completed -

- online at www.conwy.gov.uk/admissions
- Paper application forms can be obtained from any school in Conwy or from School Admissions, Conwy Education Services. PO Box 1, Conwy, LL30 9GN or by calling 01492 575 031

It is important that parents make their application by the correct deadline date. If the form is returned by post, it is recommended that proof of postage is obtained from the Post Office.

1.6.6 Late applications

Late applications will be considered after those received by the closing date, **unless** the Authority considers that there are good reasons for the application being submitted late. Such reasons **must** be included with the application.

If the school is over-subscribed, any late applications which are received without good reasons will be considered after those which were received by the closing date, and will be ranked in accordance with the admissions criteria. Any available

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places will be offered to the highest ranking applicants up to the end of the allocation period.

Children with Statements of SEN/Individual Development Plan (IDP) that name a specific school must be admitted regardless of when their application was received.

Should it not be possible for parental preference to be met due to oversubscription, places will be allocated in accordance with the Authority's published oversubscription criteria.

1.7 Admissions Criteria [over-subscription criteria]

1.7.1 The Authority's criteria for admission to schools are therefore subject to:

i) the duty to comply with parental preference when the admission number has not been reached.

ii) the duty to ensure that the interests of Children Looked After and Previously Children Looked After are protected and given priority in the over-subscription criteria for all schools;

iii) the duty to ensure that a pupil with a Statement of Special Educational Need/Individual Development Plan (IDP) is admitted to the school named in the Statement/IDP;

iv) an obligation to ensure that pupils with exceptional medical or educational needs are admitted to a particular school;

v) the obligation to comply with the limitation on infant class size;

vi) the obligation to ensure the provision of efficient education and the efficient use of resources; and any limitation which may arise in relation to a particular school resulting from the application of the admission number, which is the number of children that can be admitted to each year group during the school year.

vii) any limitation which may arise in relation to over subscription. Priority within each category will be determined by the shortest walking distance to/from the school. The Admissions Authority will use the Local Authority's preferred software solution that may from time to time be revised as technological advances are made to calculate home to school distance in miles. The shortest walking route is calculated from nearest recognised public road access point of the applicant's home address to the recognised main entrance gate of the school.

There is no duty for Admissions Authorities to admit a child to a school for education in an infant class in compliance with the preference expressed by the parent, where the child's admission would prejudice efficient education or the efficient use of resources by reason of 'qualifying measures'. Qualifying measures are measures that would be required to ensure that the limit on class sizes is met (that is, no class should be greater than 30 pupils).

1.7.2 Where more parents have expressed a preference for a school in a particular year than there is room for, the oversubscription criteria will be applied in the following rank order:

Category A	'Children Looked After' and 'Previously Children Looked After'.
Category B	Children who have exceptional medical or educational needs which in the opinion of the Admissions Authority justifies admission to a particular school (see 1.7.3.2).
Category C	Children who live within the catchment area of the school.
Category D	Pupils who have siblings who attend the school or who attend the partner infant/junior/primary schools.
Category E	Children who attend the partner infant/primary/junior school.
Category F	Those who live outside the catchment area and who are not eligible for any of the categories above.

1.7.3 Further clarification of admissions criteria follows:

1.7.3.1 **Children Looked After**

There is a duty on Admission Authorities to admit 'Children Looked After' *or* 'Children Previously Looked After' even if this would lead to the admissions number being exceeded in any Conwy County Borough Council school.

1.7.3.2 **Medical Needs**

Admissions Authorities may give higher priority to children or families where there is an identified medical need (for example where one or both parents or the child has a disability that may make travel to a school further away more difficult).

In order for applications to be considered under this criterion, the Admission Authorities would require independent supporting evidence which sets out the particular reasons why the school in question is the most suitable school, and the difficulties that would be caused if the child had to attend another school.

The independent supporting evidence which would be considered appropriate would include (but is not limited to) the following:

(a) Letter/report from a registered health professional such as a Doctor, Community Paediatrician, Physiotherapist, Occupational Therapist, Psychologist, Educational Psychologist, Psychiatrist or specialist Consultant) which must be based on their own knowledge of the parent / child's condition and circumstances;

(b) Letter/report from a registered social work professional which must be based on their own knowledge of the parent/child's condition and circumstances

N.B. Admissions Authorities will not give higher priority to children under this criterion if the supporting evidence has not been produced.

1.7.3.3 Catchment

Each school has a defined 'catchment' area and official maps showing the boundaries can be requested by contacting admissions@conwy.gov.uk, 01492 575031 or in individual schools. If more pupils apply to a school than there are places available, priority will be given to pupils who reside within the 'catchment' area.

Places cannot always be guaranteed to pupils living in the catchment if the number of applications exceeds the places available.

1.7.3.4 Siblings

A sibling is classified as a full, half, step (whether by marriage or cohabiting) adopted or fostered brother/sister.

For a sibling to be considered:

- Siblings must reside at the same address as the applicant at the time of application
- The elder sibling must be of statutory school age and still on the roll at the requested school where the younger child is eligible to attend.

In considering siblings first priority will be given to applications from multiple birth siblings (e.g. twins or triplets).

If following the oversubscription criteria being applied there are still more applications than available places, the remaining places will be allocated in accordance with the 'distance from the school criteria' below.

1.7.4 Distance criteria between home and school

The Admissions Authority will use the Local Authority's preferred software solution that may from time to time be revised as technological advances are made to calculate home to school distance in miles. The shortest walking route is calculated from nearest recognised public road access point of the applicant's home address to the recognised main entrance gate of the school.

Places will be allocated to those who live closest to the school until the admission number has been reached.

The Admissions Authority will only accept the pupil's home address, and not for example the address of a friend or relative. Parents may be asked to provide verification of their home address where the distance criteria is to be applied.

Parents are advised that a school place may be withdrawn if the information given in the application is fraudulent or misleading**,** and the consequence of this may be that there would be no place available at their next nearest school.

Where a place is withdrawn, the application may be resubmitted and if refused, the parent is entitled to appeal against the decision.

If your child's home address changes before the end of the allocation period, you must notify the Admission Authority.

If two parents cannot agree which school/schools they prefer, they must seek independent legal advice, and if necessary an appropriate court order, before submitting their application to the Admission Authority. The Admission Authority will only accept **one** application for each child.

If having followed the over subscription criteria the Authority is still unable to allocate the child a place at the school for which the parent has expressed a preference, the Authority will offer the child a place at the nearest suitable school with available places.

1.8 Children of UK Service personnel and other Crown Servants (including Diplomats)

Families of UK Service personnel and other Crown Servants are subject to frequent movement within the UK and from abroad. School places will be allocated to children and their families in advance of the approaching school year if accompanied by an official Ministry of Defence (MOD) or Foreign and Commonwealth Office (FCO) letter declaring a return date.

1.9 Gypsy and traveller children

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 'Moving Forward – Gypsy Traveller Education'.

1.10 Overseas Children

Children from overseas will be treated in accordance with Welsh Government guidelines. Parents and carers should check that they have a right to abode or that the conditions of their immigration status otherwise permit them to access a maintained school.

1.11 Language preference

The Authority will ensure that parents wishing to have their children educated through the medium of Welsh or English will have the opportunity to express their preference. Each school has a requirement to deliver Welsh within the National Curriculum unless it has requested exemption. No school in Conwy has requested or been granted an exemption.

1.12 Denominational preference

The Authority will ensure that parents wishing to have their children educated at a denominational school will have the opportunity to express their preference for such a school. Admissions to Voluntary Aided Schools are subject to the criteria established by the Governing Body of such schools. In addition, as indicated in 1.3.3 above, there are additional criteria operative in terms of admission to aided schools. These are set out in the Appendix.

1.13 Waiting lists

During the normal admission round

Following allocation of places during the normal admission round, where applications for a particular school have reached the admission number, any unsuccessful applicants will remain on an over-subscription waiting list until 30th September 2023. Should additional places become available whilst the waiting list is in operation, and before any appeals are heard, they will be allocated to children on the waiting list at that time, in accordance with the over-subscription criteria.

Waiting lists will not give priority to children based on the date the application was added to the list. Placing a child's name on the waiting list; however, is no guarantee of an eventual place at the school applied for and does not affect the parent's right of appeal.

Outside of the normal admission round

When an application to an over-subscribed school is made outside of the normal admission round, unsuccessful applicants will be given the opportunity to appeal. If unsuccessful, parents will need to apply for another school. The Authority may provide advice.

1.14 Education after statutory school age – admission to 6th form

Priority will be given to pupils who already attend the relevant school. However, applications from students from other schools will also be considered, subject to the availability of places. Parents have the right to appeal if refused a place for their child

(i) Under Section 8(3) of the Education Act 1996 a new single school leaving date has been set. This is the last Friday in June in the school year in which a child reaches age 16.

(ii) Until that date:

- Parents and guardians must ensure their child's participation in education, at school or otherwise;
- Local Councils must secure the provision of suitable education;
- Employers must not employ a child full time;
- Training providers may not provide full time Government sponsored training.

1.15 Admission of pupils from outside Conwy County Borough Council

Children residing outside Conwy will be admitted in accordance with the same criteria as those children residing in Conwy (see 1.7.3). Applications should be made in writing to the Head of Education Services (Chief Education Officer) or the Headteacher of the relevant school.

1.16 Admissions to schools other than those maintained by the LA

(a) Conwy County Borough Council has special arrangements with the Admissions Authorities of Denbighshire County Council and Gwynedd Council by which preferences expressed by parents for their children to attend schools in those areas may be considered.

(b) Parents wishing to express a preference for a school maintained by an Admissions Authority other than Conwy CBC may do so on the preference form issued by Conwy CBC Education Services. Conwy CBC Education Services will then contact those schools directly.

(c) In such cases, Conwy County Borough Council will not be responsible for meeting the costs of transport between home and school unless there are special arrangements. Conwy County Borough Council will seek special arrangements with neighbouring Authorities for pupils whose nearest appropriate schools is outside the County Borough boundary.

1.17 Change of school within Conwy County Borough at times other than normal transfer points

a) In exceptional cases where early or late admission to secondary education is considered advisable by both parents and primary school, the Head of Education Services (Chief Education Officer) should be contacted at the earliest possible opportunity.

b) Parents wishing to effect a transfer from one maintained school to another, other than at the normal transition points, should first discuss the matter with the two Headteachers of the relevant schools. The Headteachers may then consult Conwy CBC Education Services officers. The Headteachers and Governing Body of the school receiving the pupils must then organise admission to the school in accordance with the Admission Authority's published admission policy.

c) Normally, such changes can only be effected at the beginning of a school term, but changes arising from exceptional circumstances may be effected during the course of a school term. In normal circumstances an application will be dealt with within 15 school days or 28 calendar days, whichever is soonest. Parents are strongly advised, however, to refrain from transferring pupils during the academic year if at all possible, in order to avoid interrupting their school courses.

1.18 Managed transfers

In exceptional circumstances when the continued placement of a pupil in a particular school is under extreme threat, CCBC Education Services may, with the agreement of parents, negotiate a move to another school.