



Milford Haven School Admissions Policy

Date adopted: 10th July, 2024

Date to be reviewed: July 2025

Policy created and reviewed by: Assistant Head teacher for Wellbeing and Inclusion



Admissions to Pembrokeshire Schools **Procedures**

THE COUNTY COUNCIL IS THE ADMISSION AUTHORITY FOR ALL COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS.

THE APPROPRIATE GOVERNING BODY IS THE ADMISSION AUTHORITY FOR VOLUNTARY AIDED SCHOOLS

Applications for places at all Pembrokeshire maintained schools should be made online via the Council's website <https://www.pembrokeshire.gov.uk/school-admissions> . Applications for places at Community and Voluntary Controlled Schools are dealt with centrally by the Admissions Service. Applications received in respect of VA schools are forwarded to the appropriate school for processing.

THE HEADTEACHER MUST NOT INDICATE ANY AVAILABILITY OF PLACES AT THEIR SCHOOL NOR THE LIKELIHOOD OF APPLICATION SUCCESS TO PARENTS.

SIMILARLY, ATTENDANCE AT A TRANSITION EVENT, AN OPEN DAY OR BEING "SHOWED AROUND THE SCHOOL" DOES NOT INFER THAT THERE ARE PLACES AVAILABLE.

Headteachers are unlikely to know about all applications for school places and in order to ensure fairness for **all** and that parents across the county receive the same information, they must not indicate whether or not places are available. Where places have to be refused, parents are informed of their right of appeal and children's names are automatically placed on the waiting list for a school.

On-line applications

Parents are now able to make applications for school places online via the County Council website: www.pembrokeshire.gov.uk/schools-and-learning

Future Admissions; parents need to:-

- complete the on-line admissions form
- upload a copy/photo of the child's **full** birth certificate (and a copy of any change of name document if applicable). This is the document showing the names of the parents as well as the child's details. This document informs us who holds parental responsibility for the child and confirms the child's date of birth and legal name. The application will **NOT** be processed if the birth certificate is not received.

Schools should NOT give out paper forms, all admissions are now on-line.

If parents contact you directly by telephone or visit your school you must advise them:-



- to visit the Pembrokeshire County Council website www.pembrokeshire.gov.uk/education and read the Information for Parents guide
- apply for a school place using the on-line application form
- do not advise them to contact the Admission Office directly unless they have a specific query you cannot answer.

If parents would like to visit the school to have a look around please arrange this directly with the parents. However, you must not give any indication of the availability of space or likelihood of success of submitting an application. **Please do not ask parents to contact Admissions about arranging visits.**

Transfer between schools

All requests for transfer must be made using the on-line application process, transfers must **not** take place until the Admissions Officer has confirmed approval. Pupils must remain on the register of the original school until the transfer is confirmed in writing by the Admissions Officer. Schools will be informed via Teachers Centre of decisions.

Transfers should only take place at the beginning of a term, unless due to a change of home address when a transfer may be permitted during the term. When mid-term transfers are requested, a transfer protocol is followed which involves discussion with the relevant Pupil Support Officer. Their advice will be followed with regards to a transfer date in these cases. In complex cases the protocol also involves behaviour support and SEN services.

A leaflet 'Changing Schools: A Guide for Parents' is available from the Admissions Service and on the Council's website - <https://www.pembrokeshire.gov.uk/school-admissions/transfers-between-schools>

Changing schools requires serious consideration and should, in the first instance, be fully discussed with the Headteacher of your child's present school.

Should parents still need to transfer their child from one school to another then they must apply through submitting an online application which will be treated in the same way as any other application for admission.

Parents may request a transfer at any time. However, unless the transfer is due to a change of address, the Local Authority will normally only allow transfer from one Pembrokeshire school to another at the beginning of a half term. All transfer requests are subject to normal admission procedures and places being available in the requested school.

If an immediate transfer is requested and is not due to a change of address, a protocol involving the Education Welfare Service is applied. Parents will be invited to discuss the transfer request with an Education Welfare Officer, who will determine if an immediate transfer should be granted. If an immediate transfer is not approved by the Education Welfare Officer then the transfer may only take place at the start of the following half term.



In order to allow sufficient time to process applications and greater time for schools to plan for the arrival of new pupils, it is advised that applications for transfer at the beginning of a half term are received at least one month prior to the beginning of that half term.

Upon agreeing to a school transfer request and parents being informed in writing, parents will need to respond to the offer email to accept the place within 21 days.

Application for children to be taught out of their chronological year group

Although most children will be admitted to a school with their own chronological age group, from time to time parents seek places outside their normal age group for gifted and talented children, or those who have experienced problems or missed part of a year, often due to ill health. While it would not normally be appropriate for a child to be placed in a year group that is not concurrent with their chronological age, admission authorities should consider these requests carefully and make decisions on the basis of the circumstances of each case and in consultation with the parents and the school, and specifically in relation to what is most beneficial to the child. Due regard should also be given to the Educational Psychologist's report where available, and clear reasons ascertainable for such a decision to be made.

If it is decided that there are grounds to consider an 'out of year' application, parents refused an application for a place at a school have a statutory right of appeal. However, there is no right of appeal if a place has been offered but not in the desired year group.

Parents will need to complete the on-line application form providing the reason for the request. Schools will need to provide the following:

- Views of the young person
- Evidence of need/documentation to support the request from the school
- An outline of the range of support options considered and the underlying reasons why this option is believed to be the most appropriate and why other options have been discounted
- Support & advice received from relevant agencies/professional colleagues/annual review report (if appropriate) including those views that disagree with the request should they exist
- Outline of arrangements for regular and long term review of the decision including how the young person's views will be sought at points of reviews, irrespective of age

The documentation will be collated by the Admissions Officer who will then present each case to officers within the Inclusion Services and Education Directorate for their consideration.

Secondary School Transfers

With regards to the secondary transfer process. The transfer from primary to secondary education normally takes place in the September following a child's eleventh birthday. For 3-16 schools the pupils will automatically transition to key stage 3, however parents do



have parental choice and may choose to apply for another secondary school during the normal admission round process. The headteacher of your child's primary school can give you information regarding the secondary school that your child should normally attend. There are educational benefits in your child attending the secondary school linked to his or her primary school as part of the 'Cluster of Schools'. Information on secondary school transfer will be distributed during the Autumn term via the primary schools, before your child is due to go to secondary school. You will be asked to express a preference for a secondary school by the end of the Autumn term and you should use the Council's online application system accordingly. Your application will be considered and you will be informed of the outcome on the common offer date, see Part Appendix 1 for Admissions Timetable. If there are more applications for places than there are places available the oversubscription criteria in Part 1 viii (page 11) will be applied.

SUMMARY

First Contact with parent

- **By telephone/e-mail/in person** – advise parents to visit the Pembrokeshire County Council website <https://www.pembrokeshire.gov.uk/schools-and-learning> to access to school website links, Information for Parents booklet, transport information and on-line applications
- Ask if parents would like to arrange a time to visit and have a look around the school. This should be arranged directly between parents and schools.

In all instances advise parents that admissions are dealt with through the Admissions Officer in County Hall. DO NOT give parents any indication of availability of school or agree any places/start date.

Documentation Required

Parents need to upload a copy/photo of the child's **full** birth certificate if they are making an application for a school for the first time or if they are moving into Pembrokeshire. The application will not be processed until the birth certificate has been received.

If the child is already in a Pembrokeshire school there is no need to supply a copy of the birth certificate, but parents need to state on the form the name of their current school in order for us to check the details.

Proof of address may be required but Admissions will request this directly.

Processing of applications

Admissions have up to 15 working days (or 28 calendar days, whichever is the sooner) to process the applications – we will always endeavour to complete as quickly as possible.

MHS staff are unable to give any indication to parents on likelihood of success or when they are likely to hear from the local authority.



Admission Process for Milford Haven School

The preferred time for admissions is at the start of the academic year. The following guidelines are to assist with mid-term admissions.

Procedures

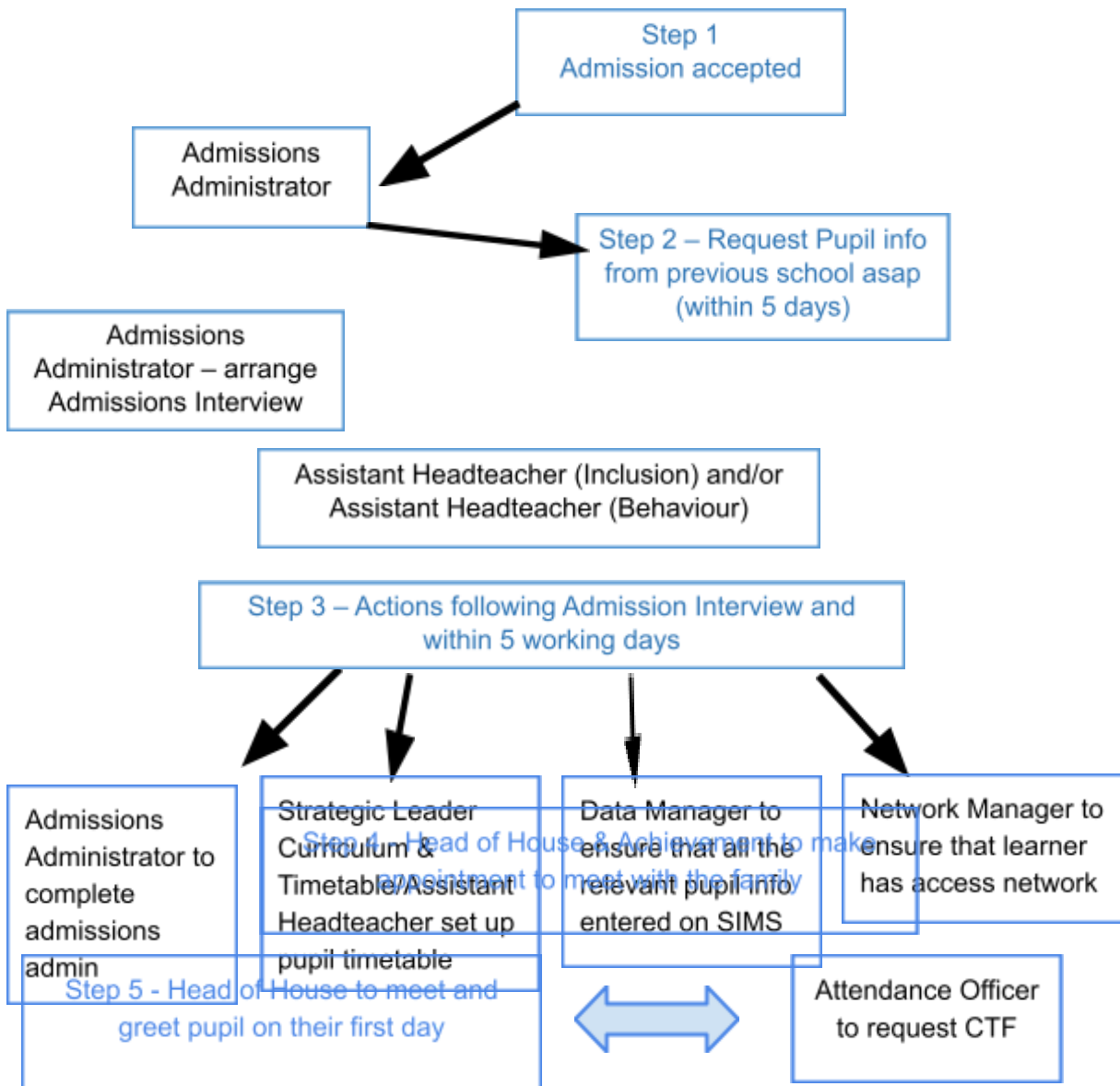
1. Application to the LA has been made for a new admission to Milford Haven School.
2. LA will contact Milford Haven School to confirm that a place has been agreed at Milford Haven School.
3. Milford Haven Schools Assistant Headteacher (and where appropriate the ALNCO) will contact current and/or previous school for academic and other relevant information required to ensure needs can be catered for and correct provision can be implemented.
4. Parent/carer to contact school to arrange an admissions interview. The interview will not take place until all the information has been collated from current and/or previous school.
5. Admission interview to take place at Milford Haven School at an agreed time and date with the Parent/Carer, child and depending on the needs of the pupil, the Assistant Headteacher (and where appropriate the ALNCO). A start time and date will be approved at interview once Milford Haven School can ensure that the needs of the child can be met.
6. Documents and requirements of the school will be discussed at the admission interview and will include:
 - Admission booklet with contact, family details completed. This includes information on digital images policy
 - Home-School Contract agreed and signed
 - Acceptable User (of ICT) agreement
 - Free School Meal application, if required
 - School rules will be explained
 - Uniform requirements
 - Outline of the school day
 - Pupil planner (to be provided on child's first day)
 - Timetable issues
 - Bus/travel arrangements
7. Child will undertake school assessments within the first few days (aiming to be completed on the first day) of starting Milford Haven School. A timetable will be established for the child to follow. Where possible, child will be allocated a 'buddy' to help and support.



- Communicate the new admission with staff through staff briefings, pastoral briefing and email/conversations when required.

Appendix 1

Appendix 1- MHS Admissions Process - Flowchart for Pupil Transfers



This process needs to be completed within five working days of receiving notification from PCC Admissions, unless there are reasonable concerns where the Governing Body wishes to refuse the admission.



Step 1 Admission accepted

Step 2 Admission Interview

Admissions Administrator to inform Assistant Headteacher in order to set up a date/time for an Admission Interview with the transfer pupil and their parent/carer. If the pupil is ALN, Assistant Headteacher (ALN) to be informed and will also attend the meeting. If the pupil has behavioural difficulties Assistant Headteacher (Behaviour) to request input and support from PCC.

Step 3 Following meeting

Data Manager to ensure the all the relevant information is placed on SIMS
Strategic Leader Curriculum & Timetable / Assistant Headteacher to set up pupil timetable

Step 4 - Head of House to make an appointment to meet with the family

Step 5 - Head of House to meet and greet pupil on their first day

Admissions Administrator to request CTF on pupil's first day at MHS and complete admission paperwork

The Process needs to be completed within five working days of receiving notification from PCC Admissions, unless there are reasonable concerns where the Governing Body wishes to refuse the admission.

Year 6 Transition Process

PCC Admissions to share with MHS the pupils names and address who will be attending the week before May half term.

MHS to start updating SIMS and Attendance Officers to chase parents/carers who have not provided pupil's new starter information.

**Admissions Application Timetable
Community and Voluntary Controlled Schools**

Provision	Age	Starting School	Closing Date for Applying	Offer/ Notification Date	Appeals Closing Date
Nursery place	3rd Birthday 1 st Sept 2021 to 31 st Aug 2022	January, April, September 2025	30th April 2024	By end of July 2024	No Right of Appeal
Reception place	4th Birthday 1 st Sept 2019 to 31 st Aug 2020	Autumn term 2024	31st January 2024	16 th April 2024	10



**Admissions Application Timetable
Community and Voluntary Controlled Schools**

Provision	Age	Starting School	Closing Date for Applying	Offer/ Notification Date	Appeals Closing Date
					Working Days from Receipt of Refusal Letter
Secondary School transfer	11th Birthday 1 st Sept 2012 to 31 st Aug 2013	Autumn term Sept 2024	22nd December 2023	1st March 2024	10 Working Days from Receipt of Refusal Letter

Appendix 2- oversubscription criteria

Children with a statement of special educational needs naming a particular school will be admitted to that school. Where the number of applications on behalf of other pupils is equal to or less than the number of places remaining, all applications will be agreed.



In cases where the number of applications exceeds the AN then school places will be allocated as per the following oversubscription criteria (listed in priority order):

1. Current and former Looked After Children of authorities in Wales and England in accordance with Section 22 of the Children Act 1989 as amended by the Social Services and Well-being (Wales) Act 2014 (Consequential Amendments) Regulations 2016.
2. Pupils with a statement of Special Educational Needs that names the school.
3. Exceptional medical, psychological or additional learning needs (see note a.).
4. Pupils living in the catchment area of the school who will have a sibling of compulsory school age at the school at the time of admission (see note b.).
5. Pupils living in the catchment area of the school who have attended a feeder school (see note c.).
6. Pupils living in the catchment area of the school at the time of admission.
7. Pupils living outside the catchment area of the school who will have a sibling of compulsory school age at the school at the time of admission (see note b.).
8. Pupils living outside of the catchment area of the school who have attended a feeder school (see note c.).
9. Pupils living outside of the catchment area of the school.

Where more than one child meets these criteria and applicants still remain then the child living nearest to the school will be admitted. All distances will be measured by the shortest walking distance (using the Council's Geographical Information System) between the nearest available school gate and the point where the child's home meets the public highway.

For the oversubscription categories that include a sibling criteria (categories 4 and 7), if preferences exceed places available priority will be given to those pupils who are closest in age to the younger sibling already at the school (e.g. for a primary school admission, a pupil with a sibling in year 3 would have higher priority than a pupil with a sibling in year 6; for a secondary school admission a pupil with a sibling in year 9 would have higher priority than a pupil with a sibling in year 11).

In the case of a 3-16 or 3-19 school, a pupil with a sibling in a separate phase will not meet the criteria in categories 4 and 7 by virtue of the school having separate admission numbers for primary and secondary phases (e.g. a primary aged pupil with a secondary aged sibling in the same school).

Notes

- a) Medical or Psychological Needs

A medical or psychological need can be for either the child or their parents. To be considered under this criterion parents must provide independent supporting evidence at



the time of application which sets out why the preferred school is the most suitable school for the child and the difficulties that would be caused if the child had to attend a different school.

Supporting evidence which would be considered appropriate would include:

- i. Letter or report from one of the following registered health professionals: Specialist Consultant, Community Paediatrician, Psychologist, Educational Psychologist, Psychiatrist, Physiotherapist, Occupational Therapist. The letter or report must be based on the professional's own knowledge of the child / parent's condition and circumstances.
- ii. Letter or report from a registered social work professional which must be based on their own knowledge of the child / parent's condition and circumstances.

No priority will be given under this criterion if the required evidence is not produced at the time of application.

Additional Learning Needs must be confirmed by the Local Authority's Inclusion Service.

b) Sibling

A sibling is a full, half or step brother or sister, or adopted or foster children, living in the same household at the time of admission.

c) Feeder School

A feeder school is a primary school within the same 'cluster of schools' as a secondary school.