



Milford Haven School
Admissions Policy
(Dec 2017)



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..... (Signed by Chair)
.....*Date*

This policy will be reviewed on or before the following date:..



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

Since 1 September 2017, we have been using a new Admissions system which forms part of the Teacher Centre MIS. You may receive requests from some parents to complete the application at the school. I would be grateful if you could try and accommodate this if possible for example setting a designated time when parents could come into school and specify a computer they could use.

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. At present these will need to be e-mailed to admissions, however, once Teacher Centre is fully functional there will be a facility on the on-line application to upload the document. 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.**

Please discard any previous Admission application forms (NP1, RE1 and TR1) and refer to the on-line application process.

Pupils may be admitted to a nursery setting the term following their 3rd birthday (in a few schools the starting term is later due to agreements with local playgroups) and on a full time basis the term following their 4th birthday. **Once a child has started part time nursery at a school, it will be the schools responsibility to inform parents when the children are able to start full time nursery.** Pupils admitted to a school on a nursery basis do not have an automatic right to be admitted into the Reception year group. A formal application must be made at the appropriate time using the on-line application process. When applying for a nursery place parents may **v** to re-apply for a Reception place.

A summary sheet is also attached for quick reference along with a timeline for the processing of applications.

Deferring entry

Parents applying for a reception place may ask for their child's entry to school to be deferred until the child reaches statutory school age (i.e. the term following the child's fifth birthday). The place must be held open in this situation as long as the entry date is still within the same school year. *"The parent however would not be able to defer the entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted"* (as stated in the Welsh Government School Admissions Code (July 2013)). Please inform me immediately if such a request is made in order for me to keep my records up to date.

Future admissions

Applications for nursery places can be made at any time.

The next nursery admission round will be for children born between 01.09.2015 and 31.08.2016. The closing date for applications is **31 April 2018**.



The closing date for Reception applications for September 2018 is **31st January 2018** (these children will have a date of birth between 01.09.2013 and 31.08.2014).

Please chase up any parents you are aware of that have not yet made a formal application, as all applications received by the closing date will be considered together. Parents may be disappointed if a place cannot be given if the application is received after the closing date.

Schools may view the numbers of Future Admissions in Teacher Centre, (Home page, admissions on the left), but will only be able to access names once the places have been agreed by the Admissions Officer.

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>

Copies of the booklet have previously been distributed to schools. If you would like further copies please contact the admissions team who will be able to send more out to you.

Parents requesting transfer are advised to consider a change of school very carefully and are always advised to discuss the reasons for their request with the current Head Teacher as a first step. Please give a copy of the booklet to parents at your meeting. The Admissions Officer will contact the original school to ensure that this discussion has taken place.

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

You may be approached by a parent requesting that their child either stays behind a year or moves ahead a year instead of remaining in their normal chronological year group.

Please refer to the document "*Educating young people out of their Chronological Age Group in Pembrokeshire – Guide to good practice – January 2016*" and follow the process outlined. This was originally sent out by Nichola Jones, Head of Inclusion to all schools in June 2016. Please contact the Business Support Team in Inclusion if you would like further copies.



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.

Infant School to Junior School Transfer – Mount Airey Only

With regards to the Infant to Junior Transfer process. Letters will be sent to parents of year 2 pupils, transferring to junior school in September 2018, inviting them to apply online for a school place, will be distributed via schools in early November. The closing date for submission of applications is **22nd December 2017**.

All applications received after this date will be classed as late applications and not considered until all those applications received on time have been processed. I will be in contact with you in mid February to inform you of the allocations. **Parents will be notified in writing on 1st March 2018 – please do not inform them of any decisions prior to this date.**

Secondary School Transfers

With regards to the secondary transfer process. Letters will be sent to parents of year 6 pupils, transferring to secondary school in September 2018, inviting them to apply online for a school place, will be distributed to schools in early November. The closing date for submission of applications is **22nd December 2017**.

All applications received after this date will be classed as late applications and not considered until all those applications received on time have been processed. I will be in contact with you in mid February to inform you of the confidential allocations. **Parents will be notified in writing on 1st March 2018 – please do not inform them of any decision prior to this date.**



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. At present these will need to be e-mailed to admissions, however, once teachers centre is fully functional there will be a facility on the on-line application to upload the document. 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.

Please do not give any indication to parents on likelihood of success or when they are likely to hear from us.



Primary School Application Timetable

Child's d.o.b.	Starts Nursery part time	Closing date for on-line applications (Nursery)	Notification of Decision	Reception start date	Closing date for on-line applications (Reception)	Notification of Decision
01.09.2013 – 31.12.2013						
01.01.2014 – 31.03.2014				September 2018	31.01.2018	16.04.2018
01.04.2014 – 31.08.2014						
01.09.2014 – 31.12.2014	January 2018	Processed in April 2017 – applications received now are classed as late.		September 2019	31.01.2019	16.04.2019
01.01.2015 – 31.03.2015	April 2018					
01.04.2015 – 31.08.2015	September 2018					
01.09.2015 – 31.12.2015	January 2019	30.04.2018	By 31 st July 2018	September 2020	31.01.2020	16.04.2020
01.01.2016 – 31.03.2016	April 2019					
01.04.2016 – 31.08.2016	September 2019					
01.09.2016 – 31.12.2016	January 2020	30.04.2019	By 31 st July 2019	September 2021	31.01.2021	16.04.2021
01.01.2017 – 31.03.2017	April 2020					
01.04.2017 – 31.08.2017	September 2020					
01.09.2017 – 31.12.2017	January 2021	30.04.2020	By 31 st July 2020	September 2022	31.01.2022	18.04.2022
01.01.2018 – 31.03.2018	April 2021					
01.04.2018 – 31.08.2018	September 2021					



Where schools do not accept part time pupils the term following the third birthday (see below), the applications will still be processed with the same cohort of children according to date of birth and Admissions will inform parents of the relevant start date for the particular schools.

- **2nd term only** – Croesgoch, Spittal, Broad Haven
- **3rd term only** – Maenclochog, Narberth, Ysgol y Frenni, Roch, Tavernspite
- **Full time nursery** – Templeton, Clydau, Puncheston, Eglwysrww, St Florence



Infant to Junior School Application Timetable

Information will be sent out by Admissions, via pupil post, at the appropriate time (early November year prior to entry)

Child's d.o.b.	Starts Juniors	Closing date for application	Notification of Decision
01.09.2010 - 31.08.2011	September 2018	22.12.2017	01.03.2018
01.09.2011- 31.08.2012	September 2019	21.12.2018	01.03.2019

Secondary Transfer Application Timetable

Information will be sent out by Admissions, via pupil post, at the appropriate time (early November year prior to entry)

Child's d.o.b.	Starts Secondary	Closing date for application	Notification of Decision
01.09.2006 - 31.08.2007	September 2018	22.12.2017	01.03.2018
01.09.2007 - 31.08.2008	September 2019	21.12.2018	01.03.2019

KEY DATES FOR 2017-18



Application Type	Child born between	Start Term	Closing date	Parents informed
Reception	01.09.2013 - 31.08.2014	September 2018	31.01.2018	16.04.2018
Nursery	01.09.2015 - 31.08.2016	January, April & September 2019**	30.04.2018	By end of July 2018
** Where schools do not accept part time pupils the term following the third birthday, the applications will still be processed with the same cohort of children according to date of birth and Admissions will inform parents of the relevant start date for the particular schools **				
Infant to Junior –Mount Airey Only	01.09.2010 – 31.08.2011 Year 2	September 2018 (Information will be distributed via schools in November 2017)	22.12.2017	01.03.2018
Primary to Secondary	01.09.2006 – 31.08.2007 Year 6	September 2018 (Information will be distributed via schools in November 2017)	22.12.2017	01.03.2018



Year Groups Academic Year 2017/18

From	To	Year Group	Age as at 31/8/17	Description of Year Groups	Key Stage
01/09/1999	31/08/2000	13	17	2nd Year/Upper Sixth	B (5)
01/09/2000	31/08/2001	12	16	1st Year/Lower Sixth	B (5)
01/09/2001	31/08/2002	11	15	5th Year Secondary	4
01/09/2002	31/08/2003	10	14	4th Year Secondary	4
01/09/2003	31/08/2004	9	13	3rd Year Secondary	3
01/09/2004	31/08/2005	8	12	2nd Year Secondary	3
01/09/2005	31/08/2006	7	11	1st Year Secondary	3
01/09/2006	31/08/2007	6	10	4th Year Junior	2
01/09/2007	31/08/2008	5	9	3rd Year Junior	2
01/09/2008	31/08/2009	4	8	2nd Year Junior	2
01/09/2009	31/08/2010	3	7	1st Year Junior	2
01/09/2010	31/08/2011	2	6	2nd Year Infant	1
01/09/2011	31/08/2012	1	5	1st Year Infant	1
01/09/2012	31/08/2013	R	4	Reception	F
01/09/2013	31/08/2014	N2	3	Nursery	F
01/09/2014	31/08/2015	N1	2	Nursery	F



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 School Pastoral Officers 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 all 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 Pastoral Officer of the relevant year group, Head of Year and member of SLT if required. 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.



8. Communicate the new admission with staff through staff briefings, weekly bulletin and email/conversations when required.