



# Milford Haven School

## Admissions Policy

Adopted by Policy Committee: December 2017

Date to be reviewed:

Policy created and reviewed by: DHT for Wellbeing and Inclusion

Policy reviewed and agreed : 24.03.21

# **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](http://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](http://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>

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

The Local Authority has a Guide to Good Practice on Educating Young People Out of Their Chronological Year Group. This document outlines the procedures that have to be followed when consideration needs to be given to advancing or holding back a young person in education. Parents need to approach their school setting for discussions around this subject. The document can be found at <https://supportandprovision.pembsinclusionsservice.wales/> - Support and Provision for ALN - Policies and Strategies – Educating Young People out of their chronological age.

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 1viii (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 Home School Liaison Officer under the direction of the Strategic Lead (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 Strategic Lead (and where appropriate the ALNCO) responsible for either Key Stage 3 or 4. 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, pastoral briefing and email/conversations when required.

## Appendix 1

<b>Admissions Application Timetable Community and Voluntary Controlled Schools</b>						
<b>Provision</b>	<b>Children Born Between</b>	<b>School Start Date</b>	<b>Information Out to Parents</b>	<b>Application Deadline Date</b>	<b>Notification Date</b>	<b>Appeals Closing Date</b>
<b>Nursery Place</b>	1 Sept 2017 to 31 Aug 2018	January April or September 2021		30 April 2020	By end of July 2020	No right of appeal for Nursery admissions
<b>Reception Place</b>	1 Sept 2015 to 31 Aug 2016	Autumn Term Sept 2020	Autumn Term Sept 2019	31 January 2020	16 April 2020	Within 10 working days of notification
<b>Secondary Education Transfer</b>	1 Sept 2008 to 31 Aug 2009	Autumn Term Sept 2020	Autumn Term Sept 2019	20 December 2019	1 March 2020	

## Appendix 2

### Oversubscription Criteria for Community and Voluntary Controlled Schools - in Priority Order

1. Current and former Looked After pupils of authorities in Wales and England in accordance with S.22 of the Children Act 1989.
- 2 Pupils with a statement of Special Educational Needs that names the School.
3. Pupils with exceptional medical, psychological or additional learning needs (note a).
4. Pupils resident within the catchment area of the school, who will have a sibling of statutory school age, at the school, at the time of admission (note b)
5. Pupils living in the catchment area of the school, who have attended a feeder school (note c)
6. Pupils living in the catchment area of the school
7. Pupils living outside the catchment area of the school, who will have a sibling of statutory school age, at the school, at the time of admission (note b)
8. Pupils living outside of the catchment area of the school, who have attended a feeder school (note c)
9. Pupils living outside of the catchment area of the school

N.B. where there is a Statement of Educational Needs naming a particular school then this must be stated clearly on your application form. Such applications are dealt with separately and prior to the oversubscription criteria being applied.

#### Notes

- a) Medical or Psychological Needs 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: ie a letter or report from one to the following registered health professionals; Specialist consultant, Community Paediatrician, Psychologist, Educational Psychologist, Psychiatrist, Physiotherapist, Occupational Therapist or Social work professional, the letter or report must be based on the professional's own knowledge of the child/parents condition and circumstances. Please note that reports from a family doctor are NOT accepted for this purpose. 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) 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) A feeder school is a primary school within the same 'cluster of schools' as a secondary school.

Where preferences exceed places available, priority will be given under each oversubscription category to multiple birth siblings (e.g. twins or triplets). If the last child to be admitted up to the Admission Number is one of a multiple birth, then the Authority will also admit the other sibling(s). For the oversubscription categories that include a sibling criteria (categories 4 & 7), if preferences exceed places available priority will be given to multiple birth siblings and then to those pupils who are closest in age to the sibling already at the school (ie pupil with a sibling in

year 3 would have a higher priority than a pupil with a sibling in year 6). In the case of a tie, places will be offered to pupils living nearest to the school, measured by the shortest walking distance from the nearest available school gate to the point where the pupil's private dwelling meets the public highway.