



## ADMISSIONS POLICY 2025 - 2026

Wick and Marcross Church in Wales Primary School is a voluntary aided school with a strong and distinctive Christian character. The Governors, as the admissions authority, admit the children of families who chose to have their children educated within a Christian community where the importance of prayer, worship and Christian teaching is reflected through the whole life of the school.

All maintained schools must admit pupils up to their published admission number. An admission may not be refused to any school until a school's admission number has been reached. The published admission number has been calculated in accordance with the Welsh Governments school capacity calculation methodology 'Measuring the Capacity of Schools in Wales (MCSW)'.

### Infant Class Size Regulations

The government introduced a policy to reduce class sizes for children aged five, six and seven year olds as part of its overall aim to improve educational standards in schools.

Section 1 of the School Standards and Framework Act 1988 and the Education (Infant Class Sizes) (Wales) Regulations 1998, which came into force on 1 September 1998, placed a duty upon Local Authorities and school governing bodies to limit to 30 the size of classes for 5, 6 and 7 year olds from September 2001 i.e. children in reception, year 1 and year 2 classes.

Therefore, from September 2001 no classes in those year groups will contain more than 30 pupils, except where permitted exceptions apply.

Admission authorities are not required to admit a child to an infant class where to do so would be incompatible with the duty to meet infant class size limits, because the admission would require measures to be taken to comply with those limits which would cause prejudice to efficient education or efficient use of resources. Admission authorities can only refuse admission on the basis of infant class size prejudice if the admission number has already been reached.

Children are admitted in September during the academic year of their fifth birthday (the academic year runs from 1st September 2025 to 31st August 2026).

The Admission Number for pupils entering the reception class in any given September is **22**.

Once the reception year applications exceed 22, the governors will consider applicants using the oversubscription criteria set out in this document.

For classes in reception – year two, the class size must not exceed 30 pupils, unless it includes “excepted pupils” as specified by Regulation. Exceptions include:-

- Multiple birth, if it would mean splitting children because one would be the 31st child.
- Within reasonable capacity if military personnel are posted to the area after the due deadline.

## Equality

Every child is given an equal opportunity to take up a place at Wick and Marcross, irrespective of gender, ethnicity, attainment, disability, cultural, social or linguistic background. Discrimination of any kind is unacceptable and governors welcome applications for admission from all sections of the community, providing that applicants meet the Admissions Policy criteria.

A detailed Disability Audit plan outlines the reasonable measures that the school takes to ensure access for all and prevent disabled pupils from being treated less favourably than other pupils. Wherever practicable and within the resources available, the school is prepared to modify the physical environment, the procedures, the teaching materials and other resources to enable disabled pupils to gain full access to the Curriculum for Wales and the wider life of the school. In exceptional circumstances the school can apply to modify or disapply the curriculum to meet the needs of the child.

## Oversubscription criteria

Where applications are equal to or less than the admission number then **everyone** will be admitted. Should there be insufficient places to accommodate all applicants who qualify under any one of the categories, places will be considered according to the proximity\* that applicants live to the school. Children with a statement of Special Educational Need, when the school is named as the most appropriate setting, will be admitted before applying the oversubscription criteria.

- a. *Children who are currently or have previously been looked after by the Local Authority as set out in The School Admissions (Infant Class Sizes) (Wales) Regulations 2013 and in accordance with section 22 of the Children Act 1989.*
- b. *Children whose parents / guardians are practising communicants of the Church in Wales who are in regular attendance at a church within the Glamorgan Heritage Coast Ministry Area, or whose children regularly attend in the company of others. Clergy references will be used to determine regularity of attendance.*
- c. *Children whose place of residence\* lies within the boundaries of Wick and St Donats' Community Councils.*
- d. *Children who have a sibling\* who is a pupil at the school on the date when the applicant child is due to commence school.*
- e. *Children whose parents / guardians are practising communicants of the Church in Wales living in the Glamorgan Heritage Coast Ministry Area but who are in regular attendance at another parish church, or whose children regularly attend another parish church in the company of others.*
- f. *Children whose parents / guardians are practising communicants of the Church in Wales living outside the Glamorgan Heritage Coast Ministry Area and who are in regular attendance at another parish church, or whose children attend another parish church in the company of others. Clergy references will be used to determine regularity of attendance.*
- g. *Children whose parents / guardians are active and practising members in another faith community. References will be used to determine regularity of attendance.*

*h. Children whose families wish them to be educated in a Church in Wales school. Priority will be given to those whose place of residence\* is closest to the school for whom St James' is the closest church.*

## **Application process**

Applications for places in reception should be submitted in line with the Vale of Glamorgan's schools' admission dates which are agreed and published annually. Applications for reception places are made via the Vale of Glamorgan portal and then passed to the governing body admissions committee.

## **Late applications**

Applications received after the deadline date will not be considered until offers have been made to those applications made before the deadline, and the parents'/carers' responses to those offers have been received. This means that if the school is oversubscribed and a late applicant fulfils a higher criterion than that which places have been offered to other applicants, they will still be unsuccessful.

## **Appeals procedure**

Parents/carers who are not offered a place for their child have the right to appeal to an independent appeal committee. Parents wishing to appeal, should appeal in writing to the reach the Clerk of the Governors within 15 school days of the date of notification of the decision. The appeal will be considered by an independent Admission Appeal Panel, administered by the Llandaff Diocesan Board of Education, according to Welsh Government's Code of Practice on School Admission Appeals.

The Governing Body will be responsible for the implementation of this policy. It will be reviewed annually.

## **DEFINITIONS**

### **place of residence**

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

### **proximity**

Distance from the pupil's home to the school using the shortest available walking route. In line with the Vale of Glamorgan council, the Governing Body uses a Geographical Information System (GIS) to calculate home to school distances.

### **waiting list**

The school operates a waiting list in line with the oversubscription criteria. Children are placed onto the waiting list in a position which reflects the criteria, with no reference to the date that they were placed on the list. The waiting list for the normal admission round will be maintained until 30<sup>th</sup> September in the relevant year.

### **'regular attendance'**

Regular attendance is defined as attendance twice monthly.

**sibling**

For the sibling criteria to be applicable, one of the following conditions must exist:

- i.a brother and / or sister permanently resident at the same address.
- ii.a stepbrother and / or stepsister permanently resident at the same address.
- iii.a half-brother and / or half-sister adopted or fostered permanently resident at the same address.