

Wat's Dyke C.P. School



Ambitious, Brave, Creative,
Caring, Life Long Learners.
Dysgwyr Uchelgeisiol Dewr,
Creadigol, Gydal Oes.

ADMISSION ARRANGEMENTS FOR 2023/2024

Date Approved By Governing Body	Autumn term 2023
Review Date	Autumn term 2024
Signed (Chair of Governors)	<i>Dana Davies</i>
Signed (Headteacher)	<i>Fay Green</i>

ADMISSION ARRANGEMENTS FOR 2023/2024

Admission to School

If your child is a new school entrant you should decide on the type of school required, this can be:

- English medium education (Welsh taught as a second language)
- Welsh medium education (education through the medium of Welsh, children become bi-lingual, entry to Welsh medium education is preferable at nursery level, but also possible at other stages)
- Denominational education (Faith based church voluntary aided and voluntary controlled schools)

Wrexham LA operates a single entry in September each year; your child should reach the age below to qualify:

Current School	New School	Age by 31/08/2023
N/A	Nursery	3
Nursery	Reception/Primary	4
Primary	Secondary	11

Admissions Timetable

All applications received by the LA closing date will be considered collectively. If a school is over-subscribed the admission authority will assess applications against their published criteria.

Admission Phase	Parents' consideration period	Closing date for receipt of completed forms	Parents informed by:
Secondary	04/09/2023-06/11/2023	06/11/2023	01/03/2024
Reception	25/09/2023 – 17/11/2023	17/11/2023	16/04/2024
Nursery	08/01/2024 – 16/02/2024	16/02/2024	07/05/2024

Late applications will be considered using the same published criteria, however, should a school be over-subscribed then any late applications will be considered after those received by the LA closing date. This means that you may have less opportunity to be allocated to your preferred school if your application is received after the closing date. Parents who submit an application expressing preferences will have priority over those who don't.

The Process

- Step 1 Parents apply on-line for school places (see Admissions Timetable). Paper applications may still be made by contacting School Admissions to request an application form. Paper applications should be returned directly to the Local Authority.
- Step 2 Allocation of school places by LA/Admission Authority
- Step 3 Notification sent by LA/Admission Authority to parents

If you express a preference for a voluntary aided school or foundation school in Wrexham the relevant school will be sent your details. The timetable for admissions (page ?) also applies to voluntary aided and foundation schools. These schools are responsible for considering your child's application against others received in accordance with their own admission criteria. The school governors use the school's own admission criteria to rank applications and make offers of places. Any preferences not met will be returned to the LA and will be treated equally with other preferences expressed for Wrexham Community Schools.

If you apply for a place at a Wrexham community school which becomes over-subscribed, the LA applies their own published admission criteria to rank all preferences expressed to see who can be offered a place. The place that is offered will be the one that is available, and that best meets the preference expressed on the child's application.

Parents who wish to appeal over a refusal to a particular school must notify the LA in writing no later than 4.00pm on the published closing date. There is no right of appeal for Nursery refusals. See page (TBC) for further information. Contact the Admissions Team should you need to discuss any admissions problems.

If the school for which you express a preference is in another county its admissions timetable may be different. Please contact the respective Local Authority (LA) to ensure you do not miss its closing date for applications.

Transition to Secondary School

Provisional date for the common school transfer day – TBC. This is when Year 6 primary pupils visit their allocated secondary school.

Information on the admission of pupils is available from the Local Authority (LA). There are maps on pages (TBC) showing the location of all schools in the Wrexham County Borough area and a list on page (TBC) onwards with the addresses of all schools and names of the headteachers. The following types of schools exist in Wrexham County Borough:-

Nursery Education

Nursery education is co-educational, provided on a part-time basis, at one nursery school in the town centre and in classes which are located in primary schools within Wrexham County Borough Council.

Primary Education

The County Borough Council has the following co-educational day schools:

Primary	
Primary Community (English)	
	33
Primary Community (Welsh)	8
Primary Community (Dual stream)	1
Primary Church in Wales Controlled	5
Primary Church in Wales Aided	9
Primary Catholic Aided	2

Secondary Education

There are 9 secondary schools in the County Borough, of which 7 are LA community schools, (which includes one Welsh medium), one Catholic and Anglican school and one foundation school. All secondary schools are co-educational day schools.

Welsh Medium Education

The Authority maintains a number of Welsh medium co-educational day schools, where Welsh is the main medium of delivery. The Authority also operates a support service for late comers to Welsh medium primary education. Children will receive intensive support to immerse them in the Welsh language at their host school. A high percentage of pupils currently attending Welsh medium schools in Wrexham come from predominately English speaking homes. For further information see the School List on page (TBC).

Foundation Schools

There is one Foundation co-educational secondary high school maintained by the LA in Wrexham, The Maelor School, Penley.

Denominational Schools (Voluntary Controlled)

These co-educational day schools, whilst under the auspices of the LA as far as admissions are concerned, also offer an education which is founded on Christian principles and values. There are Church in Wales controlled primary schools at Eyton CIW VC Primary, Pentre CIW VC Primary, Talwrn Green (Borderbrook AVC), Rossett (St Peter's CIW Primary), and Wrexham (St Giles CIW VC Primary).

Denominational Schools (Voluntary Aided)

These are voluntary aided co-educational day schools which are maintained jointly by the Local Authority and denominational bodies. All aided schools in the County Borough are either part of the Catholic or Church in Wales denominational groups. The Catholic primary schools in Wrexham are St Anne's Catholic Primary and St Mary's Catholic Primary. The Church in Wales primary schools are at Minera CIW VA, Brymbo (St Mary's CIW VA), Ruabon (St Mary's CIW VA), Gresford (All Saints' CIW VA), Hanmer (St Chad's CIW VA), Overton (St Mary's CIW VA), Penley (Madras CIW VA), Isycoed (St Paul's CIW VA) and Bronington CIW VA. St Joseph's Catholic and Anglican High School is a shared faith secondary school.

Admission to these schools is the responsibility of the governing body of each school with places being allocated in accordance with their approved published criteria, as defined by each respective governing body. Denominational and foundation schools' admission policies are published in this document and can also be viewed online at

<https://www.wrexham.gov.uk/service/school-admissions/voluntary-aided-and-foundation-school-admissions-policiesapplication>.

The majority of places are allocated to Catholic and Church in Wales children who meet the criteria. A number of non-Catholic or non-Church in Wales pupils are also admitted in accordance with diocesan policy. The policy takes into consideration the desire of parents for a particular religious ethos for the education of their children. The LA will ensure that parents wishing to have their children educated at a denominational (Church) school will have the opportunity to express their preference for such a school.

Anyone interested in applying for places at Denominational Schools should approach the schools directly for further information before making their applications.

Additional Learning Needs/Additional Learning Provision

From September 2021, the Local Authority and schools/settings implemented the requirements of the ALNET (2018). The changes of this legislation include a change in terminology from Special Educational Needs (SEN) to Additional Learning Needs (ALN). It also requires the Local Authority (LA) in the first instance to secure education for children and young people with ALN in maintained mainstream schools. Exceptions to this are limited.

Therefore, the vast majority of mainstream schools within Wrexham will be able to meet the needs of those pupils with ALN through the implementation of appropriate strategies, carefully differentiated and targeted interventions and programmes delivered by school staff. External agencies may support schools to implement the targeted interventions for some learners.

For some pupils their Individual Learning Needs may be best met in a smaller class within a mainstream school. These are called Resourced Provisions. Wrexham County Borough Council has a number of Resourced Provision classes in nursery, primary and secondary schools, which meet the needs of pupils with a range of ALN.

For a very small percentage of learners, their ALN may meet the requirements of the ALN Act's exceptional circumstances and may therefore require access to specialist provision. Admission to access specialist provision is determined through the Local Authority Inclusion Panel.

For learners who are undergoing an assessment of their ALN by the Local Authority, it is important that parents still apply for a mainstream placement through the normal admission procedure.

Parents who wish to obtain further advice and information concerning ALN, should contact the Inclusion Service, through ALN@wrexham.gov.uk (Tel: 01978 295498/5499).

Parents with children who have ALN can access independent advice, guidance and support through contacting the Parent Partnership Service provided by SNAP Cymru through 0808 801 0608 (Monday – Friday 9.30 am – 4.30 pm) helpline@snapcymru.org / www.snapcymru.org/contact

The Special Educational Needs Policy is available at <https://www.wrexham.gov.uk/service/more-education-information/supporting-pupils-special-educational-needsadditional-learning>

Policy and Procedures for Admission to Schools

The County Borough Council, as Local Authority (the LA), is responsible for determining the policy and procedure for admissions, and for the admission of all pupils to community primary, secondary and special schools and voluntary controlled schools. The LA will consult annually with school governing bodies and the Diocesan Education Authorities in relation to any changes in admission arrangements and published criteria.

The governing bodies of aided and foundation schools are responsible for determining the over-subscription criteria and procedure arrangements for admissions, and for the admission of pupils to their schools. The LA will consult and co-operate with the governing bodies and the Diocesan Education Authorities in relation to admissions.

The LA will comply with statutory requirements and will give full recognition to the expression of parental preference and in the case of sixth form admissions, to the expression of a preference by a young person, in the context of its duty to ensure the provision of effective education and the efficient use of education resources. The LA will admit pupils up to the admission number of each school and will not refuse applicants for a particular school unless that school has reached its admission number, that being the number that can be admitted to a school in any one year group.

If we do not offer a child a place at this school, it is because the increase in numbers would adversely affect the education of our current pupils.

When a parent gives fraudulent or intentionally misleading information in order to obtain a place at a school for their child, the LA reserves the right to withdraw the offer of a place. Where a place is withdrawn, the application may be resubmitted and if refused, the parent is entitled to appeal against the decision.

Admission Forum/Consultation

The Education (Admission Forums) (Wales) Regulations 2003 requires all Admission Authorities to meet at least twice annually on proposed arrangements. Its role is: to consider existing admission arrangements within a forum area; to promote agreement on admission issues; to consider the admission literature produced by each admission authority; to monitor the admission of excluded children, children in public care (looked after children, or previously looked after children), children with special educational needs and children who arrive outside the normal admission round; and to consider any other admissions issues arising. Core members of the Forum comprise: representatives of the community and voluntary controlled schools, voluntary aided schools, foundation schools, parent governors, local community (Elected Members), and officers of the LA. In addition, representatives of neighbouring LAs, Early Years Partnerships and Special Education Needs are invited to attend. For further information about the Wrexham Schools Admission Forum, please contact the Admissions Team on 01978 298991.

Admission Procedure

The annual admission procedure, applicable to the relevant age group, includes the following stages:

- publication of information on individual schools (school prospectuses) and on the LA's services to the primary and secondary schools (this guide);
- arrangements to enable parents to express preferences as to which school they would wish their children to attend and in the case of sixth form admissions, expression of a preference by a young person;
- consideration of preferences by the LA/Admission Authority in accordance with the published admissions criteria and in compliance with preferences up to the admission number for each school;
- in cases where preferences are not met, parents may discuss the matter with the admissions team and, in the event of no agreement being reached, to appeal to an independent appeals panel. The right to appeal does not apply at nursery stage;

Notes

- **If two parents cannot agree on a preference of school, they must seek independent legal advice, and if necessary, an appropriate court order, before submitting their single application to the LA.**
- Parents who express a preference other than at the normal stages/phases of admission will be given the same opportunities as those outlined under Policy and Procedures for Admission to Schools. Normally, a change in school 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.

Equal Preferences

All preferences received will be considered on the basis of **equal preferences**. This means parents will be able to express a number of preferences that will be considered in the same way without reference to a preference ranking. Where we are able to offer more than one school, we will offer the parent their highest ranked school that can be offered and withdraw all lower ranked offers. Late applications will continue to be considered after those that have been received by the published closing date.

Please note

Expressing a preference does not guarantee a place at your chosen community or voluntary controlled school, especially if that school is over-subscribed. If more parents apply for places at the school than the number of places available, the Authority will apply the over-subscription criteria for allocating places.

Care of a Child

Having care of a child or young person means that a person who the child lives

with and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law. Parents are asked to co-operate with school staff by providing the school with details of the persons with parental responsibility for a pupil, or who have care of the pupil. Any changes in the arrangements for parental responsibility or in the day-to-day care of the child should be notified to the school. Any reference to parents within this booklet relating to education matters also extends to include any individual who has care of the child(ren).

Parental Responsibility

Following changes made to the legislation regarding children in the Children Act 1989, which became law in October 1991, schools need to know who has 'parental responsibility' for each child. This is to ensure that proper authority is given when the school needs parental permission. It will also make sure those persons with parental responsibility, with which the child does not live, can be provided with school reports and given an opportunity to be involved in the child's education.

- Mothers always have parental responsibility.
- Fathers also have parental responsibility for a child if the father is married to the mother at the time of the child's birth. If the father was not married to the mother at the child's birth but subsequently marries the mother he then acquires Parental Responsibility. This continues after any divorce/separation/remarriage even if the child lives apart from them.
- Unmarried fathers have parental responsibility where the mother and father register the birth of the child together (this is an amendment to the Children Act 1989 which came into force on the 1st December 2003 and is not retrospective).
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically.

Admission Arrangements

The LA will comply with its duty to provide an effective education system and in so doing, will have regard to the total resources, including accommodation and staffing, available to each school. It will consider the resource implications for the Authority and the impact on other education policies.

They are subject to:

- the LA's obligation to ensure that a pupil with a Statement of Special Educational Need / Individual Development Plan (IDP) is admitted to a school able to meet those needs;
- the LA's obligation to comply with the limitation on infant class size legislation;
- the LA's obligation to ensure the provision of effective 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.

Over-Subscription Criteria

In considering parental preferences, the criteria will be applied unless the LA has agreed with an individual governing body an alternative order of priority, as published in the school's prospectus. Where more parents have expressed a preference for a school in a particular year than there is room for, over-subscription criteria will be applied in the following rank order:

1. Looked After Children, or previously looked after children;
2. Children who have exceptional medical, or educational needs (additional learning needs), which in the opinion of the Admissions Authority justify admission to a particular school;
3. Children for whom the preferred school is the nearest suitable school to the pupil's home address, giving higher priority to pupils who also meet criteria (4) below;
4. Children who have a sibling attending the school on the 1st September 2023.
5. Other children for whom criteria 1-4 above do not apply. If there are more applications than places a 'tie breaker' will be applied and the places will be allocated in distance order giving priority to those living nearest to the school, the LA consistently uses distances that are measured on a GIS mapping system.

Please note, any child for whom the school is named in a statement of special educational needs will be admitted before the application of the over-subscription criteria.

Where parents/carers have a child on roll at a Welsh medium Wrexham school when the new Welsh medium school opens in 2022, and where they meet the following criteria, they will have the option for the LA to disregard the new school when any application is received for younger siblings during the Nursery & Reception admission rounds between September 2022 and September 2028.

- The sibling currently on the school roll **must** be of **Statutory school age**.
- The sibling currently on the school roll, **must** still be on roll at the school in the September of the year of entry of any subsequent siblings.

The sibling currently on the school roll, **must** currently meet **nearest school** criteria.
- The sibling currently on the school roll, **must** still be living at the same address as at time of application under which **nearest school criteria** was met.

Terms/Definitions Used in Over-subscription Criteria

Looked After Children

A 'Looked After Child' is deemed to be one who is 'Looked After' by a Local

Authority in accordance with Section 22 of the Children Act. Wrexham County Borough Council follows regulations set by the Welsh Government to ensure that the interests of these most vulnerable children are protected. These children are given top priority in the over-subscription criteria for all schools, including applications outside of the normal admissions period. Applications for LAC children should be made by the relevant corporate parent.

GIS Mapping - Distance

Distances are measured by the shortest walking route from home to school. The route to school will be measured from the home to the nearest school gate, and may include public footpaths, bridleways and other pathways, as well as adopted roads.

Medical Need/Individual Development Plan (IDP)

If the child has a particular medical need (e.g. a disability that may make travel to a school further away more difficult) supporting evidence **must** be produced before the end of the allocation period, setting out the 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, for example, a letter from a registered health professional such as a doctor or social worker. The evidence will be assessed in consultation with relevant Senior Managers.

Nearest Suitable School

A 'suitable school' is deemed to be:

- The LA maintained school closest to the pupil's home by the shortest available walking route;
- The nearest Welsh medium school; or
- The nearest suitable denominational (Voluntary Aided) school.

(see GIS mapping – distance definition which provided education for the relevant age, ability and aptitude of a pupil and for any special educational needs/individual development plan (IDP) that he/she may have).

When making the decision about the 'nearest suitable school' the Authority will accept only the pupil's home address and not that, for example, of childminder or grandparents. Parents may be asked to provide official documentation showing home address. Parents are advised that a school place may be lawfully withdrawn if the information given on their application is fraudulent or misleading.

Definition of Parents

Parents include all those people who have a parental responsibility for a child as set out in the Children's Act 1989 and any person who has care of the child. Where responsibility for a child is 'shared' the person receiving Child Benefit is deemed to be the person responsible for completing an application and whose address will be used for admission purposes.

'Residing In' and 'Home Address'

Sadly, every year, some parents attempt to gain an unfair advantage to obtain admission to the Wrexham school of their choice by manipulating or mis-stating the address at which the child lives. We have an obligation on behalf of other parents

and to the integrity of the admissions process to investigate when information comes to our attention. The consequences of these actions can be long lasting and harmful to their children, to relationships with fellow pupils, to the parents' relations with the school, other parents, neighbours and the community. Please therefore carefully note the following before completing your application(s).

The address on the form must be the child's current permanent place of residence.

- By permanent we mean where your child physically resides and sleeps for the majority of the week, not for a limited time and not somewhere where the child is temporarily staying for a short time.
- This will usually be the parents' address. If the parents don't reside together, the address must be of the parent with whom the child spends most time—usually the parent receiving child benefit (where applicable). If there is equal, shared custody of the child, it is left to the parents to decide which address to use but we may ask to see a Court Order or other evidence to confirm this arrangement exists. You should not use a business, relative or carer/childminder's address. If for any reason you are not the parent or a child's living arrangements are unusual please explain on the form and supply evidence.
- An application can only be made from one address and only one application per child can be made. If you cannot agree which school your child should attend with another parent, you should immediately take your own legal advice regarding making an urgent application to the Court.

Should it be necessary to request evidence we may require a number of items to show where you live with your child. Acceptable evidence includes for example:

- i) driving license
- ii) child benefit,
- iii) a council tax bill in your name covering the application and/or allocation period
- iv) a utility bill in your name covering the application and/or allocation period
- v) a copy of your signed tenancy agreement covering the application and/or allocation period or evidence from any lease or agreement which confirms your right to reside at an address
- vi) such other evidence as appears to us to be reasonable

The Local Authority will check the address provided on your application against the records we hold for your child's current school/nursery, and we may request information and evidence from you if they differ.

For allocation purposes, any offer of a school place is based on where your child lives at the end of the allocation period and is conditional on your child living at that address, unless you have notified us of, and we have accepted, a subsequent move.

Should you move after applying but during the allocation period you **must** provide us with proof of your new address. Acceptable evidence includes for example:

- i) a solicitor's letter confirming that completion has taken place on the purchase of a property; or
- ii) a copy of the current rental agreement, signed by both the Tenants and the Landlords, showing the address of the property; or

- iii) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

We will investigate all applications where there is doubt about the address being given.

Address warning

Use of false, misleading, incomplete or inaccurate information may lead us to withdraw an offer of a place, even after a child has started at a school.

A school place(s) may be withdrawn if parents provide the incorrect address on their initial application form, or at any point thereafter during the allocation period. We will not accept a temporary address if you still have a property that was previously used as a home address, unless there are exceptional circumstances that clearly demonstrate that it can no longer be your permanent address. Nor will we accept a temporary address we reasonably believe is being used solely or mainly to obtain a school place. You may be asked to supply additional information to explain why you are not able to use your permanent address.

The Local Authority will investigate all allegations of false addresses. The burden of evidence lies with the parents to provide sufficient documentation to support permanent residence at the address used.

Should anyone believe that someone may be using a false address to obtain a place at a particular school, the Local Authority would encourage them to contact the admissions team with their information, and if possible with supporting evidence. Whilst the council will seek to reasonably investigate all information, we are bound by Data Protection rules not to discuss individual circumstances of parents and children.

Sibling (brother/sister)

Brothers and sisters whether full, half, step or foster will be considered siblings where living together in the same family unit in the same family household and address and where a sibling will still be registered at the school on 1st September 2023. Children residing in the same household as part of an 'extended family', such as cousins, will not be treated as siblings. Children residing in the same household as part of an 'extended family', such as cousins, will not be treated as siblings.

Multiple birth children (e.g. twins or triplets)

The Welsh Government's School admissions code states that infant classes must not contain more than 30 pupils with a single school teacher, but the code considers multiple births to be an exception and they can be admitted in excess of the published admission number. When one sibling from multiple births is allocated the last remaining place the remaining siblings will be admitted as exceptions.

Proximity

Proximity will be measured by the LA from the home to the nearest school gate, using the shortest walking route measured on a GIS mapping system. In the case of equal distances, such as a flat in a block of dwellings, the ground floor flats would

be regarded as nearer than flats on higher floors.

Gypsy and Traveller Children

Children from the gypsy traveller community or travelling groups will be treated in accordance with the School's Admissions Code of Practice 2013 and with reference to the Welsh Government

Circular No: 003/2008 'Moving Forward – Gypsy Traveller Education'.

<https://gov.wales/sites/default/files/publications/2018-11/moving-forward-gypsy-traveller-education.pdf>

Limitation on Infant Class Sizes

The Welsh Government, as outlined in The Education (Infant Class Sizes) (Wales) (Amendment) Regulations 2013, is committed to ensuring that no child aged 5, 6 and 7 years will be in a class of more than 30 pupils for every one qualified teacher. The statutory infant class size limit of 30 pupils applies to reception, year 1 and year 2 classes.

Interviews

Interviews are not used as part of the application or admission process to those schools maintained by the Authority and headteachers are unable to offer, or promise, places in their schools; that is the role of the relevant Admission Authority.

Waiting Lists (over-subscription)

In the event that a parent is refused a place for their child, at their preferred school during the normal admissions round, the LA will, in agreement with the parent, place the child's name on a waiting list that will remain open until 30 September.

Placing a child's name on the waiting list does not affect the parent's right of appeal against the refusal to admit. Should a place become available before admission appeals are heard, those places will be offered to parents with a child on the waiting list. Placing a name on a waiting list is not a guarantee of an eventual place, as places are ranked and offered in accordance with the over-subscription criteria and not according to the date when the application was submitted or when a child's name was added to the waiting list.

Where applications to transfer between schools outside the normal admission stages are refused, the LA will, in agreement with the parent, place the child's name on a waiting list that will remain open until the end of the term for which the application was made.

Admission to Schools in Other LAs and Independent Schools

Parents wishing to express a preference for a school in another LA, other than Wrexham County Borough, should still submit a Wrexham LA application, either on-line or paper based. The Authority collates this information and passes it to neighbouring authorities, as detailed below:

Data is shared at Nursery / Reception entry but only includes:

- Flintshire Local Authority
- Denbighshire Local Authority

Data is shared at Secondary entry but only includes:

- Flintshire Local Authority
- Denbighshire Local Authority
- Shropshire Local Authority

Therefore parents must ensure they contact the appropriate admissions authority to request any additional application forms that may be required in order to complete the application process. Under the Transport Policy unless the requested school is the nearest suitable school, this LA will not be responsible for meeting the costs of transport between home and school.

Parents should, however, still state multiple preferences for schools in Wrexham in case their application for a non-County Borough or Independent school is unsuccessful.

Children living outside Wrexham County Borough will be admitted in accordance with the stated criteria (page TBC). Parents will need to be aware that the timetable for admissions to out of county schools may differ to Wrexham's and should contact the school or LA directly to ensure applications are submitted by the closing date. (Addresses of neighbouring LA's are detailed on page TBC).

It is the policy of this Authority to place school age children in appropriate independent schools only in very exceptional cases. The Authority will consider such a placement where it considers that the needs of the child requires special education beyond that which can be provided within the County Borough.

Admissions to Funded Early Education for 3 year olds in Wrexham

Eligibility

All Wrexham children are entitled to 10 hours of Early Education the term following their third birthday. Early Education is available in the Spring and Summer terms only.

Intake	Children who reach the age of 3 on or between
January (Spring term 2024) intake	TBC
After Easter (Summer term 2024) intake	TBC

Give your child the best start

We are committed to giving our youngest children the best possible start in education through high quality learning experiences. Children accessing early education will learn through play in line with the foundation phase curriculum.

Research in Wrexham has proved that children who access funded Early Education at three years go on to achieve higher outcomes at the end of the Foundation Phase and at the end of year 6 than those who don't take up the offer.

Benefits of funded early education include

- learning new skills
- growing in confidence
- finding out and problem solving
- exploring and using technology
- developing independence
- developing creativity and imagination
- learning to speak Welsh
- making friends
- having lots of fun indoors and outdoors.

How it works

Your child can have a place in a funded setting for either:

- 5 sessions a week, one per day, of 2 hours duration or...
- 4 sessions per week, one per day, of two and a half hours duration.

This will depend on what the approved setting of your choice is providing. An approved setting is funded to deliver foundation phase education for 3 year olds and may be one of the following:

A designated:

- Playgroup/Cylch Meithrin
- Private day nursery
- Nursery class or early years unit in a local school.

You can apply for a funded Early Education place at only ONE setting. Funding is paid directly to the setting.

Settings who receive funding:

- Must have appropriately qualified staff
- Will be inspected by ESTYN and CIW
- Must provide the stated sessions
- Receive regular training

Securing a place at a funded early education setting does not give you an automatic nursery place in a Wrexham school.

You must apply for a place separately online or via the Contact Centre, 16 Lord Street, Wrexham.

How to apply for Funded Early Education

<https://www.wrexham.gov.uk/service/school-admissions/funded-early-education>

If you would rather not apply online paper applications are available from School Admissions, or Wrexham Family Information Service.

Current list of Wrexham settings approved to deliver funded early education: (Settings included in the list below are subject to change, please check prior to application)

Welsh medium	English medium
Ysgol Bodhyfryd	Wrexham Early Years Centre
Cylch Meithrin Bro Alun	Acorns playgroup
Cylch Meithrin Coedpoeth	Acton Children's centre
Cylch Meithrin Glyn Ceiriog	BOD's Childcare playgroup
Cylch Meithrin Hill Street	Borras Park EE

Llanarmon DC school	Barker's Lane playgroup
Cylch meithrin Min y Ddol	Black Lane school
Cylch Meithrin Summerhill	Borderbrook school
Cylch Meithrin Maes y Gornel	Bradley playgroup
	Brynteg school
	Bwlchgywyn school
	Caego and Berse Private Day Nursery
	Cefn Mawr playgroup
	Cherry Hill private day nursery
	Chirk playgroup
	Dragons Day Care Tanyfron
	Eyton school
	Froncysyllte school
	Garden Village playgroup
	Garth school
	Gwenfro EE
	Kiddies World Acrefair
	Happy Days Coedpoeth
	Heulfan EE
	Holt Under 5's
	Homestead private day nursery
	Little Scholars private day nursery
	Little Treasures
	Marford playgroup
	Maes y Llan school
	Minera school
	Mother Goose private day nursery
	Overton pre school
	Pentre school
	Pentredwr playgroup Rhos
	Peter Pan private day nursery
	Playland private day nursery
	Redbrook private day nursery
	Rossett House private day nursery
	Rossett pre-school playgroup
	Sparkles private day nursery
	St. Anne's catholic school
	St. Chads school Hanmer
	St. Paul's VA Primary School
	St. Giles EE
	St. Mary's school Brymbo
	St. Mary's playgroup Wrexham
	Ysgol yr Hafod

Application Dates

Entitlements			
	Opening date	Closing date	Parents informed by
January (Spring term) intake	TBC	TBC	TBC
After Easter (Summer term) intake	TBC	TBC	TBC

Late applications will be processed after those received on time.

For information on early education provision within funded settings in Wrexham, please contact: Early Education Admissions on 01978 298991 /

www.wrexham.gov.uk/EarlyEducation

Wrexham Family Information Service on 01978 292094 / fis@wrexham.gov.uk

Note

Admission to an Early Education (3 year old) setting at a particular setting / school does not guarantee subsequent admission to nursery at that school as a separate formal application **must** be made.

30 hour childcare

This offer applies to 30 hours of government-funded childcare that includes Early Entitlement and Foundation Phase Nursery Provision for three and four year olds of working parents for up to 48 weeks of the year. Eligible children will be able to access the offer from the beginning of the term following their third birthday until the September following their fourth birthday

The entitlement is as follows:

Scheme	Education Entitlement	Childcare Allowance	When
Early Entitlement	10 hours per week	20 hours per week	Term time - 39 weeks of the year
Foundation Phase Nursery	12.5 hours per week	17.5 hours per week 30 hours for up to 9 weeks pro rata	Term time - 39 weeks per year

The Childcare Offer provides funding for 30 hours holiday entitlement for up to 9 weeks. This is calculated depending on the term the child is eligible to access the offer: September intake – 9 weeks; January intake – 6 weeks; April Intake – 3 weeks <http://www.wrexham.gov.uk/english/community/fis/childcare.htm>

If parents or childcare providers have any queries relating to the Childcare Offer for

Wales in Wrexham, please don't hesitate to get in touch with:

- Wrexham Family Information Service (for general enquiries) on fis@wrexham.gov.uk or 01978 292094 or
- Flintshire Childcare Offer Team (for queries about applications) on childcareofferapplications@flintshire.gov.uk or 01352 703930.

Admission to Schools Maintained by the LA

Nursery Education

Admissions to nursery classes are the responsibility of the relevant admission authority. The 'admission authority', is in this instance the local authority in the case of community schools and the governing body in voluntary or aided schools. The admission authority will admit a child to nursery school in the September following their 3rd birthday. Nursery schooling, in both English and Welsh medium schools within the Authority, is provided on the basis of 5 x 2.5 hour sessions per week, for each child. Though every effort will be made to meet parental preference, nursery education is not compulsory and parents have no right of appeal under Education Legislation if they are unsuccessful in gaining a nursery place for their child at the school of their preference.

Parents may express a preference for any school irrespective of where the home is in relation to the school, however, expressing a preference does not guarantee a place at that school.

Note

Admission to a nursery class or unit at a particular primary school does not guarantee subsequent admission to reception at that school as a separate formal application needs to be made.

Transport to nursery school will only be provided by the Authority in exceptional circumstances. In the event of over-subscription, applications for nursery places shall be dealt with by applying the published criteria (see page TBC).

Applications can be made on-line at [https://www.wrexham.gov.uk/service/school-admissions/ nursery-school-admissions](https://www.wrexham.gov.uk/service/school-admissions/nursery-school-admissions) from 4 January 2023. If parents prefer to complete a paper application, forms will be available from School Admissions. Parents may be asked to provide official documentation showing their child(ren)'s date of birth.

Maintained Primary School Admission - Admission to Reception

Admissions to reception classes are the responsibility of the relevant admission authority. The 'admission authority', is in this instance the local authority in the case of community schools and the governing body in voluntary or aided schools. The admission authority will admit a child to a primary school in the September following their 4th birthday.

Once a reception place has been offered and accepted, some parents may wish to defer their child's entry until the start of the term following the child's fifth birthday. Parents would not however be able to defer entry beyond this point, nor beyond the academic year for which the original application was accepted. It should also be noted that the statutory Foundation Phase 'Framework for Children's Learning for 3 to 7 year olds in Wales' is a continuous teaching and learning framework which commences the term following a child's third birthday. Deferment would lead to a gap in this provision causing a lack of continuity in a child's early education.

Parents may apply on-line at <https://www.wrexham.gov.uk/service/school-admissions/reception-admissions> from 26 September 2022 for a reception place for their child. If parents prefer to complete a paper application, forms will be available from School Admissions. Admission (which is the responsibility of the County Borough Council for community schools) will be based on the criteria listed on page TBC. Parents may be asked to provide official documentation showing their children's date of birth. If the Authority is unable to allocate according to parents' first preference then they are entitled to appeal against that decision. The right to appeal applies to all stages, except nursery which is non-compulsory educational provision (please refer to 'Appeals' page TBC).

Admission to Secondary School in Wrexham County Borough

Parents are invited to express their preference for a secondary school for their child. Applications can be made on-line at <https://www.wrexham.gov.uk/service/school-admissions/secondary-admissions> from 5 September 2022. If parents prefer to complete a paper application, forms will be available from School Admissions. Although every effort will be made to conform with parental preference, where a school is over-subscribed, the over-subscribed criteria will be applied.

Parents applying for places at St Joseph's Catholic and Anglican High School, The Maelor School, Penley or an independent school or a school in another local authority should complete the LA's application process. If submitting a paper application, parents must also contact the school as they may have to complete further admission forms for these schools.

Parents who select a school other than the nearest suitable secondary school will be fully responsible for transporting their children to and from school (free transport will only be provided if the applicant meets the criteria of the County Borough's Transport Policy). If the Authority is unable to admit according to parents' first preference, then they are entitled to appeal against that decision. Parents will be provided with details of this process within a reasonable timescale.

Appeals

If the Authority is unable to allocate a place at the school for which the parent has expressed a preference, the parent must contact School Admissions to request an alternative school. Information about the appeals process will be included in the refusal letter. The parent may then accept the alternative placement and may also give notice of their wish to appeal against the Authority's decision to refuse to offer a place at the preferred school. Further details regarding this process will be made available to parents by contacting the Admissions Office. Appeals must be made in writing, giving the full reason(s) for wishing to appeal including any supporting evidence. Parents may be accompanied by a friend at the hearing and will be given an opportunity to present their case to an independent appeal panel. The decision of the appeal panel will be binding on all parties.

Appeals relating to admissions into community and voluntary controlled schools should be sent in writing to the Access & School Places Lead at Lambpit Street, Wrexham, LL11 1AR.

All appeals to the foundation/aided sector are dealt with by the governing bodies of those schools and should be sent in writing directly to the governing body of the particular school.

The right to appeal does not apply at nursery stage.

Transfer Between Schools Outside of Normal Admission Times

As a rule transfers normally take place at the beginning of each term, only in exceptional circumstances will a transfer take place at any other time. A transfer should not take longer than 15 school days to process. However, where there are significant issues such as additional learning needs the transfer request may take longer, in order to ensure appropriate provision is in place. **Pupils must remain in school while the transfer request is being processed.**

The Authority is prepared to consider requests for transfers between schools other than at normal admission times when it is in the best interests of the child(ren). However, Years 10 & 11 in a secondary school are considered to be a '2 year course' consequently transfer requests to another school within Wrexham, after Year 9, often have a negative impact on pupils' academic progress and are not considered appropriate by the Local Authority.

Parents seeking transfer other than at the normal transition times are advised as a first step, to discuss their child's progress and any issues with the headteacher of the child's present school. Following these discussions, parents who still wish to seek a transfer, should contact the LA/Admissions Authority. The transfer request will be considered within the context of the Authority's admission policy. If the admissions authority is unable to admit in accordance with the parents' preference, then the parents are entitled to appeal against that decision.

Public Qualifications

All qualifications for which pupils are prepared in school time must be approved by the Department for Education and Skills in Wales (DfES) and the Database for Approved Qualifications in Wales (DAQW).

Education After Compulsory School Age

Pupils who wish to continue their education beyond compulsory school age may remain at their secondary school, providing the school offers post-16 education courses. Alternatively they may apply for a place at another school that has post-16 provision or at a local further education establishment. In Wrexham this provision is offered at The Maelor School Penley, Ysgol Morgan Llwyd for Welsh Medium Provision, St Christopher's School and Coleg Cambria. (see addresses on page TBC onwards).

School Leaving Dates

This is the last Friday in June in the school year in which a child reaches the age of 16. Until that date:

- parents must ensure their child's participation in education at school or otherwise;
- employers may not employ a child full time; training providers may not provide full-time Government sponsored training.