



Report of the Cabinet Member for Education & Learning

Council – 30 March 2023

School Admission Arrangements 2024-2025

Purpose:	To determine the admission arrangements for maintained schools for the academic year 2024-2025
Policy Framework:	The Admission Arrangements to Schools Policy.
Consultation:	Education; Legal; Finance; all Headteachers and Governing Bodies including Voluntary Aided Schools; Neighbouring Admission Authorities; the Admissions Forum.
Recommendation(s):	It is recommended that: <ol style="list-style-type: none">1. The proposed admission arrangements for 2024-2025 for Nursery as set out in Appendix A are approved.2. The proposed admission arrangements for 2024-2025 for Reception as set out in Appendix B are approved.3. The proposed admission arrangements for 2024-2025 for Year 7 as set out in Appendix C are approved.4. The proposed admission arrangements for 2024-2025 for in-year transfers as set out in Appendix D are approved.5. The proposed admission arrangements/criteria for entry for 2024-2025 for sixth forms set in Appendix E are approved.6. The Schedule of Events for primary and secondary at Appendix F is approved.7. The admission numbers for primary and secondary schools are noted, as set out in Appendix G.
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1. Introduction

- 1.1 By virtue of Section 89 of the School Standards and Framework Act (1998) the local authority is responsible for determining the admission arrangements for County maintained schools. In accordance with the Education (Determinations of Admission Arrangements) (Wales) Regulations 2006 the Council has a duty to review the Admissions to Schools Policy and to consult governing bodies of voluntary aided schools on their admission arrangements.
- 1.2 The Welsh Government in July 2013 issued the School Admissions Code and the School Admission Appeals Code in December 2013. The School Admissions Code applies to arrangements made for the 2024-2025 academic year and covers admissions to primary and secondary schools.
- 1.3 Copies of the proposed admission arrangements for nursery classes are attached at Appendix A.
- 1.4 Copies of the proposed admission arrangements for primary schools are attached at Appendix B.
- 1.5 Copies of the proposed admission arrangements for secondary schools are attached at Appendix C
- 1.6 Copies of the proposed admission arrangements for in year transfers are attached at Appendix D.
- 1.7 Copies of the proposed admission arrangements and criteria for entry for sixth forms are attached at Appendix E.
- 1.8 The proposed 'Schedule of Events' for Reception (primary school) and Year 7 (secondary school) year of entry admission process is shown at Appendix F.
- 1.9 The admission numbers (ANs) for primary and secondary schools are shown at Appendix G.

2. Admission limits

The local authority (LA) is the admitting authority for all community schools (schools funded and maintained entirely by LAs). Requests for admission to Voluntary Aided schools - Church schools (e.g. Roman Catholic, Church in Wales schools) are administered and determined by the admission criteria set by the Governing Body of that school. Voluntary Aided schools are responsible for determining their own admission arrangements.

2.1 Primary

The capacity of each primary school, including its nursery classes, has been calculated using the Welsh Government formula and from this an admission

number (AN) has been set. The admission numbers for primary schools are shown in Appendix G. All schools must admit up to their AN in the year of entry (i.e. Reception) in primary schools. In the year of entry, and in all other year groups, a child will be refused a place by the local authority (LA) once the AN is reached.

2.2 The School Standards and Framework Act 1998, The School Admissions (Infant Class Sizes) (Wales) Regulations 2013, restricts infant class sizes to a maximum of 30 (i.e. Reception, Year 1 and Year 2). Welsh Government has also introduced a recommended limit of 30 for key stage 2 class sizes.

2.3 Secondary

The admission numbers (ANs) shown at Appendix G are the limits for each year group. Schools should not exceed their AN in the year of entry (i.e. Year 7 for secondary admissions) or in any other year group.

2.4 Primary and secondary

There is no guarantee of a catchment place at a school if the admission number (AN) has been reached, even if parents living within the catchment area of a school apply for a place before the published deadline (for Year 7 and Reception admissions). There is also no guarantee of a catchment place for applicants applying outside of the normal admission round (i.e. late applications for Reception and Year 7 admissions or in-year transfer requests), even if the pupil resides or moves into the catchment area.

2.5 In-year transfers

Availability of places is determined by reference to the school's admission number (AN). A child will be refused a place once the admission number has been reached. ANs shown at Appendix G are the limits for each year group. Schools should not exceed their AN in the year of entry (i.e. Reception for primary admissions and Year 7 for secondary admissions), or in any other year group. Also, for primary school admissions, the School Standards and Framework Act 1998, The School Admissions (Infant Class Sizes) (Wales) Regulations 2013, restricts infant class sizes to a maximum of 30 (i.e. Reception, Year 1 and Year 2), and Welsh Government introduced a recommended limit of 30 for key stage 2 class sizes.

2.6 Sixth forms

Criteria for entry and admission arrangements for sixth forms, including admission limits, are outlined in Appendix E. For schools with a sixth form, admission numbers will be the same for Years 12 and 13 as they are for Years 7 to 11.

3. Admissions criteria

3.1 The Education (Admission of Looked After Children) (Wales) Regulations 2009 places a duty on admission authorities in Wales to admit children looked after by a local authority in Wales where an application for admission is made, even if the AN has been reached. Should an admission authority wish to refuse an admission application for a looked after child then they must refer the matter to the Welsh Ministers within seven days of receiving the application for decision. The decision of the Welsh Ministers is binding. Previously looked after children (looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after), are also included in this criteria under the Welsh Government's School Admissions Code.

3.2 Pupils for whom the LA holds an Individual Development Plan (IDP) where the LA has named a school in section 2D.1 of the IDP, or a Statement of Special Educational Needs, will be included and accounted for when places are allocated and schools are informed of this (with the exception of pupils allocated a place within a Special Teaching Facility).

3.3 Oversubscription

Where more applications are received for a particular school than there are places available, places will be awarded using the oversubscription criteria set out in the admission arrangements (see Appendices A, B, C and D).

4. Results of the Consultation

4.1 Response 1 - Response 1 was from Mayals Primary School:

The Governors at Mayals accept the proposals for admissions 24/25.

4.2 Response 2 - Response 2 was from St David's RC Primary School:

These are accepted by the Governing Body of St David's Primary.

4.3 Response 3 - Response 3 was from Glais Primary School:

The Authority's proposed admission arrangements for the academic year 2024-2025 are acceptable to the governing body of Glais Primary School.

4.4 Response 4 - Response 4 was from Bishop Gore School:

I can confirm that our Governors have looked at the admission information and accept the proposed figures for 2024 - 2025.

4.5 Response 5 - Response 5 was from Danygraig Primary School:

These proposals are acceptable to our Governing Body.

4.6 Response 6 – Response 6 was from the Head at Oystermouth Primary School:

Many thanks for the Authority's proposed admission arrangements for the academic year 2024-2025 together with details of the proposed Admission Numbers (ANs) and Schedule of Events. My governing body accept the proposals.

4.7 Response 7 - Response 7 was from the Chair of Governors at YGG Llwynderw I am writing to confirm that I have circulated the information below to our governing body and that, on the whole, we are happy with the proposed admissions arrangements: thank you.

The only point that we would like to raise at this time is a request for some specific guidance to be included on the subject of Welsh-medium schools; at present, there does not appear to be any reference at all to the Local Authority's provision for education through the medium of Welsh. Specifically, it would be helpful for the Local Authority to clarify the way in which it will manage instances in which a family does not secure a place at a local Welsh-medium school - but wishes to exercise their right for their child to be educated in the Welsh language in Wales. How are such scenarios to be managed in instances in which a Welsh-medium school is oversubscribed, for example? I am aware from conversations with our parent governors that this has been discussed among local parents a number of times and, as such, we would be grateful if this could be taken into consideration in the content of the document - both in terms of how places are prioritised and awarded, and how appeals are to be managed.

It may be, of course, that such matters are/could be addressed by means of a separate document and cross-referenced with an admissions one - but we wanted to take the opportunity to raise it at this stage, especially as parents usually look to such documents when trying to establish grounds for appeal. If a separate document that clarifies these points is already in production/exists, I would be most grateful if you could please let me know and share details if available.

LA Response – Thank you for your response to the Admission Arrangements 2024-2025 consultation. The admission arrangements policy does not differentiate between Welsh-medium or English-medium as it applies to all Swansea LA maintained schools regardless of their medium. The policy lays out how the LA determines admission applications for all Swansea LA maintained schools. The arrangements are compliant with the Welsh Governments School Admissions Code.

Parents are able to apply for their catchment area school or express a preference any other school(s) of their choice. All requests for school places, in both Welsh-medium and English-medium schools, are considered in line with the LAs admission arrangements policy and the WG School Admissions Code.

If any school (Welsh-medium or English-medium) is oversubscribed, the LAs oversubscription criteria is applied to all applications that are received for the school. For example, pupils residing in the catchment area for a school have a higher priority than pupils who do not live in the catchment area for a school.

If an applicant who applies for a place at a Welsh-medium school as a 'parental preference' were being refused a place at their preferred Welsh-medium school, the LA will consider the availability at the applicants designated Welsh-medium catchment school and look to offer a place at their local catchment Welsh-medium school (if they reside within the City and County of Swansea local authority area).

Every applicant who is refused a place at a preferred school (whether that be a Welsh-medium or an English-medium school) is given the same opportunity to exercise their right of appeal through the LAs appeal process. The LA complies with the Welsh Government's School Admission Appeals Code.

Details of the LA's education provision in Swansea is contained within our Information for Parents booklet, which parents should read prior to making an application as part of the terms and conditions of applying for a school place. The booklet provides parents with information on Welsh-medium and English-medium provision in Swansea. It includes the admissions policy, oversubscription criteria and explains how the LA considers applications and allocates places. The booklet is published annually on our website in Welsh and English and is available, upon request, in hard copy.

5. Admission Forum

- 5.1 The admission forum has a role in ensuring a fair admissions system that does not disadvantage one child compared with another, and is straightforward and easy for parents to understand. Admission forums are responsible for monitoring compliance with the School Admissions Code. Membership of the forum includes:-

Local Authority representatives (Members and officers)
Headteacher representatives for secondary schools (English and Welsh Medium)
Headteacher representatives for primary schools (English and Welsh Medium)
Governor representatives
Diocesan representative
Voluntary Aided schools representatives (primary and secondary)

- 5.2 The Admission Arrangements 2024-2025 were considered by the Admission Forum at a meeting held on 9th November 2022 and their feedback noted. Comments received as part of the wider consultation were reported to the Forum at a meeting held on 1st February 2023. At this meeting the Forum agreed and recommended that the Admission Arrangements 2024-2025 be approved in their current format.

6. Equality and Engagement Implications

- 6.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.
 - Deliver better outcomes for those people who experience socio-economic disadvantage
 - Consider opportunities for people to use the Welsh language
 - Treat the Welsh language no less favourably than English.
 - Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.
- 6.2 The Well-being of Future Generations (Wales) Act 2015 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.
- 6.3 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also takes into account other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.
- 6.4 Our Integrated Impact Assessment (IIA) process ensures that we have paid due regard to the above.
- 6.5 An IIA screening has been undertaken and it has been determined that the initiative is not relevant for a full IIA report.
- 6.6 Once set, the admission arrangements apply to all and take account of all protected characteristics to ensure that all applications for a school place are treated equally.
- 6.7 A full consultation process was completed as is required by Section 89 of the School Standards and Framework Act 1998 and Regulation 4 of the Education (Determination of Admission Arrangements) (Wales) Regulations 2006. The findings of the consultation are reported in this report.

7. Financial implications

- 7.1 Whilst there are no immediate financial implications arising from this report, acceptance of this policy could result in additional expenditure at a future time. Acceptance of the policy does not mean that additional resources will be made available and it should be assumed that future spending needs will need to be contained within existing budget provision and have full and due regard to the LAs budget principles and the likely levels of future budgets having due regard to the budget and medium term financial plan.

8. Legal implications

- 8.1 Section 89 of the School Standards and Framework Act 1998 and Regulation 4 of the Education (Determination of Admission Arrangements) (Wales) Regulations 2006 require Admission Authorities to consult and determine school admission arrangements annually. The Regulations set requirements for consultation and determinations of admission arrangements. The Welsh Government has issued guidance circular 'Measuring the Capacity of Schools in Wales', which sets out methodology for local authorities to follow when determining their admission arrangements. There is also a requirement to consider the guidelines contained in the Welsh Government School Admissions Code.

Background papers:

Education (Determination of Admission Arrangements) (Wales) Regulations 2006 - www.legislation.gov.uk/wsi/2006/174/made

Welsh Government (WG) guidance 'Measuring the Capacity of Schools in Wales' - [Measuring the capacity of schools: guidance | GOV.WALES](#)

School Admissions Code – [School admissions code | GOV.WALES](#)

School Admission Appeals Code WG July 2013 and December 2013 – [School admission appeals code | GOV.WALES](#)

Appendices:

Appendix A - Admission Arrangements 2024-2025 Nursery

Appendix B - Admission Arrangements 2024-2025 Reception

Appendix C - Admission Arrangements 2024-2025 Year 7

Appendix D - Admission Arrangements for 2024-2025 In Year Transfers

Appendix E - Admission Arrangements/Criteria for Entry 2024-2025 Sixth Forms

Appendix F - Schedule of Events (Reception and Year 7)

Appendix G - Admission Numbers for Primary and Secondary Schools

Appendix H - IIA