

Hywel Dda Primary School

ADMISSIONS POLICY

September 2023



As a Rights Respecting School, we promote the values and principles of the UNCRC. This policy promotes and enables children to access:

Article 28: Your right to learn and go to school

ADMISSIONS POLICY

The governing body applies the regulations on admissions fairly and equally to all those who wish to attend our school, in line with Cardiff Council's School Admissions Policy.

We are an inclusive school that welcomes children from all backgrounds and abilities, regardless of gender, race, ethnicity, culture, nationality, language, ability/disability or religious belief.

The only restriction we place on entry is that of number. Our standard admission number is reception to year 6 is 60. Nursery admission is 32 place morning and afternoon. Where possible, no class will have more than 30 children.

Procedure for admission to Nursery:

- Children are admitted to nursery in the term following their 3rd birthday.
- County will send a preference form the term before their 3rd birthday stating that they must apply online at pupiladmissions.gov.uk before they are granted a place in nursery.
- They will receive an email from County Council telling them when a place is available and they will also receive a letter from the school.

Procedure for admission to Reception:

- Children are admitted to reception classes in the September following their fourth birthday.
- County will send a preference form during the preceding Autumn term and admission must be applied for online at pupiladmissions.gov.uk
- A meeting for new parents/carers will be held in the summer term and details regarding a starting date will be given after this time

Procedure for admission to other year groups:

- Parents should contact Pupil Admissions at County Hall who will advise them to complete an online application.

- If there is room in the appropriate year group, parents/carers will be invited to visit the school in order to make admission arrangements

If admissions are over-subscribed, and we cannot offer a place, parents/carers may appeal to the Council. All admissions are approved by the Chief Schools and Lifelong Learning Officer.

Review:

This policy will be reviewed annually with the Council in the light of any changed circumstances in our school or the local area.

Headteacher: Miss K Flynn

Chair of Governors: Mrs F Williams

Date: September 2023