



# **The Diocese of Monmouth**

## **Henllys Church in Wales Voluntary Aided School**

### **Admissions Policy and Procedures**

#### **September 2026**

#### **Introduction**

The Governing Body of Henllys Church in Wales School welcomes applications from parents who wish for their children to be educated in an Anglican school (see Note 7 for definition).

The school caters for children with a home address which is in the catchment area defined as the Ministry Area of Cwmbran and Pontnewydd (see Note 1).

#### **Legislation**

This policy complies with the following legislation and Statutory codes: *The School Standards and Framework Act 1998, The School Admissions Code and The School Admission Appeals Code.*

#### **Capacity**

The capacity of the school is the number of pupil places it contains. The number is agreed with the Local Authority and calculated using the Welsh Government guidance '*Measuring the capacity of schools in Wales*'. The capacity number of Henllys Church in Wales School is 210.

#### **Admission Number**

The admission number (AN) is the maximum number that the school can admit in its Reception class. Pupils will not be refused a place until the Admission Number is reached. In the case of the Reception Class at Henllys Church in Wales Voluntary Aided School, this number is 30.

Responsibility for admission arrangements is delegated to a sub-committee of the school's Governing Body, known as an 'Admissions Committee'. The school works closely with the Local Authority to co-ordinate closing dates for receiving applications and sending offer letters across the Local Authority area.

#### **Application Process**

The school will send out application forms, to those parents who have expressed an interest, in the November of the year prior to the Reception intake year. When prospective parents return the application forms to the school they will need to provide photocopies of the birth certificate and the Baptism Certificate if appropriate.

## **Timetable**

All applications received up to and on the closing date will be considered together. The closing date for receipt of application forms is noon, on the last Friday in January and parents will be notified no later than 16<sup>th</sup> April. The closing date to receive letters appealing against a decision not to offer a place is two weeks after the date notified.

Parents (see Note 2 for definition) will be given a stated period in which to accept an offer. If parents do not respond they will be asked to respond again and informed at that time that the place will be withdrawn if they do not respond.

Applications received after the closing date will only be considered **after** all those received by the deadline have been considered. *This means that, if no places are left after considering all the applications before the deadline, even if you fulfil a higher criterion than under which places have been offered to other applicants, you will be unsuccessful.*

Parents have the right to appeal against a decision not to offer a place.

At Henllys Church in Wales Voluntary Aided School pupils are admitted to the Reception Class at the beginning of the school year (1<sup>st</sup> September – 31<sup>st</sup> August) in which they reach their fifth birthday.

## **Admission outside the normal round**

All applications for admission at any time other than the normal entry into Reception should be made on the schools' application form, available from the school and should be sent directly to the school. Applicants will be asked for proof of their address. Places will be offered subject to space being available in the relevant class.

## **Over Subscription Criteria**

Where the number of applications received up to and including the closing date for applications is less than or equal to the admission number, all children will be offered a place in the Reception Class.

Where the number of applications exceeds the admission number, places will be allocated in accordance with the following oversubscription criteria:

Children with a statement of ALN/Individual Development Plan naming Henllys Church In Wales Voluntary Aided School will automatically be admitted before the over subscription criteria is applied.

1. Children Looked After (CLA), or previously Looked After Children (LAC), (see Note 3 for definition), who are baptised Anglicans.
2. Children who have been baptised Anglican and whose family regularly/habitually worship in a church, that is part of the Ministry Area of Cwmbran and Pontnewydd, and live within the Ministry Area of Cwmbran and Pontnewydd. Preference will be given to siblings (see Note 5).

3. Children who have been baptised Anglican and whose family regularly/habitually worship at another Anglican Church and live outside the Ministry Area of Cwmbran and Pontnewydd (see Note 4 for a definition). Preference will be given to siblings (see Note 5).
4. Children whose family regularly/habitually worship at a church of another Christian denomination (see Note 4 for definition). Preference will be given to siblings (see Note 5)
5. Children who have been baptised Anglican but do not regularly attend, and families who do not attend (over subscription to be applied in the order set out below).
6. Non baptised children who (over subscription to be applied in the order set out below).

Have a sibling in the school (see Note 5).

Have exceptional medical needs, supported by written evidence, normally given by an independent medical officer or other appropriate person (see Note 6 for definition).

Are living within the Ministry Area of Cwmbran and Pontnewydd.

### **Multiple Birth Children (e.g. Twins or Triplets)**

If, when applying the oversubscription criteria, the last child to be admitted is one of a multiple birth then the school will admit the other sibling(s).

### **Tie Break**

Where it is necessary to distinguish between two children who fulfil equal criteria, the proximity of the child's home in relation to the main school gate will be used. This distance is measured from the point where the child's home meets the highway to the main entrance of the school. Measurement will be undertaken by using a Digital Information Mapping System (Map Info Professional, owned by Pitney Bowes).

### **Appeals**

Parents of children not offered a place may appeal to an independent appeals panel. Details on the procedure for appeals are available from the school and will be given to parents upon refusal of a place for their child.

### **Waiting Lists**

Children not offered a place will be placed on a waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription. No account is taken of the length of time on a waiting list. The waiting list will be maintained until 30<sup>th</sup> September. After this date, parents should make another application for their child to attend the school.

### **Explanatory Notes**

**Note 1:** The home address is the place the child spends the majority of the school week (Monday to Friday, including nights), at the time of application for a place at the school. The school reserves the

right to check the validity of any address given, by asking for evidence such as inclusion on the Electoral Roll, or a recent utilities bill confirming your name and address.

Where a child's permanent address is not the same as the parents' (e.g. if he or she is resident with a grandparent) the school reserves the right to see official documentation, such as a child benefit book or medical card.

Childcare arrangements are **not** sufficient reason for listing another address.

If you are moving into the catchment area, we will ask you for evidence of your move, before considering any application for a place. Typical evidence is a letter from your solicitor confirming that you have a legally binding agreement to buy the house or a formal lease agreement.

**Note 2:** A parent is any person who has parental responsibility for, or is the legal guardian of, the child. If you are in any doubt, please contact the school for advice.

**Note 3:** Children Looked After (CLA) are children who are looked after by a local authority in Wales or in England in accordance with Section 22 of the Children Act 1989 and whom the Local Authority has confirmed will be looked after at the time of the child's admission to the school.

**Note 4:** Regular/habitual worship is defined as attending worship on at least one Sunday each month over the previous 12 month period. Evidence of this must be provided by a written statement signed by the relevant priest or minister.

**Note 5:** Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster child, or the child of the parent/carer's partner, who are already in the school and living together at the same address.

**Note 6:** The Governing Body will require a letter from a registered health professional (such as a doctor) stating why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.

**Note 7:** Churches who accept the doctrine of the Holy Trinity as set out in the covenant.

**For further information please contact the school. Contact details are as follows:**

Henllys Church in Wales Voluntary Aided School  
Ty Canol Way  
Henllys  
Cwmbran  
Torfaen  
NP44 6JA  
Telephone: 01633 877796  
Email: [minto.philippa@torfaen.gov.uk](mailto:minto.philippa@torfaen.gov.uk)