



The Diocese of Monmouth

Henllys Church in Wales Voluntary Aided School

Admissions Policy and Procedures

September 2027

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 (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

Following Torfaen's co-ordinated admissions arrangements, all parents will be invited to express a preference for Henllys Church in Wales School either via the online admissions portal, or by using a paper copy. Prospective parents will also be required to complete a supplementary information form. This form will need to be returned directly to the school along with any documentary evidence, such as a baptism certificate/practising faith confirmation. A copy of the supplementary information form is available on the school's website or can be obtained by contacting the school

directly. Please note that a supplementary form submitted without an application form to Torfaen County Borough Council will not be valid.

Timetable

All applications received up to and on the closing date will be considered together. The closing date for receipt of application forms is 5pm on 15th January (or nearest working day) and parents will be notified on 16th April (or nearest working day).

Parents (see Note 2 for definition) will be given a two week period in which to accept the offer via the online portal. Auto reminders are sent during this period. If parents do not respond their place may be withdrawn.

Any applications that are received after the closing date or applications that remain incomplete as at the closing date will be dealt with under late the application arrangements. Late applications must be submitted using a paper application form, it is not possible to make an online application after the closing date. 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. The closing date to receive letters appealing against a decision not to offer a place is two weeks after the date notified.

At Henllys Church in Wales Voluntary Aided School pupils are admitted to the Reception Class at the beginning of the school year (1st September – 31st 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 an LA IDP naming Henllys Church in Wales 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). CLA children who are baptised Anglicans are given priority over non-baptised CLA children.

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 live within the Ministry Area of Cwmbran. 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 (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.

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 nearest available school entrance will be used. Distance measurements are calculated using Geographic Information System (GIS) software. The distance is measured from the point where the child's home meets the highway, to the nearest available school entrance using Ordnance Survey road and footpath network data. Only paths and pavements which are suitable for pedestrians are used in the analysis.

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 30th 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.

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:

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Henllys
Cwmbran
Torfaen
NP44 6JA
Telephone: 01633 877796
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