

Ysgol Gynradd  
Brynffordd  
Brynffordd  
Treffynnon  
Sir y Fflint  
CH8 8AD  
01352 713184



Brynford CP  
School  
Brynford  
Holywell  
Flintshire  
CH8 8AD  
01352 713184  
bfmail@hwmail.net

*'Every child, every chance, every day'*  
*'Pob plentyn, pob cyfle, pob dydd'*

## Admissions Policy

Policy Number	Date Reviewed	Date of Next Review
YBGP4	November 2017	November 2018

### Aims

- To give children and parents as much information as possible about Ysgol Brynffordd School and the education we provide.
- To make each child's start a happy and successful one.
- To begin a partnership with parents that will be lasting.

### Responsibility for admissions

The LA is responsible for determining the arrangements or admissions and for admissions to Community Primary Schools i.e. Ysgol Brynffordd School and the school complies with the LA Policy, which is renewed annually.

### Procedures

#### **Admission to Primary Schools in Flintshire**

The Authority will admit a child to a maintained infant/primary school at the beginning of the school year if the child has achieved his/her 4<sup>th</sup> birthday on or before August 31<sup>st</sup> of that calendar year.

Admission is the responsibility of the Chief Officer (Education & Youth) and will be based on the criteria listed below. All admissions procedures can also be obtained via the Flintshire County Council web site.

For pupils transferring from infant to junior school a parental preference form will be sent to each parent/guardian. Parents may express a preference for their nearest junior school or may insert the name of another school should they prefer that school.

In accordance with legislation, infant class sizes are restricted to a limit of thirty.

**Criteria to be applied in order of priority by the Authority for admission to Nursery, Infant, Junior or Primary Schools:**

- a) The LA will consider the needs of a 'looked after child' (child in care) and pupils with a statement of special educational needs which includes a named school.
- b) Pupils for whom the preferred school is the nearest appropriate school to the pupil's home address
- c) Pupils who have expressed a preference for a school which is not the nearest to their home address will be admitted if they have a sister or brother attending the preferred school.
- d) Pupils for whom the preferred school is not the nearest to their home address.

If there are more applicants than places in any of the above categories, priority will be given to applicants living nearest the school, measured from the child's home address to the recognised main entrance of the school.

Full time Education

At Ysgol Brynffordd School children start full time education in the September before their fifth birthday. (Reception).

Parents are able to put their child's name down at school expressing an interest (this does not mean that a place has been offered) at any time.

Application forms for full time education are sent out in the September prior to the children commencing school in the following September. Parents are invited to look around the school prior to indicating whether Ysgol Brynffordd School is their choice.

The standard admission number for the school is 8. A brother or sister already at the school gains priority.

As soon as possible after 31<sup>st</sup> March letters will be sent out from County Hall offering places. For those families that have been unsuccessful, the Admissions Section of the LA will send letters and details of what to do next. Parents have a right of appeal.

Once admissions are confirmed we welcome each child and his or her family, and invite them to spend time with us in the summer term prior to the child starting school.

Part time Education- Nursery

**Criteria to be applied by the Authority for Nursery Admissions**

A child becomes eligible for a place at a nursery class in the September following the child's 3<sup>rd</sup> birthday. Nursery education is not compulsory and parents have no right of appeal regarding nursery admissions under the School Standards and Framework Act 1998.

Nursery schooling in all schools/units will be provided on the basis of 5 x 2.5 hour sessions per week for each child.

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

In the event of oversubscription, applications for nursery places will be dealt with by applying the admissions criteria in respect of primary schools as set out in this Guide.

**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 will 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 form is fraudulent or misleading.**

Application forms for nursery school admission are available on the Flintshire County Council website. The forms will be available according to Admissions timetable as set out in this Guide:

Early Entitlement schooling in all schools/units will be provided on the basis of 10 hours per week.

**Notes:**

- 1. Admission to a nursery class at a particular infant or Primary School does not guarantee subsequent admission to Reception class at that school.**
- 2. No transport is provided.**

Part time Education- Early Entitlement (E.E.)

Places are also available at Ysgol Brynffordd School for 3 year old children to receive early years education the term after their 3<sup>rd</sup> birthday.

<b>Children born in:</b> Autumn Term	<b>Entitled to:</b> 2 terms of educational provision (Spring and Summer)
Spring Term	1 term of educational provision (Summer)
Summer Term	These children receive their education entitlement school nursery classes in the

Autumn term after their 3 <sup>rd</sup> birthday. Dates vary for Spring and Summer admissions for E.E.
---

Parents may state a preference for an approved setting which may be a pre school playgroup (English or Welsh), a private day nursery, a 'network' childminder or school nursery class. Application for a place is made directly to the setting. Forms are available all year.

Early Entitlement schooling in all schools/units will be provided on the basis of 10 hours per week.

**Notes:**

- 1. Admission to an Early Entitlement setting at a particular school does not guarantee subsequent admission to nursery at that school.**
- 2. No transport is provided.**

For further information on approved settings please contact: The Early Entitlement Advisor, Tel: 01244 545979.

Transfer of pupils

The school also follows Flintshire LA protocol for the transfer of pupils other than at normal stages.

**Change of School within Flintshire at times other than normal transfer points**

Schools in Flintshire have an agreed protocol for transfers from one nominated school to another other than at the normal transition point. A parent seeking such a transfer should initially speak to the headteacher of the child's current school to discuss the reasons for that transfer. If, following this discussion, the parent wishes to continue the process, contact should then be made with the headteacher of the new school. Headteachers will refer parents to an officer of the Local Authority, particularly in cases where pupil numbers in the new school have exceeded the Admission Number in the appropriate year group. In such circumstances admission to the new school may be refused. Parents who are dissatisfied with this may give notice of appeal, as outlined in the Guide to Education Services.