ST. OSWALD'S CHURCH IN WALES V. A. SCHOOL

ADMISSIONS POLICY

This policy will apply to admissions during 2027-2028

PREAMBLE

The policy and arrangements set out below are governed by the relevant parts of education legislation and the provision of the school's Trust Deed.

When can my child start school?

Children are eligible to attend school on a part-time basis from the first term after their third birthday and full-time basis from the first term after their fourth birthday. The date of your child's birthday determines when he or she can start school, regardless of the date when the term starts and the tables below show when your child may be admitted to school.

The law does not require a child to start full time education until the beginning of the school term following the child's fifth birthday. However, at St. Oswald's, pupils are provided with a full-time place the term after their fourth birthday and are strongly encouraged to attend full time in order to receive the full benefits of Early Years education and experiences.

Nursery Age Children – 3 years old

Child's 3rd Birthday	Admissions Term
1st September – 31st December	Spring Term
1st January – 31st March	Summer Term
1st April – 31st August	Autumn Term

Parents do not have a right of appeal if a nursery place is not secured at a setting of their choice. Pupils who are admitted to early years or nursery age provision within a school do not have an 'automatic' right to continue their education into a full-time place at that school.

****The deadline for applications for a part-time nursery place is 30th April****

Primary Age Children – 4 year olds

Child's 3rd Birthday	Admissions Term
1st September – 31st December	Spring Term
1st January – 31st March	Summer Term
1st April – 31st August	Autumn Term

A separate application must be submitted for a primary (reception year group) place at the school, to start in the autumn term.

****The deadline for applications for a primary place is 15th January 2027****

Early Applications

Please note that early applications cannot be used as a criterion for giving priority in allocating places. All applications received up to the closing date are treated equally.

Late Applications

Applications received after the application closing deadline will not be considered until those received before the deadline have been awarded. Applications received after the closing date are less likely to be awarded a place at the preferred school parents applied for.

Admission Timetable – Normal Admission Round

Provision Arrangements	Date of Birth Range	Starting School	Deadline Date for Applying	Notification of Decision Date
Nursery place	1st September 2024 to 31st August 2025	January 2028 April 2028 September 2028	30th April 2027	By 31st July 2027
Primary/Reception place -(There is no automatic transfer from the Nursery age provision – a separate application will be required).	1st September 2022 to 31st August 2023	Autumn term/September 2027	15th January 2027	16th April 2027
Secondary Education Moving from Primary to Secondary School (Year 7)	1st September 2015 to 31st August 2016	September 2027	31st October 2026	1st March 2027

Applications

Applications for a place at St. Oswald's VA Primary School should be made online via Pembrokeshire County Council's admissions system by clicking the following link https://www.pembrokeshire.gov.uk/school-admissions

We strongly encourage parents/carers to visit our school prior to making an application for admission so that you are aware of the facilities and opportunities we can offer. Please take a look at our website https://www.stoswaldsvajeffreyston.com/ or contact the school at 01646 651409 for more information.

Oversubscription Criteria

The Admission Number for the school is **17**. Where the number of applications does not exceed this number, then all applicants will be admitted. Should there be more than the above number of applications received for a single year group, pupils will be admitted on the basis of the following oversubscription criteria, applied in priority order as listed below:

1. Current and former Child or Young Person Looked After (children who are looked after by the Local Authority in accordance with Section 22 of the Children Act 1989).
2. Children with brothers or sisters, these being determined as foster, adopted or permanently living at the same address, who attend the school at the date of the proposed admission.
3. Children who live in the catchment area of the school.
4. Children from families living outside the area who are regular communicants at an Anglican Church.
5. Children from families of other Christian denominations from outside the area as defined in 2 above whose parents wish them to be educated in an Anglican Church School.
6. Children from families outside the area who are not active Christian worshippers but whose parents wish their children to be educated in an Anglican Church School.
7. Children with parents / carers who are active members of the armed forces or were members of the armed forces no more than six years before the date of the admission application.

Please note that:

If the school is named in an Individual Development Plan (IDP), the Governing body has a duty to admit the child to the school.

Notification of Offer of a Place at a School

Parents will be notified by e-mail confirming, or otherwise, that a place is available at the school and offering them the opportunity of accepting the place in line with the admissions arrangements set in the Admissions timetable as detailed above.

Notification of normal round primary places will be sent directly from Pembrokeshire County Council Admissions and for all other applications a response will be sent from the school.

A parent must accept the offer email to secure a place in school within two weeks of the notification date. If a parent does not respond by the date on the email, the place may be taken away and offered to another pupil.

Withdrawing the Offer of a Place

The offer of a school place may be withdrawn on the basis:

• that it is subsequently discovered that a fraudulent or intentionally misleading application was made (e.g. falsely claiming to reside within a catchment area of a school); or

• the offer of a place has not been accepted by the dates on the email. The governing body may then re-allocate the place to another child.

• A place at another school is confirmed by a parent/guardian

• If a pupil has not started at a school at the end of the school term which they were due to start in accordance with the governing body's policy.

Appeals

Should parents be unsuccessful in obtaining a place for their child at their preferred school, they will be notified by email of the reason(s) why a place has not been offered. The decision email will also state their right to appeal against that decision and the process of how to appeal, including the closing date to appeal.

This appeal must be sent in writing to the Chair of the Governing Body within 14 days (10 working days) of refusal.

Applicants will be given at least 14 days (10 working days) written notice of the date of their appeal hearing.

Please Note:

There is no right of appeal in the case of refusal of admission to Early Years, 3-Year-old part-time Nursery provision.

Waiting List

For normal round primary places, if we are unable to offer a place, your child will be kept on a waiting list until 30th September in the year of entry.

For any other refused applications parents must inform the school by email at admin.stoswalds@pembrokeshire.gov.uk if they wish their child's name to be placed on the waiting list.

The waiting list will be maintained until the 31st August in the school year that the application was made. After that date, parents must inform the school if they wish for the application to be taken forward to the next academic year.

Applying Outside the Normal Admissions Round **Moving into the Area**

Parents planning to move into the area should apply no earlier than a term in advance of their children's anticipated start date. Applications received more than a term in advance will be held until the appropriate time. Delays in moving into the area may result in offers being withdrawn, unless good reason is given.

School Transfers during the Year

Changing schools requires serious consideration and should, in the first instance, be fully discussed with the Headteacher of your child's present school. Should parents still need to transfer their child from one school to another then they must apply through submitting an online application which will be treated in the same way as any other application for admission.

School Catchment Area

Details are available via Catchment areas – Pembrokeshire County Council website or at the school. https://www.pembrokeshire.gov.uk/school-admissions/catchment-areas

Living in the defined area does not guarantee admission to our school, but it is an important factor as it will give the application a higher priority than those from individuals who live outside the defined area.

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This policy is reviewed annually and consulted with between all VA and VC schools in Pembrokeshire, the Diocesan Director and between Pembrokeshire Carmarthenshire and Ceredigion Local Authorities as part of the consultation process.

St Oswald's V.A. School is committed to ensuring the highest standards of Data Protection. We will treat all personal data as we would expect our own personal data to be treated, i.e. with respect, integrity, confidentiality and in accordance with the GDPR and other Data Protection laws. Our Privacy Notice is available on the school website http://www.stoswaldsvajeffreyston.com/

Reviewed

Signed:

Chairperson of St. Oswald's Governing Body

This policy has been shared with headteachers in Pembrokeshire and neighbouring local authorities, the Director of Education for the Diocese of St. Davids – Canon John Cecil, members of the Governing Body and the Local Authority Admissions Office.