

Ysgol Gynradd Tonysguboriau Primary School



Admissions Policy

We believe this policy relates to the following legislation:

- ✦ Data Protection Act 1998
- ✦ Human Rights Act 1998
- ✦ Schools Standards and Framework Act 1998
- ✦ Freedom of Information Act 2000
- ✦ Education and Skills Act 2008
- ✦ Equality Act 2010
- ✦ Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 & The Equality Act 2010 (Specification of Relevant Welsh Authorities) Order 2011
- ✦ Education (Wales) Act 2014

The following documentation is also related to this policy:

- ✦ School Admissions Code (Wales)
- ✦ School Admissions Appeals Code (Wales)

<https://www.rctcbc.gov.uk/EN/Resident/SchoolsandLearning/SchoolAdmissions/relateddocuments/StartingSchoolBook202627.pdf>

Introduction:

At Tonysguboriau Primary School we strictly follow the Rhondda Cynon Taff Primary and Secondary Education Admission and Transfer Arrangements.

The entry of children to schools is controlled and administered by an 'Admissions Authority'. In respect of community schools the Admissions Authority is Rhondda Cynon Taf Council (the Authority). In the case of voluntary-aided (church) schools, the Admissions Authority is the governing body of the individual church school.

Within the County Borough of Rhondda Cynon Taf each school has an area that it serves – its 'catchment area'. Most parents/carers choose to send their child/children to their 'local' school within this 'catchment area'; however, they have the right to state a preference for their child/children to attend any school. Whether there is an offer of a place at the preferred school will depend on the outcome of the application of the Authority's admission policy.

Applying for a Place

Parents/carers have the right to express a preference when selecting a school for their child/children. For pupils who are due to start school commencing September 2024-25, parents/carers **must** complete an application.

Applications include a deadline by which they must be completed and returned. Parents of pupils due to start Nursery, Reception, transfer from Infants to Junior/Primary school or transfer from primary to secondary school in September 2024/25 can apply online for admission.

Applying online is quick and easy. Follow these three steps :- i. Visit <https://schooladmissions.rhondda-cynon-taff.gov.uk/> ii.

Register with a valid email address. iii. Follow the instructions on the online application web pages.

Criteria for Pupil Entry:

At Tonysguboriau Primary School we follow the admissions criteria as laid down in the current version of the authority's 'Starting School's booklet. Places will be allocated by applying the following LEA criteria:

- Chronological order of date of birth
- Looked After children or those recommended for placement with regard to medical, psychological, Additional Learning Needs
- Children living within the catchment area with an older sibling in the school
- Children living within the catchment area with no older siblings attending the school
- Children who live outside the catchment area with an older sibling attending the school and who will continue in this school after the enrolment date
- Children who live outside the catchment area who do not have an older sibling attending the school

Pre-nursery

Tonysguboriau Primary School is not currently offering pre-nursery places to children, the term after their third birthday. This is reviewed annually depending on pupil numbers.

Admission to Nursery

Rhondda Cynon Taff is the admissions authority for Tonysguboriau Primary School. The school follows the LEA Admissions Policy.

All applications for Nursery class places must be made online via the Council's School Admission Team:

www.rctcbc.gov.uk/applyforit, tel:01443 281111.

There is a standard 'admission number' established for every school, which limits the annual pupil intake. Tonysguboriau Primary's standard admission number is 31. Government legislation allows parents to express a preference when selecting a school. A map of the catchment area can be obtained from the council's admissions team. When more than 31 preferences are expressed for nursery admissions, places are allocated in accordance with the criteria defined in the Council's 'Starting School' booklet.

The Authority sets the number of places available at a nursery school. The decision to admit your child to a Nursery School will be taken in accordance with the Authority's published criteria for Pupil Entry to school.

Admission to Nursery Classes in Infant or Primary Schools will also be undertaken in line with the Authority's published criteria for Pupil Entry to school and in accordance with Welsh Government expectations. Pupils who are admitted either to a pre nursery or nursery class will not have an "automatic" right to continue education within that school. Whilst every effort will be made to accommodate these pupils, a formal application must be made for transfer to the nursery class (upon transfer from pre nursery provision), reception class/infant department at the appropriate time. There may be occasions when, due to over subscription, it will not be possible for this transfer to take place

New Intake visits:

Parents are invited to attend a meeting during the summer term before starting school. During this meeting, parents will meet the headteacher, nursery lead and wrap around and after school club manager. During this meeting arrangements will be made for the pupils to spend some time in the nursery class getting to know the setting.

As a school we also liaise with local pre-school providers and we endeavour to visit all of them and observe the pupils in a familiar setting.

We believe that these visits are vital in making the home/school transition process as smooth as possible. Every pupil will start school on the first day. Every pupil admitted to school for the first time to Nursery Education is issued with a Unique Pupil Number (UPN). This number, which is kept on the computer and is downloaded with the child's record, continues with the child throughout their education.

Reception

All pupils have to apply again to enter our Reception class. All applications for Reception class places must be made via the Council's School Admission Team in the same way as applications are made for Nursery places. There are normally places available each year for pupils who enter in our nursery class. However, it should be noted that official admission of a child to our nursery does not in any way guarantee subsequent admission to our Reception class.

Joining our school in other year groups

If you are new to the area and would like to apply for a place at our school you apply in the same way – contact the Council's School Admission Team:

Equal Opportunities:

The school is committed to providing equal opportunities for all children and staff in all aspects of this subject.

Race Relations:

The school aims to

- Eliminate unlawful discrimination
- Promote race equality
- Promote good race relations between people of different racial groups

Review

The governing body reviews this policy every year. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Headteacher:	Mrs T Harries	Date:	13.11.2025
Chair of Governing Body:	Mr G Keedwell	Date:	13.11.2025