

# School Admissions Policy

2016-17



## **Newport City Council – Education Service**

### **School Admissions Policy**

Admission to school usually takes place in September each academic year and relates to entry into nursery, reception, year group 3 (junior schools only) and year group 7 (secondary school). This is known as the **normal admissions round**.

Admission or transfer between schools during the academic year, ie. outside of the normal admissions round is known as **in-year admission**. Refer to the section *In-year Admissions* for further details on this process.

The School Admissions Forum is a statutory committee which monitors the compliance of all admission authorities within Newport with the statutory Welsh Government School Admissions Code, ensuring a fair admissions system.

Newport City Council is the admissions authority for all community and voluntary controlled schools in Newport and is responsible for determining and administering the admission of pupils to these schools. The governing body of each voluntary aided school is the admissions authority for the school.

Where the admission authority is the council, it is required to consult annually on its admission arrangements. Where the governing body is the admission authority they must also consult annually unless they have consulted on their proposed arrangements within the previous two years, those arrangements are unchanged and no objection has been made to Welsh Ministers for the last five years. The School Admissions Code sets out the consultation timeframe, the details that must be included and who must or should be consulted.

In determining admission arrangements the council attempts where possible to mirror the admission timeframes of neighbouring authorities but all admission authorities within Newport work together towards a common set of closing dates and offer dates.



## Admissions timetable – September 2016

The timetable for the normal admissions round is set on an annual basis, outlining the date from which applications can be made, the closing date for submitting applications and the offer date on which decisions must be issued. The council ensures that the application window is no shorter than six weeks. The timeframe for admissions in 2016 is shown below:

	Admissions round	Closing date for applications	Offer date
Jan and Apr R'3s 2016	1 <sup>st</sup> Jul 15	30 <sup>th</sup> Sept 15	30 <sup>th</sup> Nov 15
Secondary	1 <sup>st</sup> Oct 15	30 <sup>th</sup> Nov 15	1 <sup>st</sup> Mar 16*
Reception / Junior	1 <sup>st</sup> Nov 15	8 <sup>th</sup> Jan 16	21 <sup>st</sup> Mar 16
Nursery – September	8 <sup>th</sup> Jan 16	29 <sup>th</sup> Feb 16	3 <sup>rd</sup> May 16
Jan and Apr R'3s 2017	1 <sup>st</sup> Jul 16	30 <sup>th</sup> Sept 16	30 <sup>th</sup> Nov 16

*\*This is a common offer date across all Welsh admission authorities*

### Admission arrangements for community and voluntary controlled schools

Applications can be made on-line via the Newport City Council website [www.newport.gov.uk/schooladmissions](http://www.newport.gov.uk/schooladmissions) between the commencing and closing dates displayed in the previous table. Alternatively, parents can request an application pack from the city contact centre on 01633 656656.

**All applications whether online or on paper must be submitted directly to the school admissions team at the Civic Centre by the relevant deadline.**

Only persons holding parental responsibility for the named child are able to make an application and will be required to make a declaration to this effect as part of the application process. This person will be referred to as the parent for admission purposes.

Parents have the right to make an application for their preferred school. In many cases this will be the catchment school for the area in which you live. You will have the opportunity to name more than one school on your application and give reasons relevant to the council's over-subscription criteria.



Expressing a preference will give your child priority over children whose parents have not expressed a preference for that school. All preferences will be considered equally but as expressing a preference does not guarantee admission to your preferred school, even if you live within the catchment area, we suggest that you do not encourage your child to believe that a place will be available to them at any particular school. It is recommended that you name at least three different schools to increase your chances of securing a place that is acceptable to you.

Before deciding to apply for a place at a particular school, you will need to consider carefully how your child will travel to school, as you will not necessarily be eligible for transport assistance. Further details on this can be found in the section Home to School Transport.

## Supporting evidence

In making your application you will be asked to submit supporting evidence. If you are providing physical as opposed to electronic evidence, please do not send the original to the school admissions team as its safe return cannot be guaranteed:

- Proof of residency is required in support of all applications, and for this purpose School Admissions will refer to your council tax record if you are a Newport resident. This can only be done with parental consent which will be assumed by the submission of your online application. Any applicant unable to provide this, or non-Newport residents, should submit photocopied evidence in order to verify the home address. This must be a valid driving license, a current child benefit or tax credit notification or, if you live outside of Newport, a copy of your current council tax bill.
- In all cases **except** where a child is transferring from one Newport school to another, applications must be supported by a photocopy of the child's birth certificate, NHS medical card **or** valid passport.

It will also be necessary to submit evidence with your application if any of the following apply:

- Where your application is based on medical grounds you must submit evidence in the form of a medical consultant's report, specifying the medical advantage of the child attending the preferred school. Reports from family doctors or other health professionals are not accepted for this purpose.
- Where your child spends equal time living with both parents and/or the home address is in dispute you must submit a copy of the current child benefit statement, as the place of residence of the person receiving this benefit will be considered the child's home.
- Where there is a residence order in place affecting the child for whom the application is being made, a copy of the order must be submitted with the application.
- Where your child was previously a looked-after child you must submit a copy of the adoption certificate to confirm this status.



- Where you are the child's legal guardian but are not the birth parent you must submit a copy of the official document awarding you parental responsibility.
- Where your application is for a full-time nursery place as recommended on medical or social grounds by social services, the social worker must send an official letter to school admissions confirming the reason for the recommendation.

An application without the correct evidence is not complete. The processing of incomplete applications may be delayed and this could affect the timing of your decision.

Allegations of fraudulent claims will be investigated and places may be withdrawn if parents have knowingly provided false information in order to obtain the advantage of a particular school to which they would not normally be entitled.

### **How places are allocated**

Each parental request is considered in accordance with the school admissions policy and complied with wherever possible. Some schools will however have more requests than there are places available.

The number of places available is indicated by the admission number (see *List of Schools* for individual school details) and refers to the number of pupils who can be admitted to any year group before applications can be refused. It is derived from the physical capacity of the school to accommodate pupils' learning needs, using a formula set by the Welsh Government.

Where there are more applications than places available, preference requests will still be considered, but the priorities set by the council will be applied. In deciding which children to admit to a school, the council will apply its oversubscription criteria in order of priority.

### **Nursery admission**

All children resident in Newport are entitled to a free part-time education place in the term after their third birthday. This place can be in a school or in a non-maintained setting, which may be a playgroup or a private day nursery. The council does not deal with nursery applications to voluntary aided schools or non-maintained settings, and enquiries regarding these should be made directly to the school or provider.

Parents are actively discouraged from registering their child's name at a specific school at any time, particularly in advance of the application timetable. There is no role for Headteachers in the allocation of nursery places as this is the sole responsibility of the council (for community schools) and places are not allocated on a first come, first served basis. In schools where nursery applications are in excess of the number of places available, the council will apply its oversubscription criteria to allocate places.



The council is unable to consider applications for only part of a school week and therefore admission to nursery schools and classes is offered for a half-day session, either morning or afternoon, 5 days per week. Schools prefer pupils attending the nursery to take up all the sessions available to them. If parents do not wish their child to attend all five sessions each week, it might be preferable to seek a place at a non-maintained setting that can more easily accommodate these flexible arrangements.

The allocation of morning and afternoon sessions is the responsibility of the Headteacher of the relevant school however. Note that your child's start date at nursery may be delayed if they are not fully toilet trained. This can be discussed with the nursery once a place has been allocated to your child.

In certain circumstances, the council may offer full-time places providing that the decision to award a full-time place will not displace any other child who is currently attending part-time. These full-time places are restricted however to children recommended on specific medical or social grounds by colleagues in social services (including looked after children), and supporting evidence from the relevant Social Worker is required in all cases to substantiate the application.

When making a nursery application, parents should be aware that attending a nursery class does not guarantee a place at any primary or infant school as a separate application is required, and priority is not given to those children attending any specific nursery setting.

### ***Oversubscription criteria for admission to community nursery schools and classes***

Where the number of applications is equal to or less than the number of places available, all applications will be successful. However, where the number of applications exceeds the number of places available, the council will apply the following oversubscription criteria and allocate places accordingly. Where a school is named in a statement of special educational needs, the council has a duty to admit the child to the named school before the over-subscription criteria is applied against applications received.

*Please be aware that when bulk processing applications for January and April Rising 3 places, priority will first be afforded to those children whose dates of birth make them eligible for a January start.*

1. **Looked-after children** (children in public care) and **previously looked-after children** (evidence may be required to substantiate this).
2. Those pupils **residing within the catchment area** (see note 1 below) and making an application on **medical grounds** (see note 2 below).
3. Those pupils **residing within the catchment area** (see note 1 below).
4. Pupils **living outside of the catchment area** and making an application on **medical grounds** (see note 2 below).
5. Pupils **living outside of the catchment area**.



After considering the above categories, or if the number of applications in any one of the above categories exceeds the published admission number, priority will be based on those residing closest to the preferred school. For further information on how distances are measured, please refer to the section home to school distances.

#### Notes:

1. The council will consider the child's home address to be the place where the child permanently resides for the majority of the school week, as at the closing date for applications. This would normally be at the same address as the person who has parental responsibility for the child and is the main carer. Where the child spends equal time with both parents, the place of residence of the person who receives the child benefit will be considered the child's home. Evidence may be required to support this.
2. Applications on medical grounds must be supported by a medical consultant's report, obtained by parents, specifying the medical advantage of the child attending the school. Please note that reports from family doctors are not accepted for this purpose.

### **Primary admission**

Children can start school in the September following their fourth birthday. The legal requirements confirm that parents are able to delay the admission of their child until the term following their fifth birthday, and such a request will not prejudice an application in any way. It is the council's expectation however that on starting school the child will continue to follow their chronological year group unless exceptional circumstances apply.

Where a parent exercises their right to defer their child's entry into reception until later in the same school year, the effect is that the place is held for the child and is not available to be offered to another child. The parents would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the application was made. When considering admission to the Reception year group, parents should be aware that attending a nursery class does not guarantee a place at any primary or infant school as a separate application is required, and priority is not given to those children attending any specific nursery setting.

Where a child is attending an infant school, parents should be aware that this does not guarantee transfer to the corresponding junior school in Year 3. Each school is classed as a separate educational establishment, and therefore a separate application is required. You may express a preference for the local junior school or may opt for another preferred school. This separate application process does not apply to pupils in primary schools.

### **Class size exceptions**

Welsh Government regulations require councils to limit infant class sizes to no more than 30 pupils and also to ensure where possible that junior class sizes do not exceed 30 pupils. There are, however, exceptions to these regulations (called "excepted pupils") which may allow the 30 pupils per class limit to be exceeded.



These pupils are as specifically outlined in the Welsh Government statutory school admissions code. Excepted pupils will remain so, once admitted, for the remainder of their time in an infant class or until class numbers fall back and they can be organised to comply with the infant class size limit. Classes must be organised so as to comply with the limit wherever possible.

### ***Oversubscription criteria for admission to community primary, infant and junior schools***

Where the number of applications is equal to or less than the number of places available, all applications will be successful. However, where the number of applications exceeds the number of places available, the council will apply the following oversubscription criteria and allocate places accordingly. Where a school is named in a statement of special educational needs, the council has a duty to admit the child to the named school before the over-subscription criteria is applied against applications received.

1. **Looked-after children** (children in public care) and **previously looked-after children** (evidence may be required to substantiate this).
2. Those pupils **residing within the catchment area** (see note 1 below) and making an application on **medical grounds** (see note 2 below).
3. Those pupils **residing within the catchment area** (see note 1 below) but **with relevant siblings** (see note 3 below).
4. Those pupils **residing within the catchment area** (see note 1 below).
5. Pupils **living outside of the catchment area** and making an application on **medical grounds** (see note 2 below).
6. Pupils **living outside of the catchment area** but **with relevant siblings of statutory school age** (see note 3 below).
7. Pupils **living outside of the catchment area**.

*After considering the above categories, or if the number of applications in any one of the above categories exceeds the published admission number, priority will be based on those residing closest to the preferred school. For further information on how distances are measured, please refer to the section home to school distances.*

#### Notes:

1. The council will consider the child's home address to be the place where the child permanently resides for the majority of the school week, as at the stipulated closing date for applications. This would normally be at the same address as the person who has parental responsibility for the child and is the main carer. Where the child spends equal time with both parents/carers, the place of residence of the person who receives the child benefit will be considered the child's home. Evidence may be required to support this.



2. Applications on medical grounds must be supported by a medical consultant's report, obtained by parents, specifying the medical advantage of the child attending the school. Please note that reports from family doctors are not accepted for this purpose.
3. Brothers and sisters, whether half, full, step or foster, will be considered relevant where living in the same household and where they will still be registered at the school when the applicant is eligible to attend. Please note that in the case of admission to infant schools and junior schools, siblings attending the corresponding infant and junior school will be considered relevant for this purpose.

### **Over-subscription criteria for admission to voluntary controlled infant and junior schools**

Malpas Church in Wales Infant School and Malpas Church in Wales Junior School are voluntary controlled schools for which the council is the admissions authority. As a result the council's published over-subscription criteria as outlined above is applied to applications for both schools. Within each category however, the following priority order is afforded:

- Children and / or parent(s) who are practising members of the founding religious body of the school (Church in Wales);
- Children and / or parent(s) who are practising members of other Christian churches or religious denominations;
- Children and / or parent(s) who are practising members of other faiths.

In determining this priority, the word 'practising' is defined as at least once a month for the last six months attendance at church by at least one parent and / or child (where necessary this may be confirmed with a member of the clergy).

### **Secondary admission**

Children transfer from primary to secondary school at the start of the school year in which they will reach their twelfth birthday. Parents can express a preference for any secondary school, but there is no guarantee of admission to the chosen school, even where they are resident within the catchment area. Furthermore, attendance at a primary or junior school does not guarantee that a place will be made available for your child at any particular secondary school, and priority for admissions is not given to those children attending any primary school within a cluster.

### **Oversubscription criteria for admission to community Secondary schools**

Where the number of applications is equal to or less than the number of places available, all applications will be successful. However, where the number of applications exceeds the number of places available, the council will apply the following oversubscription criteria and allocate places accordingly. Where a school is named in a statement of special educational needs, the council has a duty to admit the child to the named school before the over-subscription criteria is applied against applications received.



1. **Looked after children** (children in public care) and **previously looked after children** (evidence may be required to substantiate this).
2. Those pupils **residing within the catchment area** (see note 1 below) and making an application on **medical grounds** (see note 2 below).
3. Those pupils **residing within the catchment area** (see note 1 below) but **with relevant siblings of statutory school age** (see note 3 below).
4. Those pupils **residing within the catchment area** (see note 1 below).
5. Pupils **living outside of the catchment area** and making an application on **medical grounds** (see note 2 below).
6. Pupils **living outside of the catchment area** but **with relevant siblings of statutory school age** (see note 3 below).
7. Pupils **living outside the catchment area**.

*After considering the above categories, or if the number of applications in any one of the above categories exceeds the published admission number, priority will be based on those residing closest to the preferred school. For further information on how distances are measured, please refer to the section home to school distances.*

#### Notes:

1. The council will consider the child's home address to be the place where the child permanently resides for the majority of the school week, as at the stipulated closing date for applications. This would normally be at the same address as the person who has parental responsibility for the child and is the main carer. Where the child spends equal time with both parents/carers, the place of residence of the person who receives the child benefit will be considered the child's home. Evidence may be required to support this.
2. Applications on medical grounds must be supported by a medical consultant's report, obtained by parents, specifying the medical advantage of the child attending the school. Please note that reports from family doctors are not accepted for this purpose.
3. Brothers and sisters of statutory school age only, whether half, full, step or foster, will be considered relevant where living in the same household and where they will still be registered at the school when the applicant is eligible to attend. Please note that siblings in Years 12 and 13 will not be considered relevant under this criterion.

#### **Admission to sixth form (age 16)**

The council has currently agreed to delegate responsibility for the determination of admission arrangements for sixth forms to governing bodies of community schools, and these applications should be made directly to the school. This is under review however. The council will ensure that any changes in relation to the admission of post-16 pupils are shared with parents / carers at the earliest opportunity.



## Decision taking

Decisions on admissions must be taken by the admission authority and Headteachers do not have the authority to give parents an indication of the outcome of their application, or tell them that their child has been given a place at the school, before an offer of a place has been made formally by the council.

As the admission authority the council has a duty to comply with parental preference, except:

- Where compliance with the preference would prejudice the provision of efficient education or the efficient use of resources;
- Where a child has been permanently excluded from two or more schools and the latest exclusion took place within the last two years.

The council also has to have regard for:

- The infant class size initiative which is committed to ensuring that no child aged 5, 6 or 7 years will be in a class of more than 30 pupils for every one qualified teacher. The statutory infant class size limit of 30 pupils applies to reception, year 1 and year 2 classes.
- The physical limitations of the school and the site buildings which may result in a class size of fewer than 30 pupils.

Where the number of applications is equal to or less than the number of places available, all applications will be successful. However, where the number of applications exceeds the number of places available some preferences will be refused.

Where the council is unable to offer a place at your preferred school as a result of applying the council's published over-subscription criteria, and you are ordinarily resident in Newport, you will be offered an alternative place at your catchment, or nearest school, provided that spaces are still available. For nursery applications alternative places are offered at the catchment only (if available).

An alternative nursery place at the nearest school is only sought at the direct request of the parent. Where a school preference has been unsuccessful the parent will be offered the right of appeal against this decision. *Refer to the section on school admission appeals for further information.*

The outcome of your admission application will be issued to you in writing on the relevant offer date – the day on which decision letters will be posted from the Civic Centre. Note that online applicants will be able to view the result of their application online on the offer date.

The council is unable to give individual decisions by telephone/email on and immediately following the offer date and parents should allow sufficient time for the decision letter to be received.



## **In year admission or transfer**

Parents can ask to change schools at any stage of their child's education. Indeed there may be a number of valid reasons for doing so, such as moving house etc. However, parents of pupils in either Year 10 or Year 11 in particular should note that with the support of all of Newport's secondary schools, the council actively discourages requests for transfer at this stage of a child's education.

Changing schools is an issue that needs to be given serious consideration as it is not always the answer and can have a detrimental effect on a child's education. If you are thinking of applying to transfer your child to another school, you are advised to discuss your options with your child's current school in the first instance. There may be strong educational reasons why a transfer should not take place, which you will need to consider. Before deciding to apply for a place at another school, you will need to consider carefully how your child will travel to the school, as you will not necessarily be eligible for transport assistance, even if you have previously qualified.

You are strongly advised that where possible, you should not remove your child from their current school until a suitable alternative place can be found. Non-attendance will be recorded as unauthorised absence and could be reported to the education welfare officer.

Please note that a school transfer will not disrupt any action already being pursued by the education welfare service. All transfers must be approved by the council, who will endeavour to make a decision within 15 school days from the date the application is received, although this is not guaranteed and at busy times may be delayed. Note that headteachers cannot give parents an expectation that their application will be successful, or tell them that their child has been given a place at the school, before an offer of a place has been made formally by the council.

All applications, whether between Newport schools or from outside the city, must be made on an *In Year School Admission or Transfer* application form, which should be obtained from and returned to the *School Admissions Team* at the Civic Centre (call 01633 656656 to request an application form or download it from [www.newport.gov.uk/schooladmissions](http://www.newport.gov.uk/schooladmissions) ).

Applications for admissions into all year groups will be processed in accordance with the oversubscription criteria within this policy. Preference will be given to those parents who are seeking a place during the current term over those seeking a place in the following academic year.

The council will try to comply with parents' preference. However, if the admission number of the relevant year group at the chosen school has already been reached, the transfer request will be refused and parents advised of their right to appeal against the council's decision (refer to the school admission appeals section for further details).



## Other important information to note

### Waiting lists for oversubscribed schools

#### *Normal admissions round*

During the normal admissions round, should a school preference be unsuccessful, your child's name will remain on a waiting list for this school **until 30<sup>th</sup> September in the year in which the application is made**. If additional places become available, they will be allocated to children on the waiting list on the basis of the published oversubscription criteria. Waiting lists do **not** give priority to children based on the date the application was added to the list. Prior to 30 September, parents will be contacted and asked to confirm whether or not they wish to remain on the waiting list for the remainder of the academic year, after which time a new application may be made.

#### *In-year admission or transfer*

Where an application made for an in-year transfer is refused, the child's name will remain on a waiting list for the preferred school **until the end of the academic year (31 August) in which the application is made**, at which time a new application may be made. If additional places become available, they will be allocated to children on the waiting list on the basis of the published oversubscription criteria. Waiting lists do **not** give priority to children based on the date the application was added to the list.

### Admission outside the normal age group

It is the council's expectation that children are taught in their chronological year group, unless exceptional circumstances apply. Where there are exceptional circumstances consideration will be given to a parent's request for admission outside the normal age group. However please note that there is no right of appeal if a place has been offered but not in the desired year group.

### Home address

#### *Normal admissions round*

When processing your application, the Council will use the address at which you and your child reside on the relevant closing date for your application, and it is your responsibility to advise the Council of any changes in your circumstances following the submission of your application. It is important to notify the School Admissions Team of any changes to your address so that correspondence is addressed correctly. However please note that any new address will not be taken into consideration when determining the outcome of your application if you do not live there on the closing date.



### ***In-year admission or transfer***

When processing your application the council will use the address at which you and your child reside at the time the application is submitted. A moving address can only be taken into consideration if a solicitor's letter confirming completion is received prior to a decision being taken and if the completion date is in advance of the child's expected start date with the school. Where you are renting a property a tenancy agreement commencing in advance of the child's expected start date is required.

The council will use the home address you provide to determine your child's eligibility for free home to school transport, in accordance with the council's current transport policy (*as detailed in the section on home to school transport*).

### **Applications from people living outside Newport**

Parents of children living in other authorities who want their children to go to a Newport school should apply via Newport City Council in accordance with the council's agreed timescales. Please note that since the Council is unable to access the council tax records of other residents in other local authorities, such applications must be supported by physical photocopied evidence of residency.

### **Admission to schools outside Newport**

If you would like to apply for a school that is outside Newport, please apply directly to the relevant Admission Authority, who will make Newport City Council aware of your application. If you are applying for an independent school you must apply directly to that school.

Parents of children living in Newport are also advised to apply for a place at a Newport School in case the application to the Independent school is unsuccessful, and should state on their application forms that a place is being sought at an Independent school.

The contact details for other neighbouring local authorities can be found in the useful contacts section.

### **Catchment areas**

The catchment area is the term used to describe the geographical area served by a school. Each primary school catchment area is linked to a secondary school to enable and facilitate transitional working between primary and secondary phases of education. These catchment maps can be viewed at [www.newport.gov.uk/schooladmissions](http://www.newport.gov.uk/schooladmissions).

### **Late applications and changes of preference**

It is the responsibility of parents to ensure that their application is submitted to the council on-time, whether via the on-line system or on paper. Parents making an on-line application will receive automatic email confirmation as soon as the application is submitted. If you do not receive this confirmation you will need to contact the school admissions team immediately to check whether your application has been successfully submitted.



The council cannot accept responsibility for any application or evidence that is lost in the postal system. If posting an application it is recommended that the form is sent by recorded delivery and that you provide a valid email address or stamped address envelope so that receipt of your application can be acknowledged.

Any applications that are received after the closing date will only be processed after places have been allocated for applications that were received on time, and this may increase the possibility of not achieving a place at a preferred school. Late applications must be submitted using a paper application form. It is not possible to make an on-line application after the closing date.

All changes of school preference must be made in writing to the school admissions team and those requests made after the closing date will be treated as a late application.

Any late applications received will be processed monthly by the end of the calendar month following receipt, once the relevant offer date has passed. Whilst in the normal admission round all preferences are considered equally, this is not possible to administer for late applications and therefore preferences are considered individually and complied with wherever possible.

### **Home to school distances**

Within each set of over-subscription criteria, if the number of applications in any category exceeds the published admission number, priority will be based on those residing closest to the preferred school. This distance is measured as the shortest available walking route between the nearest entrance / front gate of the home and the nearest school gate. The council deems that a route is 'available' if a child, accompanied as necessary, can walk to school in reasonable safety. The council will determine the route as outlined above using its' own specific routing software. In order to ensure fairness and consistency for all applicants, this is the only measurement tool that is used by the council. Please refer to the section on home to school transport for further details.

Where two or more applicants are being considered for the last available place, and their home to school distance calculations are the same, the council will undertake an additional assessment of the distance to the front door of the home.

### **Multiple birth children**

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

### **Children of Armed Forces Personnel and Crown Servants**

Children of UK Service Personnel and other Crown Servants (including diplomats) moving to Newport will be determined as meeting the residency criteria for the relevant catchment school if their application form is accompanied by an official proof of posting declaring a definite return date with confirmation of the new address wherever possible.



## **Children housed via domestic violence agencies**

Children temporarily housed under the protection of approved domestic violence agencies will be admitted as a priority to the catchment school if the application form is accompanied by an official letter from the relevant agency.

## **Gypsy and Traveller children**

The council is obliged, by statute, to ensure that all children of compulsory school age receive education that is appropriate to their age, abilities and any special educational needs, and promotes high standards in the provision of education and the welfare of children. These obligations apply to all children whether or not they are permanent residents in the area. Therefore, applications made in respect of such families will be dealt with in conjunction with the Gwent Education Minority-ethnic Service (GEMS), with a view to placing these children as quickly as possible at the nearest available and appropriate school.

## **Children with English as an additional language**

Children with English as an additional language (EAL), and those who are newly arrived in Newport, have the opportunity of a home visit facilitated by the Gwent Education Minority-ethnic Service (GEMS) to aid completion of admission documentation, supported by a bi-lingual teaching assistant if required, to aid communication through their first language. Parents can also request first language support to assist in the admission appeals process if required.

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