



# Admissions Policy

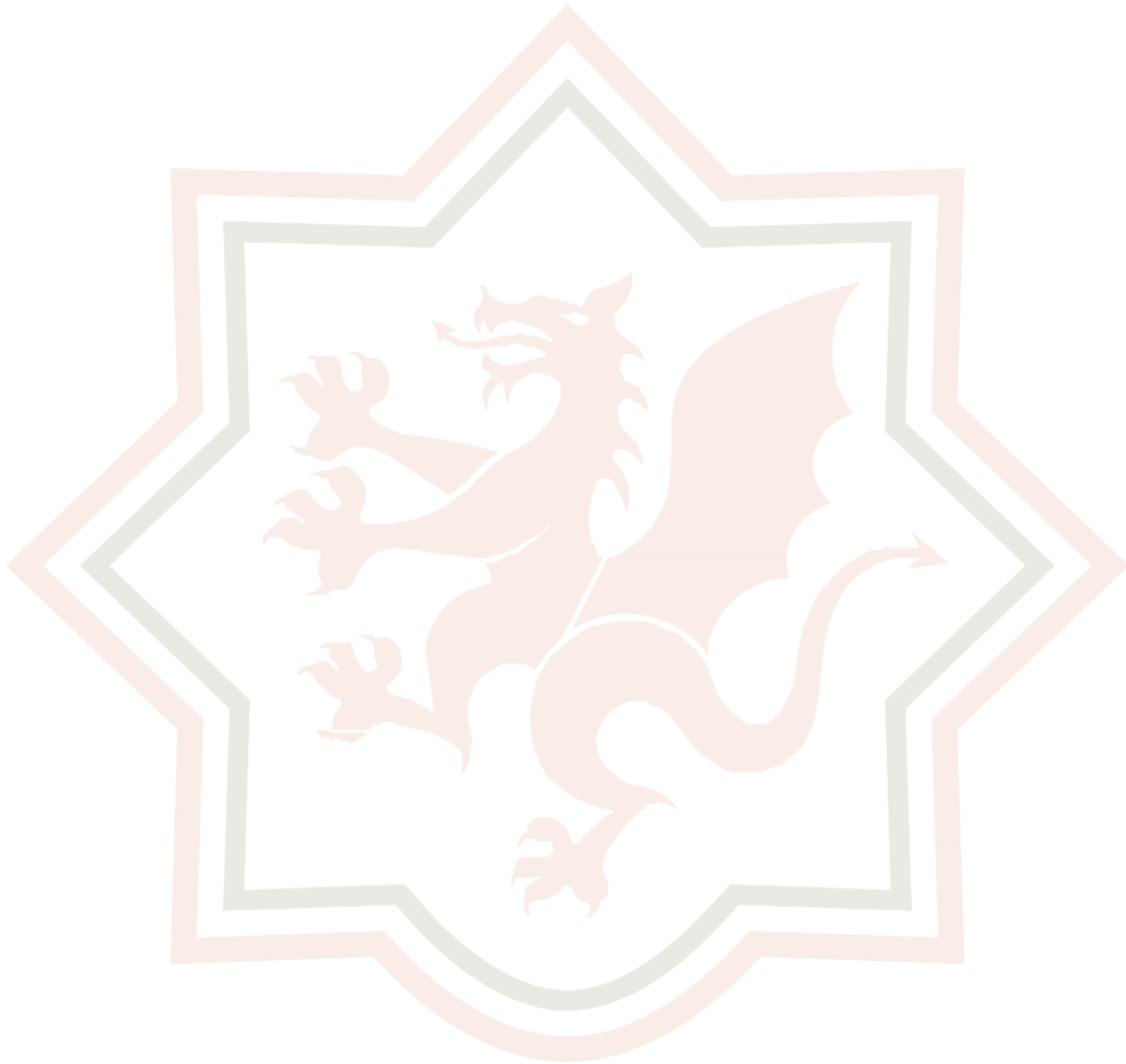
<b>School</b>	Ysgol Treffynnon
<b>Date this policy was approved by the School's Governing Body</b>	23 <sup>rd</sup> October 2023
<b>Review frequency</b>	Every 3 years
<b>Review Date</b>	October 2026
<b>Chair of Governors Declaration</b>	<i>N. Cellin</i>

## Accessible Formats

This document is available in English and Welsh in Microsoft Word and pdf formats as standard. Other accessible formats including large print, Braille, BSL DVD, easy-read, audio and electronic formats, and other languages can be made available upon request. To request a copy of this document in an accessible format contact 01352 710011.

## Contents

1.0	Purpose of Policy .....	3
2.0	Equality .....	3
3.0	Application Process .....	3
4.0	Admissions mid-year.....	3
5.0	Admissions Criteria .....	4



## 1.0 Purpose of Policy

The purpose of this policy is to outline the school's admissions process.

## 2.0 Equality

The policy for admission to the school is based upon a commitment to equality for all as outlined in the school's Equality & Diversity Policy and the Equality Act 2010.

The school will admit all students whose educational needs can be addressed by the resources and provision available to the school, to include a commitment to the appropriate provision necessary to support students with recognised Additional Needs, and whose admission will not significantly undermine the school's ability to appropriately meet the needs of students already on roll.

## 3.0 Application Process

Details of the application process are contained in Flintshire's Guide to Education Services 2023 [Guide to Education Services 2023 \(flintshire.gov.uk\)](https://www.flintshire.gov.uk/guide-to-education-services-2023)

The procedures for admission to all Flintshire schools are set out in this document together with the admission number, based upon calculations made in conjunction with the LA. The current admission number for Ysgol Treffynnon is 120.

In the Autumn Term the Flintshire Local Authority will issue all parents/carers/guardians of children in Year 6 a preference form for secondary education. Parents/carers/guardians whose home postcode is nearer to Ysgol Treffynnon than any other high school can automatically select the Ysgol Treffynnon as the designated choice. The form also allows parents/carers/guardians to express a preference for Ysgol Treffynnon even if it is not their nearest high school. Ysgol Treffynnon holds an open Evening in the first half of the Autumn Term every year to enable students and their families to visit the school so that they can make an informed decision regarding their application to the school. Ysgol Treffynnon will provide any advice and support to make applications on request.

## 4.0 Admissions mid-year

Flintshire strongly discourages transfers between schools due to the significant disruption to learning and emotional wellbeing this may have upon a child. Where a mid-year change

is granted, the child may only start at their new school from the beginning of the following half-term (See Section 16, Flintshire's Guide to Education Services 2023).

## 5.0 Admissions Criteria

The following criteria are applied in order of priority by the Authority for admissions to all secondary schools:

- a) students for whom the preferred school is the nearest appropriate school to the student's home address will likely be offered a place at that school
- b) the LA will undertake a review of the needs of a 'looked after child' (child in care) and all students with a statement of special educational needs, which includes a named school, before granting any application to join a particular school
- c) where a preference is expressed for a school other than the nearest school to a student's home address, because an older brother or sister is registered and will still be attending when the younger sibling will be starting, the younger sibling will likely be admitted to that school (*a sibling is defined as a full, half, step or foster brother or sister living together as one household at the same address and where the elder sibling is of statutory school age and will still be registered at the school when the younger child is eligible to attend*)
- d) where a preference has been expressed for a school other than the nearest to a student's home address and there is no brother or sister attending that school, students will be admitted in order of proximity to that alternative school and up to the school's admission number of 120
- e) 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

These criteria are applied up to the school's admission number. If Flintshire Local Authority is unable to comply with the parental preference, because the standard number has been reached, then the parents/carers/guardians will be offered a place at another school. The parents/carers/guardians may then accept the alternative placement, or may give notice of appeal. Further details may be obtained from Flintshire Education Department.

Flintshire County Council does not provide free transport for students who do not attend their nearest appropriate school, although it may be possible for parents/carers/guardians to purchase concessionary seats on school buses on a termly basis. Where children have a statement of special educational needs, their admission must be negotiated via the LA's Statementing Office.

**Appendix 1**

## ADMISSIONS POLICY IMPACT ASSESSMENT SCREENING FORM

<b>Title of Policy</b>	Admissions Policy
<b>Date of assessment</b>	26-Sep-2023
<b>Date for review</b>	25-Sep-2024
<b>Governors' Committee</b>	Wellbeing

Does the policy affect one group less or more favourably than another on the basis of the following?				
Characteristic	Yes (more)	Yes (less)	No Impact	Evidence (if more/less ticked)
Age			✓	
Disability			✓	
Gender reassignment			✓	
Marriage and civil partnership			✓	
Pregnancy and maternity			✓	
Race,			✓	
Religion or belief			✓	
Gender			✓	
Sexual orientation			✓	

If the answers to any of the above questions is 'yes' then:	Tick	Rationale
Demonstrate that such a disadvantage or advantage can be justified or is valid		
Adjust the policy to remove disadvantage identified or better promote equality		

This document protects an individual's human rights?	✓
This document maintains the equality between Welsh language and English Language in keeping with The Welsh Language Act 1993 (WLA 1993)	✓
If you have identified potential discrimination in the above, are the exceptions valid, legal and/or justified?	N/A

Is a full EIA required?	YES	NO	✓
-------------------------	-----	----	---

<b>Screener(s):</b>	Mary Jones	<b>Role</b>	Deputy Headteacher
	John Weir	<b>Role</b>	Head Teacher
		<b>Role</b>	
<b>Date Policy approved by Governors</b>			

*Upon completion of the screening and approval by the appropriate Governors' Committee this document must be attached to the policy being assessed*