



Starting Secondary School

You need to make an application to show which Secondary Schools you would like your child to attend, you are able to select **TWO** preferences.

Please apply online by using the Council's Online Application Service

<http://www.valeofglamorgan.gov.uk/en/living/schools/admissions/School-Admissions.aspx>

If you wish to submit an application to a foundation or faith school, such as Stanwell High School or St Richard Gwyn Catholic High School, you must contact the school directly as the Governing Body of the school are the Admissions Authority. Please contact the schools concerned as soon as possible to arrange this as their closing dates may differ.



Why should I apply online?

- We e-mail your offer on the 1st March 2019 so there is no need to wait for a postal letter.
- The service is available 24 hours a day, 7 days a week and you are able to amend your application up to the closing date of 30th November 2018.
- It is quick and easy to complete an application.
- The system is secure and your information is protected.
- You will receive a confirmation e-mail that ensures your application has been submitted.
- Decisions will not be given over the telephone.

Remember...

- To apply online you will require a valid e-mail address.
- Please ensure your application is submitted before leaving the online application service, you will receive a confirmation e-mail once your application is submitted.
- It is important that you use the same e-mail address and that you remember your password and ensure that you keep this safe.

Admission to Community Secondary Schools

Application Advice

Please see advice below relating to making a Secondary 2019 application for your child. Please also ensure to read the Parental Guide to School Admissions, and in particular the secondary oversubscription criteria, which can be found on the Vale of Glamorgan Council website.

Which address should be used when making an application?

Your child's place of residence and normal home address. NOT the address of a business, a relative, a friend, a child minder or an address which you hope to move but cannot provide proof of residency for.

Child's Home Address

This means where your child lives at the point of application. It is where you and your child live together; unless you can provide evidence that they live elsewhere with someone with legal care and responsibility of your child. For admissions purposes this must be a residential property that is your child's only or main place of residence. It cannot be an address which your child may sometimes stay due to domestic arrangements.

What proof of residence may you be asked to provide?

When considering applications for oversubscribed schools, stringent residence checks will be undertaken.

The following are examples of evidence that you may be required to provide:

- Council Tax information.
- Signed Exchange of Contracts or Rental Agreement.
- Recent Utility Bills.
- Driving Licence.
- Recent Bank Statements.

What happens if the Council is not satisfied with the evidence provided?

We can refuse to accept the address you have provided if we have any doubts, in which case we will continue to request evidence to show that your family reside at the address stated. If satisfactory evidence is not received, a school place will not be offered.

Change in Circumstances

There may be changes in a family's circumstances since the initial application was submitted e.g. change of address. This may result in the application no longer meeting the admissions criteria on the grounds that the application was originally assessed. In these circumstances the application will be re-assessed and in some cases may result in the original offer of a place being withdrawn.

Careful consideration should therefore be given when debating a change of address, as it may not be possible to offer a place at the catchment area school or at a school within reasonable distance as all places may have been offered during the initial round of allocations.

Withdrawal of Places

Any place approved based on residence may be withdrawn if the pupil is no longer a resident at the address at the beginning of the school year to which the application relates.

If we offer a place at a community school and then discover that the offer was made based on fraudulent or misleading information (for example a false claim of residing in a catchment area) and this denied another child a place, we will withdraw the offer of that place.

Late Applications

Following the initial round of allocations, late applications will be considered in line with the Council's published admissions criteria.

Refused applications from the first round of allocations and any late applications will be considered together for any subsequent available places.

The closing date for applications and supporting evidence is: **30 November 2018**



Terms Used: Oversubscription Criteria for Admission to Community Schools

● Looked After or Previously Looked After Child

For admissions purposes a looked after child is a child in care, that is cared for by the Local Authority. This includes a child that is accommodated under a Care Order or Interim Care Order. A previously looked after child is a child that was previously looked after and immediately became the subject of an adoption, residence or special guardianship order.

You will need to provide evidence of the circumstances when submitting your application.

In the case of children currently looked after by the Local Authority (as defined by Section 74 of the Social Services and Wellbeing Act 2014) following consultation on appropriateness of the named school in light of the child's background and needs, the Council has a duty to admit the child.



● Statement of Special Educational Needs

Where a school is named in a statement of special educational needs, where the Council is the admissions authority the Council has a duty to admit the child to the school.

● Catchment Areas

Admission arrangements including school catchment areas are consulted upon annually. When amendments to school catchment areas are required, these are normally implemented on 1st September of the next academic year. Should parents wish to admit their child/ren to a school outside of their catchment area, they are responsible for any transport costs incurred regardless of the distance travelled. Catchment areas for the Vale of Glamorgan can be found on the Council's website:

<http://myvale.valeofglamorgan.gov.uk/myGlamorgan.aspx>

Whilst residing in the catchment area for a school can enhance the likelihood of your child being offered a place, there is no guarantee that a place will be offered. The council regularly reviews school provision across the county and is committed to investing in new schools to meet the changing needs of the population. Proposed changes to schools can be viewed at:

http://www.valeofglamorgan.gov.uk/en/living/schools/schools_in_the_vale/21st-Century-Schools/21st-Century-Schools.aspx

● Feeder

Admission arrangements are consulted upon annually, including feeder school links. When amendments to school feeder links are required, these are usually implemented on the 1st September of the next academic year. A list of each Secondary School along with all feeder linked Primary Schools can be found on the Council's website.

<http://www.valeofglamorgan.gov.uk/en/living/schools/admissions/secondary/Matching-Arrangements.aspx>

Whilst attending a feeder linked primary school can enhance the likelihood of your child being offered a place, there is no guarantee that a place will be offered.

● Siblings

The council will only consider siblings attending Years 8-11 (not sixth form) during the 2019/20 school year at the preferred Secondary School, and Years 1-6 (not nursery) during the 2019/20 school year at the preferred primary school.



If you do not provide details of older brothers and/or sisters who will be attending the school, your application will not be considered under sibling grounds.

Please Note: It is not possible for this information to be automatically considered from pupil data held by the Council.

● Compelling Medical or Social Grounds

Written recommendations from a medical practitioner, a social worker or similar professional must be provided giving detailed reasons for the pupil's admission to a particular school to be considered under this criteria.

It is your responsibility to provide this information with your application by the published closing date. If supporting evidence is not provided, the Council will be unable to take the information into account when assessing your application.

Evidence provided after the closing date will not be considered until after the initial allocation of places, so please ensure that all evidence is submitted along with your application before the closing date.

● **Waiting Lists**

Where an application is refused, the application will be placed on a waiting list. Applications received for the annual allocations of places will remain on the waiting list until 30th September 2019.

You should be aware that the position of a child on a waiting list may change as applications are received on a daily basis, and these applications may have a higher degree of priority as per the admissions criteria.

● **Children of UK Service Personnel and other Crown Servants (including Diplomats)**

The address of UK Service personnel will be accepted if their application form is accompanied by an official Ministry of Defence (MOD) letter declaring a definite return date and that they are being posted to the new address.

● **Transition or Taster Days**

Many schools in the Vale of Glamorgan hold transition or taster days.

An invitation to or attendance by your child at these sessions does not constitute an offer of a place to be admitted to the school by the Local Authority. Once formal offers have been made and you have been notified, if your child arrives for a taster/transition day at a school where they have not been offered a place, they may not be able to stay. It will be your responsibility to ensure that your child is returned safely to their current school.



