Admissions Policy 2027-2028

Reviewed: **January 2026**

Agreed by Governors:

1. SECONDARY EDUCATION ADMISSION & TRANSFER ARRANGEMENTS

1.1 In line with the Schools Standards and Framework Act 1998 these admission arrangements will aim to ensure that:

a. Parent preference for the school of their choice is considered in the context of legislative framework, which has regard to the provision of efficient education and the efficient use of resources.

b. Admissions criteria are clear, fair and objective, for the benefit of all children including children with additional educational needs or with disabilities.

c. Local admission arrangements contribute to improving standards and to communicate these arrangements for neighbouring Admission authorities.

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d. The school will consult with neighbouring Admission Authorities and coordinate arrangements, including the rapid re-integration wherever practicable and where policy allows of children who have been excluded from other schools.

e. The School's admission arrangements seek to achieve full compliance with all relevant legislation and guidance, and take full account of the guidance in the Code of Practice issued by the Welsh Government.

f. The School will work actively against discrimination and seek to create equal access to its services for all.

2. CHOOSING A SCHOOL

2.1 The entry of children to the school is controlled and administered by the Local Authority for September starts. All in year admissions are administered by the Governing body of Brynmawr Foundation School.

2.2 Parents may exercise their right to express a preference at the following times:

a. On transfer from primary to secondary school
b. At any time that parents may wish to transfer their child from one school to another

2.3 The School governors will comply with any preference, which is expressed, provided the school has not reached its admission number. However, the decision to admit pupils, must take account of:

a. The overall provision of efficient education and efficient use of resources. (due to cohort numbers and finance, certain year groups may have reduced capacity, for example, 4 form entry.)
b. The fact that the school may refuse to comply with parental preference following instances where a child has been permanently excluded on the grounds of safeguarding and severe violence.
c. If a pupil has been permanently excluded twice, the school has the right to refuse application.
d. If a pupil has been excluded from a Pupil Referral Unit, the school has the right to refuse the application on the grounds of being unable to provide a suitable provision.

3. ADMISSION TO BRYNMAWR FOUNDATION SCHOOL

3.1 Priority will be given to those pupils on role in schools within the Brynmawr catchment of schools. All parents are required to complete admission forms at the appropriate time.

3.2 Some pupils will, however, have learning needs requiring additional educational provision. In some instances, parents will already be receiving additional support and guidance regarding the choice of school for their child. All parents are encouraged to discuss possible areas of concern with the school, to then enable them to seek additional advice.

4. ADMISSION NUMBER

4.1 The school will admit pupils up to the school's admission number which is agreed by the governing body in line with the relevant Welsh Government guidance. The current admission number for the school is 151 pupils per year group.

4.2 Should applications be made from multiple birth families, if a place is available all members will be accepted, if only one place is available and the next child who qualifies for a place is one of multiple birth siblings, the school will go over their published admission number.

5. OVERSUBSCRIPTION CRITERIA

5.1 Brynmawr Foundation School will consider each individual application received by the published closing date. If the number of applications for an individual school is greater than the admission number, the allocation of places will be carried out using the following criteria, which are listed in order of priority below

a. Looked after children and previously looked after children (children under local authority care).

b. Children on role at one of our catchment Primary Schools.

c. Children with siblings living in the same household and attending Brynmawr Foundation School at the date the pupil is placed on role (siblings include half-brother/sister and fostered or adopted siblings)

d. Children who have an exceptional medical or social need for a place. Applications will only be considered under this category if they are supported by a medical consultant's report. The information must specify the medical/social advantage of the child attending BFS.

e. After taking account of the above categories, priority will be based on the closeness to the school, measured from the front door of the pupil's home to the gate of the school.

6. ADMISSION TO SECONDARY SCHOOL

6.1 Children normally transfer from primary to secondary school at the beginning of the school year following their eleventh birthday.

6.2 Primary schools will share transition information with parents.

7. TIMETABLE FOR ADMISSION TO SCHOOL IN SEPTEMBER 2027

7.1 The expected timetable to process applications for Brynmawr Foundation School for September 2027/28 is:

All admission forms are electronic on LA website:	18th September 2026
Closing Date for Applications:	30th October 2026 (5PM)
Offer Date:	1st March 2027

8. APPLYING FOR A PLACE

8.1 All parents/carers will be invited to express a preference for a place at Brynmawr Foundation Schools on a common application form made available by the Council, via the online admissions portal: **https://citizenportal.blaenau-gwent.gov.uk/CitizenPortal/en**. Applicants can express up to 3 preferences for any Blaenau Gwent school.

Completed forms with supporting evidence need to be returned by the closing date. In order to validate an application, the following evidence is required:

Proof of Residency (only proof required for Year 7 Application)

One of:

a. A Council Tax Demand Notice (no more than 12 months old)
b. An HMRC, DWP or Local Authority notification of entitlement i.e., Child Tax Credit, Working Tax Credit, Universal Credit, Job Seekers Allowance, Child Benefit or Housing Benefit (no more than 3 months old).
c. A signed and dated tenancy/lease agreement or official rent book issued by a housing association, local council, established letting agency or solicitor which must cover the relevant closing date (for normal admissions round) / date of submission (for in year transfer applications).
d. A mortgage statement (no more than 3 months old).
e. A Gas, Electric or Water bill demonstrating use of the relevant service (no more than 3 months old).
f. Valid UK photo ID driving licence.
g. Valid certificate of Home or Motor Insurance (no more than 12 months old).
h. Valid TV Licence certificate (no more than 12 months old).
i. Electoral Registration Record (This is an internal check that can be carried out for Blaenau Gwent residents only, registration cards are not accepted).

8.2 In addition, accusations 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.

8.3 Each school produces a prospectus which contains relevant information including school aims and educational beliefs, the organisation of the school and curriculum opportunities, including out of school activities. This school's prospectus is available from the school office or on the school website.

9. LATE APPLICATIONS

9.1 Applications received after the closing date will be classed as late. Late applications will be considered after all the other applications that were received on time.

9.2 If the school has not reached its admission number applications will be considered after the closing date.

9.3 Should there not be a place for a pupil as the admission number has been reached the application will be kept on a waiting list until 30th September of that school year. Should a parent wish their child to be placed on the waiting list for a longer period than this they must complete another admission form.

10. WHAT HAPPENS IF YOUR CHILD IS REFUSED A PLACE?

10.1 In the majority of cases children are offered places at their parents' first choice of school. If, however, you are unable to gain admission, you will need to accept a place offered at a different school. You may proceed with the appeals process despite accepting a place at another school.

11. REGISTERING YOUR APPEAL

11.1 You may make a formal appeal against the school's decision, but this must be received within 28 calendar days of you being notified of the decision not to admit your child to your chosen school. At Brynmawr Foundation School, the appeal will be heard by an independent appeals panel. Details of howe and when to apply will be included in the refusal letter.

11.2 Appeals made during the timetabled admissions process must be heard within 30 school days of the specified closing date for the receipt of appeals (date given on notification of refusal to Brynmawr Foundation School).

11.3 In year transfer appeal hearings for appeals made outside the timetabled admissions process **must** be held within 30 school days of the appeal being received in writing.

11.4 The independent appeals panel will afford parents an opportunity of appearing and making their representations (oral and/or written). Parents are advised that agencies such as Special Needs and Parents (SNAP) and Advisory Centre for Education (ACE) are available to provide assistance in making appeals.

12. CHANGING SCHOOLS - In Year Transfer

12.1 Changing secondary schools is a significant decision and should be carefully considered. Parents or carers wishing to transfer their child from one secondary school to another should contact the child's Pastoral Leader in the first instance.

12.2 Where the relevant year group at the preferred school has not reached its published admission number, the application will be approved. In-year transfer applications are normally processed within **7–14 school days** of receipt. However, in certain cases—such as where a child has identified additional needs—it may not be possible to process the application within this standard timeframe.

13. CHANGING SCHOOLS - Hard-to-Place Pupils

13.1 The Local Authority operates a procedure to ensure that vulnerable young people who apply for a school place outside the normal admissions round, or who are not currently on roll at any school, are allocated a place promptly. These placements are typically coordinated through the Vulnerable Learner Panel. Admissions made through this process are distributed fairly across all secondary schools within the authority.

14. Resource Base Admissions

14.1 Admission to the **Brynmawr Resource Base (BRB)** is managed by the Local Authority via the **ALN (Additional Learning Needs) Panel**. To be considered for placement in the BRB, pupils must:

a. Hold a Local Authority–maintained **Individual Development Plan (IDP)**, and
b. Be formally referred to the ALN Panel for consultation regarding a change of provision.

14.2 Placement decisions rest with the Local Authority in accordance with statutory ALN processes.