St David's Church in Wales Primary School



Admission Policy 2026-27

YR EGLWYS YNG NGHYMRU THE CHURCH IN WALES

SCHOOL ADMISSIONS POLICY

St. David's Church in Wales Primary School is a voluntary aided school with a strong and distinctive Christian character. This is reflected in the whole life of the school. It is situated in the beautiful village of Colwinston, midway between Bridgend and Cowbridge. The school serves the parish* of Colwinston, Llysworney and Llandow, within the Cowbridge Ministry Area. However, not exclusively so, as according to the Trust Deed, the school can look beyond the borders of the parish for pupils. Therefore, subject to places being available at the school and with the agreement of the Governing Body, children may be admitted from outside the parishes.

School Admission Number
All maintained schools must admit pupils up to their published admission number. An admission may not be refused to any school until a school's admission number has been reached. The published admission number has been calculated in accordance with the Welsh Governments school capacity calculation methodology "Measuring the Capacity of Schools in Wales (MCSW)". As this number is based on the physical capacity of the school to accommodate pupils it should not be exceeded in normal circumstances.

The capacity of the new 21st Century school is 210 FTE pupils plus 24 part time nursery pupils. The admission number is the number of pupils that the Governing Body shall admit to a year group in the school and is calculated from the capacity of the school. The admission number for the school, calculated by the Local Authority is **30**.

Infant Class Size Regulations
The Government introduced a policy to reduce class sizes for children aged five, six and seven year olds as part of its overall aim to improve educational standards in schools.
Section 1 of the School Standards and Framework Act 1988 and the Education (Infant Class Sizes) (Wales) Regulations 1998, which came into force on 1 September 1998, placed a duty upon Local Authorities and school governing bodies to limit to 30 the size of classes for 5, 6 and 7 year olds from September 2001 i.e. children in reception, year 1 and year 2 classes. No Foundation Phase class will contain more than 30 pupils, except where permitted exceptions apply.
Exceptions include:-

- Multiple birth, if it would mean splitting children because one would be the 31st child.
- Within reasonable capacity if military personnel are posted to the area after the due deadline and who have the correct documentation to confirm this.

Admission authorities are not required to admit a child to an infant class where to do so would be incompatible with the duty to meet infant class size limits, because the admission would require measures to be taken to comply with those limits which would cause prejudice to efficient education or efficient use of resources. For mixed year group classes set at September, admission authorities can only refuse mid-year admission on the basis of infant class size prejudice if the admission number for both year groups has already been reached.

Dates for submitting applications
Applications for Nursery and Reception should be submitted in line with the Vale of Glamorgan's schools' admission dates which are agreed and published annually.
https://www.valeofglamorgan.gov.uk/en/living/schools/admissions/School-Admissions.aspx

Late Applications received after the deadline date will not be considered until offers have been made to those applications made before the deadline, and the parents/carers' responses to these offers have been received. This means that if the school is over-subscribed and a late applicant fulfils a higher criterion than that under which places have been offered to other applicants, they will still be unsuccessful.

Equality
Every child is given an equal opportunity to take up a place at St David's, irrespective of gender, ethnicity, attainment, disability, cultural, social or linguistic background. Discrimination of any kind towards these protected characteristic is unacceptable and Governors welcome applications for admission from all sections of the community, providing that applicants meet the Admissions Policy criteria.

A detailed Disability Audit plan outlines the reasonable measures that the school takes to ensure access for all and prevent disabled pupils from being treated less favourably than other pupils. Wherever practicable and within the resources available, the school is prepared to modify the physical environment, the procedures, the teaching materials and other resources (wheelchair ramps and a toilet for use by the disabled have already been installed), to enable disabled pupils to gain full access to the National and wider curriculum. In exceptional circumstances the school can apply to modify or disapply the curriculum to meet the needs of the child.

NURSERY ADMISSION ARRANGEMENTS
St David's includes a 24 place morning nursery unit. A wrap around childcare provision, Colwinston Childcare will use the room in the afternoons. Children are entitled to a part-time nursery place from the start of the term following their third birthday and can also register for the fee paying Childcare. If eligible parents can also apply for the Wales Childcare Offer partly funded 30 hours for a place in the afternoon.

Application Forms
Admission application forms are available on request from the school office or can be downloaded from the website. Applications for Nursery places should be submitted **directly to the school** by the last school day before the February half term break.

The Governing Body will consider each individual application received by the published closing date. Parents will be notified of the decision on the last day of the spring term, prior to the Easter break. In the event of more than 24 applications for nursery places**, the same oversubscription criteria would be applied as set out for the allocation of places in the Reception class.** If there are spare places a second intake for eligible 3 year olds would then be offered each term. (After Christmas and after Easter.)

No account is taken of the particular infant or primary school the child is likely to attend subsequently or to the length of time the school has been aware of the parental intention to apply for a place at the school.

Parents should note that children attending a nursery school will not have an 'automatic' right to continued education at the same school when moving to reception class. All parents of children in a nursery class who are due to commence reception class in a following year, whether residing within the catchment area or of a school or outside it, will be required to complete an application form by the published closing date.

As nursery education is non-statutory provision parents have no right of appeal under the School Standards and Framework Act if they are unsuccessful in gaining a nursery place.

RECEPTION ADMISSION ARRANGEMENTS
(Including any child joining one of the older years)
Attendance at a Nursery Class does not automatically entitle a child to a reception class place in the same school.

Children are admitted in September during the academic year of their fifth birthday (the academic year runs from 1st September 2025 to 31st August 2026).

Normally for Voluntary Aided Schools the Admission Authority is the Governing Body of the school. However, following a consultation to introduce a scheme for co-ordinated admission arrangements for the Reception age group for the 2021-22 academic year, the governing body has agreed to continue to participate in the scheme for 2025-26. Application for Reception 2025-26 places should be made using the Vale of Glamorgan Council online application service. https://www.valeofglamorgan.gov.uk/en/living/schools/admissions/primary/Primary-School-Admissions.aspx

Oversubscription Criteria:
Where applications are equal to or less than the admission number then **everyone** will be admitted.

Should there be insufficient places to accommodate all applicants who qualify under any one of the categories, places will be considered according to the proximity* of applicants place of residence* to the school, for whom St David's is the closest Church school.

Children with a Statement of Educational Need, when the school is named as the most appropriate setting are admitted ahead of the oversubscription criteria.

1. "Looked After", previously "Looked After" children.
2. Children who have a sibling* who is a pupil registered at the school on the date when the applicant child is due to commence school. (In priority order: first siblings in Reception, then Year 1, then Year 2, then Year 3, then Year 4, then Year 5 and finally Year 6)
3. Children who live within our parishes.
4. Children who live outside the school's parishes, who can demonstrate their active involvement* in a Christian community.
5. Children who live outside the school's parishes, who can demonstrate their active involvement* in another faith community.
6. Children whose families wish them to be educated in a Church in Wales school.

Appeals Procedure
Parents/carers who are not offered a place for their child have the right to appeal to an independent appeal committee under the Education Acts. Parents wishing to appeal should complete the appeal form attached to the letter regarding their child's non admittance. The form should be sent to reach the Clerk to the Governors, within 15 days of the date of notification of the decision. The appeal will be considered by an independent Admission Appeal Panel according to the Welsh Assembly Government's Code of Practice on School Admission Appeals.

Transportation
The Vale of Glamorgan Council does not provide free school transport for nursery-age children other than those children who have a Statement of Special Educational Needs (SEN). The Council has a statutory duty to provide free school transport for pupils of statutory school age who reside beyond walking distance to the nearest appropriate school.
"This is defined as more than 2 miles to the nearest suitable school for Primary Pupils. Distances are measured by the nearest available walking route."

The P121 currently serves St David's CIW Primary School from Cowbridge through local villages. See map.

The Governing Body will be responsible for the implementation of this policy. As outlined by legislation, it will be reviewed annually.

*

Definition of a sibling*: a brother/sister; or step brother/step sister; or half-brother/ half-sister adopted or fostered permanently resident at the same address.*

Proximity*: distance from school is measured using the system adopted by the Vale of Glamorgan Council for all maintained schools within the county borough.*

Place of residence: *the child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to school. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.*

Parish: *the three parishes of Colwinston, Llandow and Llysworney; and wider Rectorial Benefice of Cowbridge. See map Appendices.*

Waiting List*: the school operates a waiting list in line with the Oversubscription Criteria. Children are placed onto the waiting list in a position which reflects the criteria, with no reference to the date that they were placed on the list. This is held until 30th September.*

Active Involvement in a Christian Community: *those who have been Baptised or Christened or attend Christian worship on the majority of Sundays (verified by the parish priest).*

ST DAVID'S CHURCH IN WALES VA PRIMARY SCHOOL

date 2024

Dear ……,

Thank you for your recent application in which you requested the admission of your child, …… to ……. at St David's CIW VA Primary School.

I am writing to advise that due to oversubscription in …….., (There were…..applicants for ……places.)

I regret to inform you that I am unable to offer places at this time as the school's admission number in this year group has been exceeded.

The school statutory intake number is 30 and unfortunately there are already currently ……..pupils admitted to this year group. The total capacity of the school is 210 pupils. The current number of pupils on roll is actually ……..

Your application was considered on the basis that you satisfied one or more criteria in the Schools Admission Policy. Your child met the criteria highlighted below:

1. "Looked After", previously "Looked After" children.
2. Children who have a sibling* who is a pupil registered at the school on the date when the applicant child is due to commence school. (In priority order: first siblings in Reception, then Year 1, then Year 2, then Year 3, then Year 4, then Year 5 and finally Year 6)
3. Children who live within our parishes.
4. Children who live outside the school's parishes, who can demonstrate their active involvement* in a Christian community.
5. Children who live outside the school's parishes, who can demonstrate their active involvement* in another faith community.
6. Children whose families wish them to be educated in a Church in Wales school.

(Priority will be given to those whose place of residence* is closest* to the school, for whom St David's is the closest Church school.)

The over-riding principle of the schools' admission code is that the admission of further children into an already full class is that there should be no prejudice to the other pupils in the class.

You have the right of appeal against this decision. Any such appeal should be made using the form provided with this letter and should be addressed to the Clerk to the Governing Body at St David's. The appeal should be made in writing and should reach the School no later than ……

We very much appreciate you wanting your child to come to St. David's and regret that constraints beyond our control limit the number of children that we can accept each year.

Yours sincerely

Chair of Admissions Committee

Appendix 1

Esgobaeth Llandaf
Cyngor dros Addysg

Diocese of Llandaff
Council for Education

Admission Appeal Form

Appeal Number:
AP02/ /

School: **St. David's Church in Wales Primary School**

Surname of child……..

Other name(s)……..

Date of birth…….

Name of parent(s) / guardian(s)…….

Address……..

Home telephone……..

Work telephone……

Do you wish to attend the Appeal Hearing? YES / NO

Do you wish to be represented at the Appeal Hearing? YES / NO

If you wish to be represented, please give the following details:

Name of representative……

Occupation of representative…….

Address of representative……

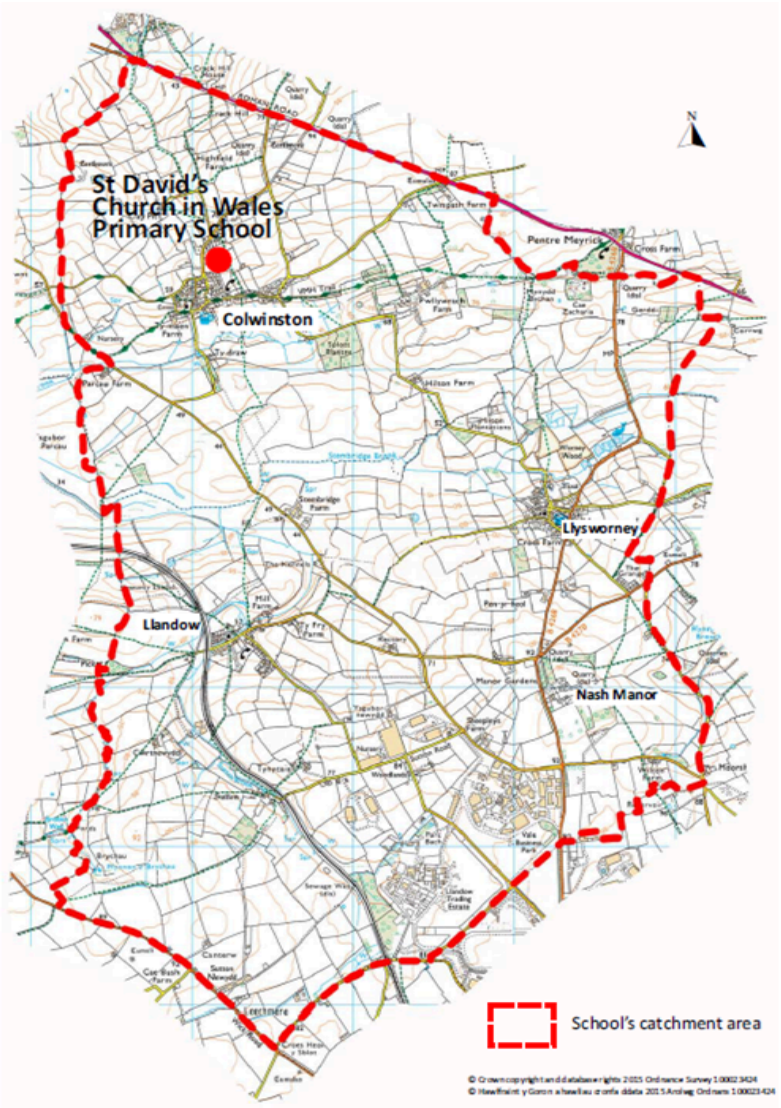
Please state why you wish to appeal against the Governors' decision not to offer your child a place at this school. This form will be submitted to the Admission Appeals Panel along with any supporting information or letters of support that you have already sent.

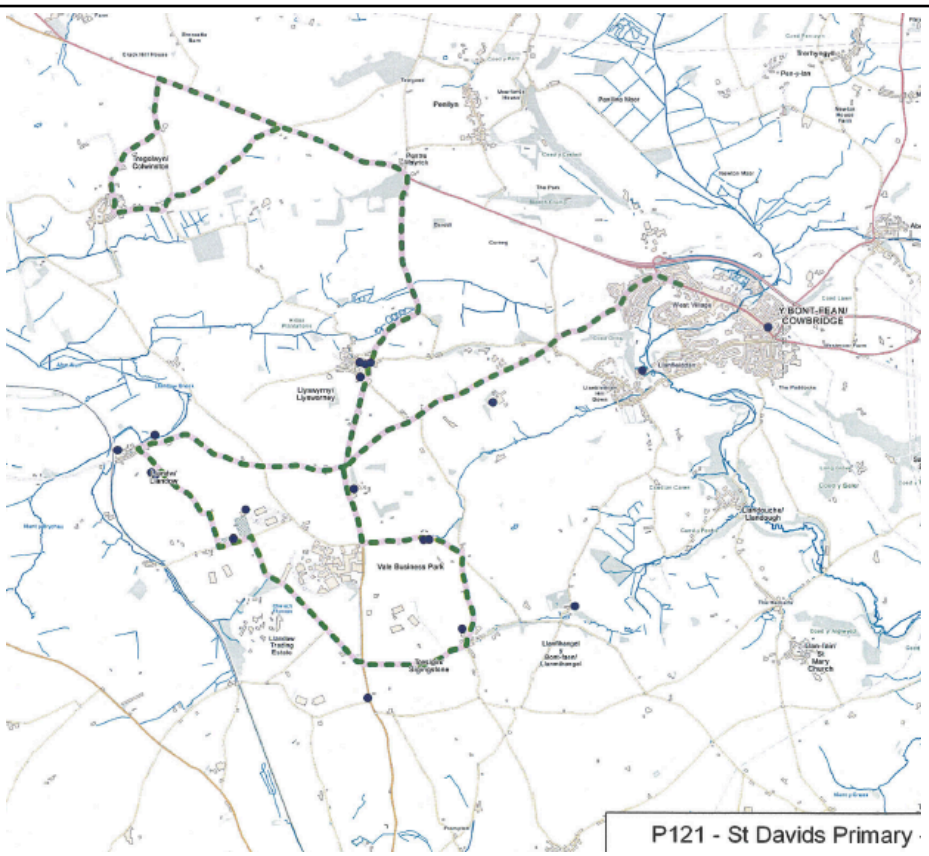
…continue over the page if necessary

Signed…….. Date……

Please complete this form and return it to the Clerk to the Governing Body, Karen Bowen: C/o St David's CIW VA Primary School, Colwinston, Vale of Glamorgan CF71 7NL or email stdavidsps@valeofglamorgan.gov.uk

Appendix 2





Free School Transport Bus Route - Cowbridge Rectorial Benefice

28th February 2023

Admission Authorities adjacent to
St. David's Church in Wales V.A. Primary School
Colwinston Village
Near Cowbridge
Vale of Glamorgan
CF71 7NL

Diocesan Director for Statutory Education

Dear Colleague,

Section I.01 **ADMISSIONS ARRANGEMENTS – SEPTEMBER 2025-2026**

Please find enclosed a copy of our Admissions Policy for September 2025, sent in accordance with the Schools Standards and Framework Act 1998.

If you wish to make any comments regarding the enclosed, please contact me at school at the above address prior to 14th March 2024.

Thank you for your co-operation.

Yours sincerely,

Mrs C Hoffrock
Co Headteacher

c.c.

Clerks to the Governing Bodies:
Wick & Marcross C/W Primary School
St.Bride's C/W Primary School
Director of Education, Bridgend County Borough
Director of Education, Vale of Glamorgan