Ceredigion County Council

Schools Service

School Admissions Policy 2027/2028

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ADMISSION

The School Standards and Framework Act 1998 assigns functions to Admission Authorities, Appeal Panels and Admission Forums in relation to the admission of pupils to school.

For all maintained and Voluntary Controlled schools in Ceredigion the Ceredigion Local Authority (LA) is the Admission Authority

For Voluntary Aided schools (VA School) the Governing Body acts as an admission authority. A VA School is a state-funded school in which a foundation or trust (usually a religious organisation) contributes to building costs and has a substantial influence in the running of the school.

Each of these bodies has a statutory duty to "act" in accordance with the School Admissions Code and the Schools Admission Appeals Code.

ADMISSION AUTHORITIES

For Community and Voluntary Controlled Schools

All schools in Ceredigion (with the exception of St. Padarn Roman Catholic Primary School) fall into this category and admissions are controlled by Ceredigion LA and not the Schools or their Governing Bodies. In such cases all applications should be made to the LA and not the School as the LA is the only body that can offer school places.

The contact details for the Admission Authority are as follows:

Admissions Team
Schools Service
Canolfan Rheidol
Rhodfa Padarn
Llanbadarn Fawr
Aberystwyth
Ceredigion
SY23 3UE

Applications should be made using the on-line admission form, accessed via the Ceredigion web-site (www.ceredigion.gov.uk).

For Voluntary Aided Schools

For Voluntary Aided schools the Admission Authority is the School Governing Body. St Padarn Roman Catholic Primary School is the only such school in Ceredigion. Applications are made online to the Local Authority (as above) and will be passed from the LA to the school. Address details for the school is as follows:

St Padarn Roman Catholic Primary School
Llanbadarn Road
Aberystwyth
Ceredigion
SY23 1EZ

Co-ordinated Scheme (2027 intake)

The Welsh Government has published new requirements which have been imposed by the Education (Co-ordination of School Admission Arrangements and Miscellaneous Amendments) (Wales) Regulations 2024 and came into force on 28 June 2024.

The scheme is for local authorities to ensure so far as is reasonably practicable, that every parent of a child living in the local authority area who applies for a school place within the normal primary and secondary admission rounds, receives an offer of one, and only one school place on the common offer day for these school places.

Ceredigion County Council already operates a co-ordinated scheme, and so this will continue with some minor changes to take place beginning in the 2027 primary and secondary intakes. The changes will include amended deadline dates for admissions applications to be submitted (31st October for Secondary applications and 15th January for Primary applications).

Parents will continue to submit an application for a primary and secondary school place via the Ceredigion County Council website. An application for St Padarn's Roman Catholic school (a VA School) will continue to be forwarded to the Governing Body who will make the decisions in line with their school's own admissions arrangements. A response to all applications will be sent to parents directly from Ceredigion County Council's admissions service.

As we do not have the ability in Ceredigion for parents to apply via our application form for schools outside of our local authority, parents will remain advised to submit any such applications to the local authority in which the school is located. We will continue to share information on cross-border applications with our neighbouring authorities to assist with the co-ordinated scheme.

USEFUL INFORMATION

Admission Forum

The Ceredigion Admission Forum meets twice a year to discuss local admission issues. Headteachers, Governors, Parents and Diocesan Authorities are represented.

Minutes of the meetings are available on the Ceredigion web-site.

Parents above and throughout this document should be read to mean not just parents but all person(s) with a legally defined parental responsibility for a child.

Transport

The LA provides free school transport for children of statutory school age (term after their 5th birthday) on the following basis:

- Primary age pupils who live over two miles from the nearest suitable primary school;
- Secondary age pupils who live over three miles from the nearest suitable secondary school.

Distance is measured by the shortest walking route between home and school. From the nearest council maintained road to the property to the main school entrance.

Further information is available from the Transport Unit (01545 570881).

Elective Home Education

Parents may also choose to educate their children at home. This is known as Elective Home Education. The decision to home educate requires careful thought, as it represents a considerable undertaking in terms of commitment, time and cost.

Parents considering this option are advised to contact the LA, and seek guidance from the Elective Home Education Officer on 01970 633624.

1. AGE CHILDREN CAN START SCHOOL

1.1 Nursery Age Children – 3 Year Olds

Age	Date by which the appropriate age must be reached	Term of Admission
3	31 December 2026 31 March 2027 31 August 2027	Spring 2027 Summer 2027 Autumn 2027

Being a pupil in a Nursery Class does not make a child eligible for admission to the Reception Class. Parents/Guardians will need to make a separate application.

1.2 Primary Age Children – 4 Year Olds

Age	Date by which the appropriate age must be reached	Term of Admission
4	31 December 2026 31 March 2027 31 August 2027	Spring 2027 Summer 2027 Autumn 2027

Legislation does not require a child to start school until the term after their fifth birthday and the parent may defer entry until that age. However, applications for deferred entry must be submitted by the same closing date (see section 2 for closing date details) as non-deferred applications.

1.3 Secondary Age Children – 11 Year Olds

Age	Date by which the appropriate age must be reached	Term of Admission
11	31 August 2027	Autumn 2027

Parents of year 6 pupils are invited to express their preference for a Secondary School during the Autumn Term of the year prior to the transfer.

Year 6 pupils attending a Middle School and who intend to remain at that school will not have to apply to the Secondary phase.

See Appendix A for names of Ceredigion Schools and the type of provision they provide i.e. whether Nursery, Primary or Secondary.

2. ADMISSION TIMETABLE

Provision	**Age**	**Starting School**	**Closing Date for Applying**	**Offer/ Notification Date**	**Appeals Closing Date**
Nursery Age Children.	**3rd Birthday** 1st Sept 2026 to 31st August 2027	January, April, September 2027	**15th January 2026**	16th April 2026	No Right of Appeal
Primary School Age Children. (There is no automatic transfer from the Nursery age provision – a separate application will be required).	**4th Birthday** 1st September 2026 and 31st August 2027	January, April, September 2027	**15th January 2026**	16th April 2026	10 Working Days from Receipt of Refusal Letter
Secondary School Age Children (Applications for primary pupils starting Year 7 in secondary schools).	**11th Birthday** 1st September 2026 to 31st August, 2027	September 2027	**31st October 2026**	1st March 2027	10 Working Days from Receipt of Refusal Letter

3. ADMISSION PROCESS

3.1 PARENTAL PREFERENCE

While most parents send their child to the nearest school they have a right to state a preference for any Ceredigion school.

Changes to school preferences can be made at any time up to the closing date (see Admission Table in section 2) – parents will need to do this in writing (to the Admission Team) and also submit a new application.

Any change to school preference after the closing date will be treated as a late application.

Three school choices (in order of preference) may be made. If the LA is unable to offer a place at the first choice then the second choice will be considered and so on.

3.2 SCHOOL SELECTION

Whichever school parents decide on, it is recommended that they contact, discuss and visit their school(s) of choice so that they are aware of the facilities and opportunities they are able to offer.

3.3 APPLYING FOR A SCHOOL PLACE

All applications will need to be completed and submitted by the closing date as set out in the Admission Timetable in Section 2. After the closing date, all applications received by that date will be considered. Applications received after that date will be deemed to be late (unless there are exceptional reasons) and only considered after those received by the closing date.

An exceptional reason would be any situation that prevented the family from applying on time. In these cases the family should include supporting documents with the applications.

e.g. where a family moved into the LA between the closing date and the offer date then evidence of the change of address would be required.

3.4 ALLOCATING PLACES

The LA will admit children up to the **admission number (AN)** of the preferred school. Although, where the final place allocated (up to the admission number) is one of a multiple birth then the LA will also admit the other sibling(s).

The admission number (AN) specifies the number of pupils who can be admitted to each year group in the school.

The AN for each school is given in Appendix A: School Admission and Capacity Numbers.

The number is calculated using the Welsh Government formula - 'Measuring the capacity of schools in Wales'. This document is available on the Welsh Government website at www.wales.gov.uk.

3.5 OVER-SUBSCRIPTION CRITERIA

In cases where the number of applications exceeds the AN then allocation of school places will be allocated as per the following oversubscription criteria (listed in priority order):

- looked after children and previously looked after children (because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after). Evidence of a previously looked after child will be required;

- the school for which a preference has been expressed is the nearest suitable school and the child has a **sibling** attending the school at the time of admission;

- the school for which a preference has been expressed is the nearest suitable school;

- children for whom the school is not the nearest suitable school but will have a sibling attending the school at the time of admission.

Siblings are defined as: pupils with full, half or step brothers or sisters, or adoptive or foster children, who are attending the preferred school, and are living in the same household at the time of admission.

Where more than one child meets these criteria and applicants still remain then the child living nearest to the school will be admitted. All distances will be measured by the shortest walking distance (using Google Maps) between the main school gate and the point where the child's home meets the public highway**.**

3.6 HOME ADDRESS

A pupil's home address is a residential property that is the child's only or main residence. Either:

- owned by the parent(s) or the person with a defined legal parental responsibility for the child; or
- is leased to or rented by the child's parent(s) or the person with parental responsibility under a written rental agreement.

Where there is a shared parental responsibility for a child, and that child lives with both parents or person with a legal parental responsibility, for part of the week, then the main residence will be determined as the address where the child lives for the majority of the school week (i.e. 3 out of 5 days).

The LA reserves the right to request proof of address at any time during the admission process.

3.7 MOVING ADDRESS

Where a family is moving and parents apply for admission to a school based on their new address the LA may take steps to verify the arrangements. The LA will accept either:

- a solicitors letter stating that the contract has been exchanged and specifying a completion date;
- a signed and dated tenancy agreement.

If proof of the new address cannot be given then the application will be based on the current address.

3.8 FAMILIES OF UK SERVICE PERSONNEL AND OTHER CROWN SERVANTS (including DIPLOMATS)

Above families are subject to frequent movement within the UK and from abroad, often at relatively short notice. As a result, applications for school places for the approaching school year will be considered if accompanied by an official Ministry of Defence or Foreign and Commonwealth Office letter declaring a return date. School places will then be allocated if the applicant would meet the criteria when they move to their new destination.

Unit postal addresses for applications from service personnel will also be accepted, in the absence of a new postal address.

3.9 EXCLUDED PUPILS

If a pupil has already been permanently excluded from two or more schools then, while a parent may express a preference for a school at which they wish their child to be educated, the LA does not have to comply with their preference for a period of two years from the date of their latest exclusion.

4. OFFERING A SCHOOL PLACE (NOTIFICATION OF AN OFFER)

Parents will be sent an e-mail which will confirm, or not, that a place is available at the school and offering them the opportunity of accepting the place.

Decision emails in respect of **Secondary School** applications will be sent on the **1st March 2027** and for **Primary School** applications on the **16th April 2026.**

All offers will need to be accepted. The e-mail sent to you will contain a link that will allow you to do that.

If the offer is not accepted then the place may be withdrawn and the place offered to another pupil.

4.1 MULTI-SITE SCHOOL

Offers to a School, operating on more than one site will be to the School and not to a particular site.

The site that children attend is a matter for the internal organisation of the school. Appeals cannot be made against the site allocated.

4.2 YEAR GROUPS

Pupils will be admitted into the year group appropriate to their chronologic age. This follows Ceredigion's Special Educational Needs Policy (http://www.ceredigion.gov.uk/resident/schools-education/special-educational-needs-sen/) and Ceredigion's Additional Learning Needs Principles and Expectations Document (https://www.ceredigion.gov.uk/resident/schools-education/additional-learning-needs/), which states that a school may well find it appropriate to offer some pupils specific lessons, for a limited time, in lower or higher teaching groups as part of normal mainstream differentiation, but pupils should not be placed in higher or lower chronological aged registration groups on a permanent basis.

There is no right of appeal if a place has been offered but not in the desired year group.

4.3 STARTING SCHOOL.

Unless there are exceptional reasons, a child will be expected to start school on the date as specified in the offer. Delays in starting will need to be discussed with the School as it will not be possible to hold the place indefinitely. Decisions on how long the place will be held will be made on a case by case basis and in consultation with all the parties concerned. However, it is not anticipated that a place will be held for longer than 6 weeks.

4.4 WITHDRAWING THE OFFER OF A PLACE

The offer of a school place will be withdrawn on the basis that:

- It is subsequently discovered that a fraudulent or intentionally misleading application was made (such a false address nearer to the School).

- An acceptance of the place is not returned to the LA by the date stated in the offer.

5. UNSUCCESSFUL APPLICATIONS

If parents are unsuccessful in obtaining a place for their child then they will be notified of the reason(s) why a place was not secured and of their right of an independent appeal.

5.1 APPEALS

Letters requesting an appeal will need to be sent by the parents to the Corporate Lead Officer: Schools within 10 days of the date of notification that an application for a place was unsuccessful.

Arrangements for the appeals panel to meet are made through the Legal Services department of Ceredigion County Council.

There is no right of appeal against non-statutory nursery provision.

Refusals are not lightly made decisions and will only be taken where the admission number has been reached and/or where an infant class (i.e. reception year, year 1 and year 2) will breach the 30 mark. The Welsh Government Regulations require Authorities to limit infant class sizes to no more than 30 pupils. Admitting further would create class size prejudice, that is to say, prejudice to efficient education or efficient use of resources. Infant class size prejudice would not be found in cases where the school admission number had not been reached.

There is however exceptions to these regulations (called “excepted pupils”) which may allow the 30 pupil class limit to be exceeded. A full list of these ‘excepted pupils’ can be found in Appendix B.

5.2 WAITING LISTS

Any child not offered a place at their first choice of school will be kept on a waiting list until the 30th of September of the relevant academic year.

Should places become available then they will be awarded in accordance of the over-subscription criteria rather than the amount of time since the applications was submitted.

6. APPLYING OUTSIDE THE NORMAL ADMISSION ROUND

6.1 MOVING INTO THE AREA

Parents planning to move into the area should apply no earlier than a term in advance of their children's anticipated start date.

E.g. if a place is required in the spring term then the application should be submitted no earlier than the start of the preceding autumn term.

Applications received more than a term in advance will be held until the appropriate time.

Delays in moving into the area may result in offers being withdrawn.

6.2 SCHOOL TRANSFERS DURING THE YEAR

Changing schools requires serious consideration and should be fully discussed with the Headteacher of your child's present school in the first instance.

Should parents still need to transfer their child from one school to another then they must apply through submitting an application.

6.3 SIXTH FORM PLACES

All Ceredigion Secondary and Middle Schools are responsible for their 6th form admissions and all applications should be made direct to the school of your choice.

APPENDIX A - School Admission and Capacity Numbers

Primary School (3 - 11 School with Nursery Provision)

School	Capacity	Admission Number
Aberaeron	201	28
Aberteifi	374	53
Bro Sion Cwilt	147	21
Cenarth	97	13
Comins Coch	172	24
Dyffryn Aeron	210	30
Dyffryn Cledlyn	120	17
Llwyn-Yr-Eos	206	29
Plascrug	409	58
Rhydypennau	188	26
St Padarn	133	19
T. Llew Jones	180	25
Y Dderi	133	19
Y Gymraeg	370	52

Nursery pupils will need to apply to enter the Primary Phase.

Primary School (4 - 11 School without Nursery Provision)

School	Capacity	Admission Number
Aberporth	139	19
Cei Newydd	98	14
Craig yr Wylfa	74	10
Llanarth	79	11
Llanfarian	56	8
Llanfihangel-y-Creuddyn	37	5
Llangwyryfon	55	7
Llanilar	173	24
Llannon	59	8
Llechryd	90	12
Myfenydd	91	13
Mynach	59	8
Penllwyn	54	7
Penparc	122	17
Penrhyncoch	128	18

Pontrhydfendigaid	98	14
Rhos Helyg	127	17
- Llangeitho Campus - Rhos Y Wlad Campus	**Rhos Helyg operates on two sites.** Offers of school places will be to the School and not to a particular site. The site that children attend will be a matter for the internal organisation of the school.	
Syr John Rhys	39	5
Talgarreg	63	9
Talybont	127	18

3 - 16 Middle School

School	Capacity	Admission Number
Henry Richard		
Henry Richard (3-11)	176	25
Henry Richard (11–16)	408	82

3 - 19 Middle Schools

School	Capacity	Admission Number
Bro Pedr		
Bro Pedr (3-11)	376	53
Bro Pedr (11-19)	841	150 (Yr. 7 – 11)
Bro Teifi		
Bro Teifi (3-11)	360	51
Bro Teifi (11 – 19)	678	111 (Yr. 7 – 11)

Primary aged pupils (4 – 11) who intend to remain at their school will not have to apply to the Secondary Phase.

Secondary Schools

School	Capacity	Admission Number (Yr. 7 – 11)
Aberaeron	990	170
Aberteifi	782	137
Penglais	1336	209
Penweddig	1070	170

APPENDIX B - EXCEPTIONS TO THE INFANT CLASS SIZE INITIATIVE

- Children, whose statements of SEN specify that they should be educated at the school concerned, and who were admitted to the school outside a normal admission round.
- Children who are looked after by local authorities (looked after children), or who have ceased to be looked after (previously looked after children) as a result of being adopted or being placed with a family or given a special guardian and are admitted to the school outside a normal admissions round.
- Children initially refused admission to a school, but subsequently offered a place outside a normal admission round by direction of an admission appeal panel, or because the person responsible for making the original decision recognises that an error was made in implementing the school's admission arrangements.
- Children admitted outside the normal admission round who:
    - the maintaining local authority confirmed cannot gain a place at any other suitable school within a reasonable distance of their home because they have moved into the area outside a normal admission round, or
    - desire a religious education, or a Welsh speaking education and the school in question is the only suitable school within a reasonable distance.
- Children who were admitted to the school outside the normal admission round after which the school has arranged its classes, and after the first day of the school year, the effect of which would mean that the school would have to take a relevant measure if such children were not excepted pupils.
- Children of armed forces personnel who are admitted outside the normal admission round.
- Children whose twin or other sibling from a multiple birth are admitted as non-excepted pupils, as the final pupil(s) allocated a place before the admission number is reached.
- Children who are registered pupils at special schools, but who receive part of their education at a mainstream school.
- Children with SEN who are normally educated in a special unit in a mainstream school, who receive part of their lessons in a non-special class.

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. For example, because a non-excepted child leaves the class, an additional infant class is created, or an additional teacher is appointed, then that child ceases to be an excepted pupil. Classes must be organised so as to comply with the limit wherever possible.