

Archdeacon Griffiths C in W (Aided) Primary School

Admissions Policy 2026-2027

Archdeacon Griffiths Church in Wales Voluntary Aided School accepts pupils between the ages of 4 and 11 years of age.

As a Church in Wales Aided School, the Governing Body of the School is responsible for the admission of pupils. Admission forms can be obtained from the School.

Pupils are admitted to Reception in the academic year in which they are five i.e. any child who attains the age of four by 31st August can be admitted in the September of that year. A parent can defer their child's entry until the term following their fifth birthday.

The School Standards and Framework Act 1998 requires LAs and Governing Bodies to admit pupils up to the school's pupil admission number (AN). The pupil Admission Number (AN) for the school is 21.

School Admission Arrangements Timetable

The Local Authority (LA) admission timetable is followed for the processing of applications, which can be found on the Powys Council website.

Admission to the Primary School

All applicants will be admitted to the school unless the number of applications exceeds the admission number (AN). In the event that the number of applications exceeds the number of places available, then the following oversubscription criteria will be applied in the order set out below, to decide which pupils to admit.

Please note, *any child for whom the school is named in a statement of special educational needs will be admitted before the application of oversubscription criteria*

Oversubscription Criteria

1. Looked after children and previously looked after children.
2. Pupils whose home address is within the ecclesiastical parish boundaries of Llyswen, Boughrood, Llanstephan, Erwood, Crickadarn, Gwenddwr, Llandefalle and Talachddu including Felinfach.
3. Pupils whose home address is within the ecclesiastical parish boundaries of Llyswen, Boughrood, Llanstephan, Erwood, Crickadarn, Gwenddwr, Llandefalle and Talachddu including Felinfach.
4. Pupils with a sibling who will continue to be at the school in the next academic year i.e. not in Year 6.
5. Pupils whose parents attend another Anglican Church and for whom this is the nearest Aided School.
6. Pupils whose parents are active members of a non-Anglican Christian denomination and for them this is the nearest Church School.

7. Pupils whose parents are active members of another faith and also express a desire for a Church School education.
8. Children whose parents wish them to attend this school. For **criteria 5 – 7**, the Governors will seek information about the frequency of attendance at services and seek confirmation of these details from the local priest or minister on a supplementary form which can be found attached to this policy.

Within each category those living nearest to the school are accorded higher priority. This is measured by the safest practicable walking route. The distances are calculated by use of a Geographical Information System which accurately measures the distance from the home address to the school. This will be measured from front door of home to main entrance door of school. If distances are equal, as calculated by the GIS system, for example a flat in a block of dwellings with the same front door entrance, a differentiation by floor level will be used.

Tie Breaker

Within each category those living nearest to the school are accorded higher priority. The distances are calculated by use of the Local Authority MapInfo Geographical Information System which accurately measures the distance from the home address to the school. The safest, shortest, practicable walking route will be measured from front door of home to main entrance door of school. If distances are equal, as calculated by the GIS system, for example a flat in a block of dwellings with the same front door entrance, a differentiation by floor level will be used.

Parents will receive written notification of all admission applications

Following the allocation of places during a normal admission round, any pupil that is refused admission due to oversubscription will be placed on a waiting list for a placement until the 30th September of that school year, in line with the School Admissions Code.

Places for pupils on a waiting list will be allocated as per the oversubscription criteria and not by the length of time the pupil has been on the list. After 30th September parents will be required to submit a new application for admission. The school does not keep waiting lists for year groups that are not in the normal year of admission to the school.

Late Applications

The school will consider late applications, in the normal admission round, in cases where a viable reason is given. These include when a single parent has been ill for some time, or a family has just moved into the area, or is returning from abroad provided applications are received before offers of places are made.

All other late applications for the normal admission round will be considered together after those received on time have been allocated places.

Waiting List

A waiting list will be maintained in the event of the school being over-subscribed. Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 30th September in the school year in which they apply. If additional places become available while the waiting list is in operation they will be allocated to children on the waiting list on the basis of the above oversubscription criteria.

Admission Appeals

If we do not offer a child a place at this school, it is because the admission number has been reached and an increase in numbers would adversely affect the education of the year group. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal the decision. The information on how to appeal will be included with the letter informing you that your application was unsuccessful. If you exercise that right, the appeal must be forwarded to the Clerk of the Governors of the school.

The appeal will be heard by an independent admission Appeal Panel, convened by the Diocesan Board of Statutory Education according to the Welsh Assembly Government's code of practice on school Admission Appeals. The Appeals Panel hears all appeals by parents who have been refused a place at our school. This decision is binding for all parties concerned.

Allocation of funded Early Years Places

Local Authorities in Wales have a duty to provide sufficient Early Years places in their area. Pupils may be admitted to Llyswen Ladybirds, which is part of our Foundation Phase department in the academic year in which they are four – i.e. any child who is three by the 31st August can be admitted in September.

Early Years education is not statutory provision and parents have no right of appeal under the School Standards and Framework Act 1998 if they are unsuccessful in gaining a place.

Please note, admission to the Early Years Setting (EYS) is managed through the local authority and all application should be made directly to them.

Definitions

Definition of Parents

Parents include all those people who have a parental responsibility for a child as set out in the Children's Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the person responsible for completing application forms and whose address will be used for admission purposes.

Parental Responsibility:

Unless otherwise determined by a court order:

- Mothers automatically have parental responsibility
- Fathers also have parental responsibility for a child if the father is married to the mother at the time of the child's birth. This continues after any divorce/separation/remarriage even if the child lives apart from them
- Unmarried fathers have parental responsibility where the mother and father register the birth of the child together (this is an amendment to the Children Act 1989, which came into force on 1st December 2003 and is not retrospective)
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically. In such cases parental responsibility can be granted through a residency order; being appointed a guardian; being named in an emergency protection order (limited to taking reasonable steps to safeguard or promote the child or young person's welfare); or by adoption.

In case of dispute between parents, where more than one parent has parental responsibility and they do not agree to an application being made to a particular school, a temporary school place will be offered until any dispute is resolved by both parents as a personal matter.

Definition of Sibling

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, stepbrother or stepsister, half brother or half sister or is an adopted or foster child living in the same family unit in the same family household and address who attends the preferred school in any year group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

‘Residing In’ and ‘Home Address’

The Home Address will be the address used for correspondence related to where “Child Benefit” is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority. Families who are due to move house should provide

- i) a Solicitor’s letter confirming that exchange of Contracts has taken place on the purchase of a property; or
- ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- iii) in the case of SERVING H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

Twins, Triplets, Multiple Births

When the Governing Body are considering twins, triplets or other multiple births for one remaining place, the family will be offered the place and may decide (a) if they will accept it for one sibling whomever they decide or (b) they decline the place and it is offered to the next person in the allocation after the twins/triplets/multiple births. Please note the multiple birth sibling(s) would not be given priority on admission other than considered as a sibling link once the family had accepted the place(s) offered for one of the twins/triplets/multiple births.

How religious affiliation is tested

Reference to “attend” / are active members” from oversubscription criteria.

If you are applying under criteria f-h above a **Supplementary Information Form (SIF)** can be obtained direct from the school. The SIF is to be returned to the school by **31/12/2025**. The SIF alone does not constitute an application; parents must also complete the Common Application Form.

Member is defined as member of the Church in Wales by registration on the electoral roll of the parish.

Review

In accordance with the School Development Plan, this policy will be reviewed every two years or sooner in the light of any change of legislation or change in local circumstances.

This policy is in line with the current Welsh Government School admissions code and Welsh Government School admission appeals code.

Approved by the Chair of Governors and Head teacher

Signed: _____ (Chair of Governors)

Date: _____

Signed: _____ (Head teacher)

Date: _____

SUPPLEMENTARY INFORMATION FORM

**For application to Archdeacon Griffiths Church in Wales
Voluntary Aided Primary School**

This form should be completed by parents not **more than 3 months before the closing date of applications** then handed to your minister, with **a stamped addressed envelope** to the school. The **Minister** should return it **directly** to the school. It need only be completed by those applicants applying under church criteria.

Name of child:	
Address of child:	
Date of Birth:	

Please give details of the principal place of worship attended in the last three years. *(If you wish endorsement from more than one minister, please supply details on a separate piece of paper).*

Name of Church:		
Denomination of Church:		
Name and full address (inc postcode) of Minister:		
Minister's telephone number:		
How long have you regularly attended?	Less than 6 months 6 months to a year 1 year to 18 months	More than 2 years More than 3 years
How often have you usually attended during this period?	Once a week Once a fortnight	Monthly/family service
Does the child who is the subject of this application attend Sunday or Junior Church or similar?	Yes / No	

Parent's signature:	Date:
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To the Minister:

Please can you confirm the details completed above then pass the form directly to the school in the envelope the parents have provided. *Thank you*

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Minister's signature: Date: