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This document is published by Conwy County Borough Council in pursuance of its duty under Section 92 of the School Standards and Framework Act 1998. It gives information about the schools and Conwy CBC Education Services and contains statements on certain of the Council's policies and contains basic details relating to each school.

Copies of this document are available free of charge to parents at the offices of the County Borough Council. Copies are also available for reference by parents and other persons at:

- the Council's Schools [other than nursery and special schools];
- Public Libraries; and
- the Conwy CBC Education Services' website – [www.conwy.gov.uk/education](http://www.conwy.gov.uk/education).

Each primary and secondary school has a document available giving details of its status, organisation and curriculum. These documents are available to other persons for reference purposes.

The information in this document [and in other documents issued by the Council in pursuance of its obligation under Section 92 of the School Standards and Framework Act 1998] is accurate at the time of publication, but there may be subsequent changes in the education service affecting arrangements and matters referred to therein.

Schools are inspected on a regular cycle and Inspection Reports for individual schools are available directly from the schools themselves and also on Estyn's (Her Majesty's Inspectorate for Education and Training in Wales) website – [www.estyn.gov.uk](http://www.estyn.gov.uk).

## 1. Schools Information and Admissions Policy 2017/18

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### 1.1 Conwy CBC Education Services Offices

The offices of Conwy CBC Education Services are at:  
The Government Buildings, Dinerth Road, Colwyn Bay, LL28 4UL.

Enquiries relating to primary, secondary and special education should be addressed to the Head of Education Services (Chief Education Officer).

☎ 01492 575 031/032

✉ [education@conwy.gov.uk](mailto:education@conwy.gov.uk)

☎ 01492 541311

🌐 [www.conwy.gov.uk/education](http://www.conwy.gov.uk/education)

Further copies of this document may also be requested from the above office.

### 1.2 Definitions

'Admissions arrangements'	The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places.
'Admission Authority'	The body responsible for setting and applying a school's admission arrangements. For community and voluntary controlled schools, Conwy CBC is the Admission Authority; and for foundation or voluntary aided schools, the governing body of the school is the Admission Authority.
'Admission number'	The number of school places that the Admission Authority must offer in each relevant age group of a school for which it is the Admission Authority.
'Governing bodies'	School governing bodies are responsible for managing schools with a view to promoting high standards of educational achievement. The governing body of a foundation or voluntary aided school is the Admission Authority for that school.
'Oversubscription criteria'	The list of criteria an Admission Authority must adopt for its school(s) which are only used to assess which children will be offered a place when the school is oversubscribed.

### 1.3 Types of Schools

Under Schedule 2 of the School Standards and Framework Act 1998, schools were allocated new categories [Community, Voluntary or Foundation] from September 1999.

The majority of the 62 schools in Conwy are maintained by Conwy County Borough Council. Some of the Primary/Infants schools are Church Aided and, as such, have ties with denominational bodies. All the secondary schools are fully comprehensive and cater for pupils/students of 11-18 years of age. Conwy County Borough Council provides designated Welsh Medium Schools where Welsh is the main medium of education. Additionally there are several schools where Welsh is the main medium of communication and instruction. Welsh medium education is accessible to all children.

#### 1.3.1 Community Schools

Admission to these schools is the responsibility of Conwy County Borough Council ('Admissions Authority'). Children are admitted in accordance with Conwy CBC Education Services Admissions Policy.

#### 1.3.2 Voluntary Controlled Schools

##### Church in Wales Schools

Ysgol Betws yn Rhos	Ysgol Porth y Felin
Ysgol Eglwysbach	Ysgol Llangelynnin
Ysgol Llanddoged	Ysgol Llanddulas
Ysgol Babanod Llanfairfechan	Ysgol Pencae
Ysgol St George	Ysgol Ysbyty Ifan

Admission to these schools is the responsibility of Conwy County Borough Council ('Admissions Authority'). The admission policies of these schools are the same as Conwy County Borough Council Community schools.

#### 1.3.3 Voluntary Aided Schools

Voluntary Aided Schools are maintained jointly by Conwy County Borough Council and either the Church in Wales or the Roman Catholic Church.

##### (a) Church in Wales Schools

Ysgol Bodafon, Ysgol San Sior, Ysgol Y Plas

The Governing Body of the respective school is the Admissions Authority for these schools. A copy of each school's admission policy is set out in the Appendix. Further information on the admission of any pupil is available from the Headteacher of the relevant school

Appeals concerning admission should be made in writing to: The Chair of Governors at the relevant school

(b) **Catholic Schools**

Ysgol Blessed William Davies, Ysgol St Joseph's

The Governing Body of the respective school is the Admissions Authority for these schools. The main criteria for admissions are membership and commitment to the Catholic faith, although other pupils, who are not Catholic and who seek a faith based education, may be admitted. These pupils are admitted in accordance with a diocesan policy which considers the wishes of parents for a denominational educational environment for their children, the needs of sick or children with physical or learning difficulties and the needs of children who belong to a minority [e.g. ethnic] group.

A copy of each school's admission policy is set out in the Appendix. Further information on the admission of any pupil is available from the Headteacher of the relevant school.

Appeals concerning admission should be made in writing to: The Chair of Governors at the relevant school.

1.3.4 **Foundation Schools**

Ysgol Pen y Bryn, Ysgol Eirias, Ysgol Bryn Elian and Ysgol Emrys ap Iwan

The Governing Body of the respective school is the Admissions Authority for these schools. Children are admitted in accordance with each school's policy. A copy of each school's admission policy is set out in the Appendix. Further information for the admission of any pupil is available from the Headteacher of the relevant school.

Appeals against admission refusals are considered by an Independent Appeal Panel under arrangements made by the Governing Body of each school in accordance with Sections 94 and 95 of the 1998 Act and Schedules 24 and 25.

1.3.5 **Special Schools**

Conwy County Borough Council maintains one special school, Ysgol y Gogarth, Llandudno, which caters for pupils with complex needs that cannot be met in resourced mainstream schools. Placement is usually determined by the results of a statutory assessment and a subsequent statement of special educational needs (SEN) according to the requirements of the SEN Code of Practice (2002). Assessment placements can be made if appropriate.

In exceptional circumstances, if needs cannot be met within the County Borough, placement in an out of county school may be considered, usually following discussion of joint funding with Children's Services and the Health Board. (Strategic Multi-Agency Panel (SMAP)). Decisions regarding placement at Ysgol y Gogarth and referral to SMAP are made by the multi-agency Additional Learning Needs (ALN) County Moderation Panel.

#### **1.4 Additional Learning Needs (ALN)**

##### **1.4.1 Children with a statement of SEN**

Admissions procedures do not generally apply to children with statements of SEN as a maintained school named in a statement must admit a child even if by so doing the admission number would be exceeded.

##### **1.4.2 Children with ALN without statements**

Admission Authorities must not refuse to admit a child because they consider themselves unable to cater for their ALN. They must not refuse to admit a child on the grounds that he or she does not have a statement of SEN or is currently being assessed.

##### **1.4.3 Children with disabilities**

Under the Disability Discrimination Act 1995 and the Equality Act 2010, Admission Authorities have a duty not to discriminate against disabled children and prospective pupils in their access to education. This duty is anticipatory and schools must make all reasonable adjustments for pupils with a disability including promoting accessibility to the building and curriculum.

##### **1.4.4 Children with challenging behaviour**

Admission Authorities should not refuse to admit a child on the basis of their behaviour elsewhere, except where a child has been twice excluded.

##### **1.4.5 Children twice excluded**

Admission Authorities do not have to comply with parental preference if the child has been permanently excluded from two or more schools and the latest exclusion took place within the previous two years (this does not apply to a pupil who has a statement of special educational needs, 'Looked After' or previously 'Looked After').

#### **1.4.6 Hard to place children**

The Admissions Authority will ensure that these children are admitted to a suitable school as quickly as possible. This could potentially include schools that are already full. The Authority's protocol regarding children who arrive outside the normal admissions round applies in these circumstances.

### **1.5 Policy and procedure for admissions to schools where Conwy County Borough Council is the admissions authority**

#### **1.5.1 Responsibility for admission**

- (a) Conwy County Borough Council as the Admissions Authority is responsible for determining the arrangements for admission to all Community Primary, Secondary and Special Schools and Voluntary Controlled Schools. Conwy County Borough Council will consult school Governing Bodies annually in relation to admissions.
- (b) The Governing Bodies of Foundation and Voluntary Aided Schools are responsible for determining the arrangements for admissions to all such schools. Conwy County Borough Council will consult and co-operate with the Governing Bodies and the Diocesan Education Authorities on school admissions.
- (c) Co-ordinated arrangements for admissions will be considered by the Local Admissions Forum – whose consultation arrangements include all Admission Authorities within the County Borough.

#### **1.5.2 Fundamentals of policy**

- (a) In this document the term 'parent(s)' refers to corporate parent(s), parent(s), guardian(s) and carer(s).
- (b) The Authority will comply with statutory requirements and will give full recognition to the expression of parental preference within the context of its duty to ensure the provision of efficient education and the efficient use of education resources. The Authority will not expand the admission number to meet demand which does not comply with the admissions criteria [please see 1.7 below]. In the event of a significant expansion of a school being deemed necessary, the appropriate proposals will be published and the statutory procedure followed.
- (c) The Authority will admit pupils of the relevant age group [that is, an age group in which pupils are normally admitted to a school and where the child is the same age as the age range of the year group] up to the admission number of every school other than in certain cases, see 1.7 below

- (d) The School Standard and Framework Act 1998 contains special provisions concerning the admission of children to infant and primary classes. These provisions place a duty upon Admissions Authorities to limit the size of classes at Infants and Primary schools to 30. Limitations are placed on the powers of Independent Appeal Panels to allow appeals against refusals to admit a child to a school for class size reasons.
- (e) The admission number for each school will be established in accordance with appropriate statutory requirements.
- (f) The Authority will operate a 'catchment' area policy where provision with regard to accommodation, staffing, other resources and school transport, will be focused on the area where a pupil resides. Each school has a defined 'catchment' area and official maps showing the boundaries can be seen at Conwy CBC Education Services' offices or in individual schools. If more pupils apply to a school than there are places available, priority will be given to pupils who reside within the 'catchment' area as detailed in the oversubscription criteria.

## 1.6 Admissions Procedure

### 1.6.1 Early/Nursery Education (Foundation Phase)

The statutory Foundation Phase 'Framework for Children's Learning for 3-7 year olds in Wales' is a continuous teaching and learning curriculum which commences in the term following a child's 3<sup>rd</sup> birthday.

With effect from September 2005, it has been a statutory duty for all Local Authorities to ensure that a part-time nursery place is made available for each child in the term following his/her 3<sup>rd</sup> birthday.

The Admission Authority's policy in relation to nursery education (defined as provision for three-year old children) is:

#### (a) Early Education (pre-school)

Welsh Government currently has a target to offer funded half-time early education places for children from the term following their 3<sup>rd</sup> birthday. To comply with this target, the Authority provides funded early education places within approved voluntary and private sector settings at the beginning of the term following a child's 3<sup>rd</sup> birthday ie .Autumn Term birthday - provision during Spring and Summer Term; Spring Term birthday - provision during Summer Term.

Provision is based on 5 x 2 hour sessions per week for each child.

Children whose 3<sup>rd</sup> birthday falls within the Summer Term will enter school nursery provision in September for their funded 3 year old place.

For information on early education provision within approved settings in Conwy County Borough Council, please contact the Old School Lane Centre on 01492 577850.

**NB: Admission to an Early Education (pre-school) setting which may be based on a school site does not guarantee subsequent admission to the nursery class at that particular school as this is a separate admission round.**

**(b) Nursery Education**

- (i) Nursery schooling is provided on a 0.5 basis at all of the Authority's schools that cater for the 3-7 and 3-11 age group.
- (ii) Provision is based on 5 x 2 hour sessions per week for each child.
- (iii) The Authority will admit a child for a nursery place at the beginning of the school year (September) if the child has achieved his/her 3<sup>rd</sup> birthday on or before August 31<sup>st</sup>. Parents may be asked to provide official documentation showing their child(ren)'s date of birth.
- (iv) Parents should be aware that admission can be deferred until the term following the child's 5<sup>th</sup> birthday. Parents would not however be able to defer entry beyond the beginning of the term after the child's 5<sup>th</sup> birthday nor beyond the school year for which the application was accepted. Application forms must still be submitted by the stated timescale of the LA even if entry is deferred.
- (v) Initial applications for admission can be made to the Headteacher of the school or to Conwy County Borough Council. The Head of Education Services (Chief Education Officer) will invite parents to express their preference for a nursery place. A parental preference form will be sent to each parent/guardian. Parents may express a preference for any school, however the Authority will prioritise applications according to the criteria listed in 1.7 below.
- (vi) Application forms for nursery school admission are available from the Autumn term prior to the school year when the child is eligible to start nursery school.
- (vii) Any preference expressed by the parent will be considered by the Authority in the light of the criteria stated in 1.7 below. If the Authority is able to comply with the wish of the parent then the child will be admitted to the preferred school.

- (viii) Should the Authority be unable to allocate the child a place at the school for which the parent has expressed a preference, the parent will be informed in writing as to why their application was unsuccessful and will be offered a place for their child at the nearest suitable school with available places.
- (ix) Parents have no right of appeal under the 1998 School Standards and Framework Act if they are unsuccessful in gaining a nursery place.

**N.B. Admission to a nursery class or unit of a particular infant or primary school does not guarantee admission to that school for full time education. A new application will need to be completed prior to entry to reception (full time education).**

#### **1.6.2 Admissions to Primary schools in Conwy County Borough where Conwy County Borough Council is the Admission Authority**

- (a) A full time school place will be available for children from the beginning of the school year when the child has achieved his/her 4th birthday on or before August 31<sup>st</sup>.
- (b) The Head of Education Services (Chief Education Officer) will invite parents to express their preference for a primary or junior school. A parental preference form will be sent to each parent/guardian. Parents may express a preference for any school, however the Authority will prioritise applications according to the criteria listed in 1.7 below. It should be noted however that transport will only be provided if it satisfies the criteria in the Conwy County Borough Council's Transport Policy.
- (c) Any preference expressed by the parent will be considered by the Authority in the light of the criteria stated in 1.7 below. If the Authority is able to comply with the wish of the parent then the child will be admitted to the preferred school.
- (d) Should the Authority be unable to allocate the child a place at the school for which the parent has expressed a preference, the parent will be informed in writing as to why their application was unsuccessful and will be provided with details of the nearest appropriate school with available places. In addition parents will be advised of their right of appeal to an Independent Appeal Panel, against the Authority's decision to refuse the application.

Places cannot always be guaranteed to pupils living in the catchment if the number of applications exceeds the places available.

- (e) The applicant can therefore decide to:
- i. Accept the place offered at the nearest suitable school with available places;
  - ii. Proceed to appeal;
  - iii. Proceed to appeal and accept the place offered at the nearest suitable school with available places;
  - iv. Make a new application to an alternative school of their choice and proceed to appeal; or
  - v. Make a new application to an alternative school of their choice only.

If the applicant wishes to appeal against the Authority's decision to refuse the application to an Independent Appeals Panel, the applicant will be permitted at least 14 days (10 school days) from the date of notification that their application was unsuccessful to prepare and submit a written appeal for consideration by the Independent Appeal Panel.

- (f) The appeal [which should be sent to the Head of Education Services (Chief Education Officer) must be in writing and set out the reasons for the appeal. In the case of an appeal, the Authority will initiate the appeals procedure of the Schools Standards and Framework Act 1998. The parent, accompanied by a friend, if so desired, will be given an opportunity to appear before an independent Appeal Panel. The decision of the Appeal Panel will be final.
- (g) Appeals concerning admissions to Voluntary Aided and Foundation Schools should be made in writing to: The Chair of Governors, c/o the relevant school.

### **1.6.3 Admission to a Secondary schools in Conwy County Borough where Conwy County Borough Council is the Admission Authority**

- (a) Pupils will normally be transferred from a primary to a secondary school in the September following their 11<sup>th</sup> birthday.
- (b) The Head of Education Services (Chief Education Officer) will invite parents to express their preference for a secondary school. A parental preference form will be sent to each parent/guardian. Parents may express a preference for any school, however the Authority will prioritise applications according to the criteria listed in Section 1.7. It should be noted however that transport will only be provided if it satisfies the criteria in the Conwy County Borough Council's Transport Policy.
- (c) Any preference expressed by the parent will be considered by the Authority in the light of the criteria stated in 1.7 below. If the Authority is able to comply with the wish of the parent then the

child will be admitted to the preferred school.

- (d) Should the Authority be unable to allocate the child a place at the school for which the parent has expressed a preference, the parent will be informed in writing as to why their application was unsuccessful. Parents will need to apply to another school. In addition parents will be advised of their right of appeal to an Independent Appeal Panel, against the Authority’s decision to refuse the application.
- (e) The applicant can therefore decide to:
- i. Proceed to appeal;
  - ii. Make a new application to an alternative school of their choice and proceed to appeal; or
  - iii. Make a new application to an alternative school of their choice only.

If the applicant wishes to appeal against the Authority’s decision to refuse the application to an Independent Appeals Panel, the applicant will be permitted at least 14 days (10 school days) from the date of notification that their application was unsuccessful to prepare and submit a written appeal for consideration by the Independent Appeal Panel.

- (f) The appeal [which should be sent to the Head of Education Services (Chief Education Officer)] must be in writing and set out the reasons for the appeal. In the case of an appeal, the Authority will initiate the appeals procedure of the Schools Standards and Framework Act 1998. The parent, accompanied by a friend, if so desired, will be given an opportunity to appear before an independent Appeal Panel. The decision of the Appeal Panel will be final.

**1.6.4 Relevant dates**

- (a) The annual admissions procedure applicable to the relevant age group will include the following stages:

<b>Admission to:</b>	<b>Forms available to parents from:</b>	<b>Closing date by which all completed forms must be returned:</b>	<b>Date on which you will be informed of the outcome of your application:</b>
<b>Secondary</b>	19/09/16	18/11/16	01/03/2017
<b>Primary</b>	31/10/16	16/12/16	18/04/2017
<b>Reception</b>	31/10/16	16/12/16	18/04/2017
<b>Nursery</b>	31/10/16	16/12/16	18/04/2017

- (b) Parents who express a preference other than the normal ages of admission will be given the same opportunities as those outlined in 1.7 below.

Such preferences will be considered in the light of the Authority's admissions policy. Normally where compliance with such a preference would result in a change from one school to another of the same category e.g. primary or secondary, such a change may be effected only at the beginning of a school term.

In order to ensure consistency between Admission Authorities and avoid confusion on the part of parents, all admission authorities must have common dates of return for primary applications and secondary applications for the normal year of entry.

Different common dates may be agreed for primary and secondary applications.

Admission Authorities must ensure that offer letters for secondary school applications are made on the prescribed day which is currently the 1<sup>st</sup> March (or the next working day). For primary school applications, Admission Authorities should ensure that all offers are made on the 16<sup>th</sup> April (or the next working day).

#### 1.6.5 How to apply for a school place

- (a) Admission application forms are available from:
- Any school in Conwy.
  - Education Services;
  - our website - [www.conwy.gov.uk/admissions](http://www.conwy.gov.uk/admissions);
- (b) Return the forms to:
- (i) The child's current school or the preferred school for nursery applications (where Conwy CBC is the Admissions Authority);
  - (ii) The relevant school where the Governing Body is the Admissions Authority for that particular school;

**It is important that parents return their application form by the correct deadline date. If the form is returned by post, it is recommended that proof of postage is obtained from the Post Office.**

#### 1.6.6 Late applications/applications outside the normal admission round

Late applications will be considered after those received by the closing date, **unless** the Authority considers that there are good reasons for the application being submitted late. Such reasons **must** be included with the application form.

If the school is over-subscribed, any late applications which are received without good reasons will be considered after those which were received by the closing date, and will be ranked in accordance with the admissions criteria. Any available places will be offered to the highest ranking applicants up to the end of the allocation period.

Children with statements of SEN that name a specific school must be admitted regardless of when their application was received.

Where an application outside the normal admission round is made some time in advance of the requested start date (e.g. where the pupil is not due to move into the area for several months) the Authority will carefully consider the circumstances of the individual case, and the length of time which would be reasonable to hold open a place for the pupil. It would not normally be considered appropriate to hold open a place for more than a school term.

Should it not be possible for parental preference to be met due to oversubscription, places will be allocated in accordance with the Authority's published oversubscription criteria.

## 1.7 Admissions Criteria [over-subscription criteria]

1.7.1 The Authority's criteria for admission to schools are therefore subject to:

- the duty to comply with parental preference when the admission number has not been reached.
- the duty to ensure that the interests of Looked After Children and Previously Looked After Children are protected and given priority in the over-subscription criteria for all schools;
- the duty to ensure that a pupil with a statement of Special Educational Need is admitted to the school named in the statement;
- an obligation to ensure that pupils with exceptional medical or educational needs are admitted to a particular school;
- the obligation to comply with the limitation on infant class size;
- the obligation to ensure the provision of efficient education and the efficient use of resources; and any limitation which may arise in relation to a particular school resulting from the application of the admission number, which is the number of children that can be admitted to each year group during the school year.
- any limitation which may arise in relation to over subscription. Priority within each category will be determined by safe walking distance from the school. Distance will be measured by means of Conwy County Borough Council's nationally recognised GIS (Graphical Information Systems)

software using the shortest walking route from the front door of the applicant’s home address to the recognised main entrance of the school.

There is no duty for Admissions Authorities to admit a child to a school for education in an infant class in compliance with the preference expressed by the parent, where the child’s admission would prejudice efficient education or the efficient use of resources by reason of ‘qualifying measures’. Qualifying measures are measures that would be required to ensure that the limit on class sizes is met (that is, no class should be greater than 30 pupils).

1.7.2 Where more parents have expressed a preference for a school in a particular year than there is room for, the oversubscription criteria will be applied in the following rank order:

<b>Category A</b>	<p>For entry to all schools, pupils who are:</p> <ol style="list-style-type: none"> <li>1. ‘Looked After Children’ and ‘Previously Looked After Children.</li> <li>2. Children who do not have a statement but have additional learning needs which in the opinion of the Admissions Authority justifies admission to a particular school. Evidence of need would include information as to intervention at School Action or School Action Plus in accordance with the SEN Code of Practice for Wales.</li> <li>3. Children who have (or whose parents have) exceptional medical needs which in the opinion of the Admissions Authority justifies admission to a particular school [see 1.7.3.2].</li> </ol>
	<p>For entry into an infant or primary school, pupils who live in the ‘catchment’ area.</p> <p>For entry into a junior school, pupils who have attended the partner infant school and who live in the ‘catchment’ area.</p> <p>For entry into a secondary school:</p> <ol style="list-style-type: none"> <li>i) pupils who attended the partner primary or junior school and who live in the ‘catchment’ area.</li> <li>ii) pupils who attended the primary Voluntary Aided Church school whose ‘catchment’ area includes part of the high school ‘catchment’ area and who live in the ‘catchment’ area of the high school.</li> </ol>
<b>Category C</b>	<p>Pupils who live in the ‘catchment’ area and who are not eligible for Category B.</p>
<b>Category D</b>	<p>Pupils who have siblings who attend the school or who attend the partner infant/junior/primary schools but do not live in the ‘catchment’ area.</p>
<b>Category E</b>	<p>Those who live outside the ‘catchment’ area and who are not eligible for any of the categories above.</p>

1.7.3 Further clarification of admissions criteria follows:

1.7.3.1 **Looked After Children**

There is a duty on Admission Authorities to admit 'Looked After Children' even if this would lead to the admissions number being exceeded in any Conwy County Borough Council school.

1.7.3.2 **Medical Needs**

Admissions Authorities may give higher priority to children or families where there is an identified medical need (for example where one or both parents or the child has a disability that may make travel to a school further away more difficult).

In order for applications to be considered under this criterion, the Admission Authorities would require independent supporting evidence which sets out the particular reasons why the school in question is the most suitable school, and the difficulties that would be caused if the child had to attend another school. Such evidence will be considered by the multi-disciplinary ALN Moderation Panel.

The independent supporting evidence which would be considered appropriate would include (but is not limited to) the following:

- (a) Letter/report from a registered health professional such as a Doctor, Community Paediatrician, Physiotherapist, Occupational Therapist, Psychologist, Educational Psychologist, Psychiatrist or specialist Consultant) which must be based on their own knowledge of the parent / child's condition and circumstances;
- (b) Letter/report from a registered social work professional which must be based on their own knowledge of the parent/child's condition and circumstances

**N.B. Admissions Authorities will not give higher priority to children under this criterion if the supporting evidence has not been produced.**

1.7.3.3 **Catchment**

Each school has a defined 'catchment' area and official maps showing the boundaries can be seen at Conwy CBC Education Services' offices or in individual schools. If more pupils apply to a school than there are places available, priority will be given to pupils who reside within the 'catchment' area.

Places cannot always be guaranteed to pupils living in the catchment if the number of applications exceeds the places available.

#### 1.7.3.4 Siblings

A sibling is classified as a full, half, step (whether by marriage or cohabiting) adopted or fostered brother/sister.

For a sibling to be considered:

- Siblings must reside at the same address as the applicant at the time of application
- The elder sibling must be of statutory school age and still on the roll at the requested school where the younger child is eligible to attend.

In considering siblings first priority will be given to applications from multiple birth siblings (e.g. twins or triplets).

- 1.7.4 If following the oversubscription criteria being applied there are still more applications than available places, the remaining places will be allocated in accordance with the 'distance from the school criteria' below.

#### **Distance criteria between home and school**

The Admissions Authority will use the Local Authority's preferred software solution that may from time to time be revised as technological advances are made to calculate home to school distance in miles. The shortest walking route is calculated from the front door of the applicant's home address to the recognised main entrance of the school.

Places will be allocated to those who live closest to the school until the admission number has been reached.

The Admissions Authority will only accept the pupil's home address, and not for example the address of a friend or relative. Parents may be asked to provide verification of their home address where the distance criteria is to be applied.

Parents are advised that a school place may be withdrawn if the information given on the application form is fraudulent or misleading, and the consequence of this may be that there would be no place available at their next nearest school.

Where a place is withdrawn, the application may be resubmitted and if refused, the parent is entitled to appeal against the decision.

If your child's home address changes before the end of the allocation period, you must notify the Admission Authority.

If two parents cannot agree which school/schools they prefer, they must seek independent legal advice, and if necessary an appropriate court order, before submitting their application form to the Admission Authority. The Admission Authority will only accept **one** application for each child.

If having followed the over subscription criteria the Authority is still unable to allocate the child a place at the school for which the parent has expressed a preference, the Authority will offer the child a place at the nearest suitable school with available places.

**1.8 Children of UK Service personnel and other Crown Servants (including Diplomats)**

Families of UK Service personnel and other Crown Servants are subject to frequent movement within the UK and from abroad. School places will be allocated to children and their families in advance of the approaching school year if accompanied by an official Ministry of Defence (MOD) or Foreign and Commonwealth Office (FCO) letter declaring a return date.

**1.9 Gypsy and traveller children**

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 'Moving Forward – Gypsy Traveller Education'.

**1.10 Overseas Children**

Children from overseas will be treated in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

**1.11 Language preference**

The Authority will ensure that parents wishing to have their children educated through the medium of Welsh or English will have the opportunity to express their preference. Each school has a requirement to deliver Welsh within the National Curriculum unless it has requested exemption. No school in Conwy has requested or been granted an exemption.

**1.12 Denominational preference**

The Authority will ensure that parents wishing to have their children educated at a denominational school will have the opportunity to express their preference for such a school. Admissions to Voluntary Aided Schools are subject to the criteria established by the Governing Body of such schools. In addition, as indicated in 1.3.3 above, there are additional criteria operative in terms of admission to aided schools. These are set out in the Appendix.

**1.13 Waiting lists**

**During the normal admission round**

Following allocation of places during the normal admission round, where applications for a particular school have reached the admission number, any unsuccessful applicants will remain on an over-subscription waiting list until

30<sup>th</sup> September 2017. Should additional places become available whilst the waiting list is in operation, and before any appeals are heard, they will be allocated to children on the waiting list at that time, in accordance with the over-subscription criteria.

Waiting lists will not give priority to children based on the date the application was added to the list. Placing a child's name on the waiting list; however, is no guarantee of an eventual place at the school applied for and does not affect the parent's right of appeal.

### **Outside of the normal admission round**

When an application to an over-subscribed school is made outside of the normal admission round, unsuccessful applicants will be given the opportunity to appeal. If unsuccessful, parents will need to apply for another school. The Authority may provide advice.

#### **1.14 Education after statutory school age – admission to 6<sup>th</sup> form**

Priority will be given to pupils who already attend the relevant school. However, applications from students from other schools will also be considered, subject to the availability of places. Parents have the right to appeal if refused a place for their child

- (i) Under Section 8(3) of the Education Act 1996 a new single school leaving date has been set. This is the last Friday in June in the school year in which a child reaches age 16.
- (ii) Until that date:
  - Parents and guardians must ensure their child's participation in education, at school or otherwise;
  - Local Councils must secure the provision of suitable education;
  - Employers must not employ a child full time;
  - Training providers may not provide full time Government sponsored training.

#### **1.15 Admission of pupils from outside Conwy County Borough Council**

Children residing outside Conwy will be admitted in accordance with the same criteria as those children residing in Conwy (see 1.7.3). Applications should be made in writing to the Head of Education Services (Chief Education Officer) or the Headteacher of the relevant school.

#### **1.16 Admissions to schools other than those maintained by the LA**

- (a) Conwy County Borough Council has special arrangements with the Admissions Authorities of Denbighshire County Council and Gwynedd Council by which preferences expressed by parents for their children to attend schools in those areas may be considered.

- (b) Parents wishing to express a preference for a school maintained by an Admissions Authority other than Conwy CBC may do so on the preference form issued by Conwy CBC Education Services. Conwy CBC Education Services will then contact those schools directly.
- (c) In such cases, Conwy County Borough Council will not be responsible for meeting the costs of transport between home and school unless there are special arrangements. Conwy County Borough Council will seek special arrangements with neighbouring Authorities for pupils whose nearest appropriate schools is outside the County Borough boundary.

**1.17 Change of school within Conwy County Borough at times other than normal transfer points**

- a) In exceptional cases where early or late admission to secondary education is considered advisable by both parents and primary school, the Head of Education Services (Chief Education Officer) should be contacted at the earliest possible opportunity.
- b) Parents wishing to effect a transfer from one maintained school to another, other than at the normal transition points, should first discuss the matter with the two Headteachers of the relevant schools. The Headteachers may then consult Conwy CBC Education Services officers. The Headteachers and Governing Body of the school receiving the pupils must then organise admission to the school in accordance with the Admission Authority's published admission policy.
- c) Normally, such changes can only be effected at the beginning of a school term, but changes arising from exceptional circumstances may be effected during the course of a school term. In normal circumstances an application will be dealt with within 15 school days or 28 calendar days, whichever is soonest. Parents are strongly advised, however, to refrain from transferring pupils during the academic year if at all possible, in order to avoid interrupting their school courses.

**1.18 Managed transfers**

In exceptional circumstances when the continued placement of a pupil in a particular school is under extreme threat, CCBC Education Services may, with the agreement of parents, negotiate a move to another school.

## **2. Transport Policy**

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### **For Learners aged under 16**

As a minimum provision Conwy County Borough Council provides free transport:

- (i) where a child of statutory school age, under 11 years of age resides over two miles from the nearest suitable school;
- (ii) where a child of statutory school age, over 11 years of age, resides over three miles from the nearest suitable school

A full version of the current Policy is available from our website [www.conwy.gov.uk/education/transport](http://www.conwy.gov.uk/education/transport) or by contacting Education Services on 01492 575595.

For further information on transport eligibility please contact the Education Transport Officer on 01492 575595/575075 who is responsible for assessing applications and/or the Home to School Transport team on 01492 577899 who are responsible for the transport arrangements.

It should be noted that it is the responsibility of parents/guardians to make arrangements for the safe transportation of their children to and from school (when they do not qualify for school transport) and to and from bus stops and pick-up points.

### **Application Procedures**

Parents/guardians who wish to apply for free Home/School Transport may make an application on the appropriate form which is available on our website [www.conwy.gov.uk/education/transport](http://www.conwy.gov.uk/education/transport), by contacting Education Services on 01492 575595 or any County School.

Completed application forms should be returned to the Education Property and Site Management department of Education Services for consideration.

Upon receipt of completed forms Conwy CBC Education Services assesses their eligibility and approves or refuses accordingly.

If approved, parents are notified by letter and the Home to School Transport team within the Environment, Roads & Facilities Service are requested to make the necessary arrangements.

The Home to School Transport team will then consider the most appropriate means of transporting the child, taking into account, cost effectiveness, existing routes and current transport contractual arrangements.

If an application is unsuccessful, the parents/guardians are notified by letter.

### **For Learners aged 16-19**

The authority will provide free transport for learners aged 16 to 19 years, living in the county of Conwy who are in full time education and who live over 3 miles from the nearest suitable educational establishments listed below:

Ysgol Aberconwy	Ysgol Blessed Edward Jones
Ysgol Bryn Elian	Ysgol Brynhyfryd
Ysgol Dyffryn Conwy	Ysgol Denbigh High
Ysgol Eirias	Ysgol Friars
Ysgol Emrys ap Iwan	Ysgol Glan Clwyd
Ysgol John Bright	Ysgol Tryfan
Ysgol Y Creuddyn	Ysgol Y Berwyn

Coleg Cambria sites – Northop, Llysfasi, Deeside, Yale  
Grŵp Llandrillo Menai sites – Llandrillo, Abergele, Rhyl, Denbigh, Bangor (Parc Menai), Caernarfon, Holyhead, Llangefni, Dolgellau, Glynllifon, Pwllheli.

The authority will assess whether an establishment provides a reasonable range of courses suitable to the abilities, aptitudes and requirements of an individual learner. Transport will only be provided to an educational establishment which is not the nearest if, in the judgement of the authority, there is a considerable variation between the learner's course and the course on offer at the nearer establishment.

The courses should be at a higher level than the previous one; for example GCSE retakes would not normally qualify for assistance.

Learners are expected to make their own travel arrangements to the transport pick-up point when the distance between the home and pick-up point are deemed reasonable.

## **3. Language and Bilingualism Policy**

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### **National Context**

The Welsh Government's documents such as *Iaith Pawb* (2003) and the *Welsh Medium Education Strategy* (2010)

states the right of every child in Wales to be able to speak Welsh.

The Welsh Government's *Welsh Language Strategy* "Iaith fyw: iaith byw" states:

"The vision of *Iaith Pawb* in 2003 was to create a bilingual Wales. The *Welsh Medium Education Strategy* 2010 builds on the overview given in 'Iaith Pawb.'"

### **The Strategy's Vision is:**

- to have an education and training system which responds in a planned way to the increasing demand for Welsh medium education
- to reach our varied communities and reflects them and ensures an increase in the number of people of all ages who are fluent in Welsh
- to use the language with their families, in their communities and in the workplace.

Strong foundations should be set in the Welsh language in the foundation phase in the non-maintained sector and in schools. In the other key stages, a clear strategy is required to develop the pupil's grasp of the Welsh language whatever their linguistic background. In this context, the emphasis given on both languages at different times during a child's development differentiates according to their linguistic background and the area they serve.

### **County Context**

In the Conwy county Language Strategy the council is committed to the Welsh Government's aspirations to continuously increase the numbers and percentages of the population able to speak Welsh.

The county's Education Services have set the ambitious aim of ensuring that all pupils in the county acquire fluent and confident linguistic skills in Welsh and English to enable them to be full members of the bilingual society they are part of. We encourage pride in the languages, heritage and culture of Conwy county and Wales.

Following the audit to measure the demand for Welsh education across Conwy the county are committed to annually increasing the provision.

### **General Aims**

The aim of the policy is to ensure that all pupils in the county have strong linguistic skills in Welsh and English.

Appropriate provision must be ensured to allow every pupil to develop proficiently bilingual skills. In this context, pupils' skills must continue to be fostered whatever their linguistic background.

All education establishments in the county are expected to implement the language policy in their administration, their social life and pastoral process as well as in their curricular provision.

The general aim of the policy is bilingualism. The objective is to ensure that pupils and students receive the educational motivation to foster linguistic skills and confidence in both languages to enable them to be full members of the bilingual society in which they live.

Governors are responsible for appointing qualified teachers to teach Welsh and English in line with the Foundation Phase Framework, the National Curriculum and Conwy language policy.

There are opportunities to attend language and methodology training to upskill all school staff. Governors and the school management team are expected to encourage and support staff to attend further training arranged by Welsh in Education Officers along with Bangor University Welsh Language Sabbatical Scheme.

### **School Categories**

The following categories define Conwy county primary and secondary schools:

In line with the vision of the Welsh Government and the county's Welsh Education Strategy category 2 - 5 schools are expected to increase their Welsh medium provision which will enable them to move up the categories within a specific timeframe. The county's pupils are also expected to follow the same language continuum from one key stage to the next.

### **The Conwy Welsh Language Centre**

Special provision is made for latecomers in the county's Language Centre. for one school term. They follow an intense course that has been carefully structured to promote fluency in the spoken language as well as nurture reading and writing skills, in order to be able to integrate back into their main stream school at the end of the period.

### **Primary Schools Categories**

#### **1. Welsh Medium Primary Schools – Category 1**

**Curriculum** - all pupils in the foundation phase experience the areas of learning through the medium of Welsh. Welsh is the main teaching medium at KS2 with at least 70% of the teaching through the medium of Welsh. English is introduced formally as a subject at Key Stage 2 and is taught through the medium of English, and English may occasionally be used for some aspects of some subjects.

**Language of the School** - Welsh is the day to day language of the school. Welsh is used as the language of communication with the pupils and for the school's administration. The school communicates with parents in both languages.

**Outcomes** - The normal expectation is that pupils, regardless of home language, will be able to transfer easily to Welsh medium secondary provision and by the end of Key Stage 2 will have reached a standard in English equivalent to that reached by pupils in predominantly English medium schools.

All pupils will be assessed in Welsh 1<sup>st</sup> language, except the English assessment.

## **2. Dual Stream Primary School – Category 2**

**Curriculum** - Two types of provision exist side-by-side in these schools. Parents/pupils opt either for the mainly Welsh-medium or mainly English-medium provision which is usually delivered as in categories 1 and 5 respectively

**Language of the School** - Both Welsh and English are used in the day to day business of the school. The language of communication with the pupils is determined by the nature of the curricular provision, but in some schools high priority is given to creating a Welsh-language ethos throughout the school. The school communicates with parents in both languages.

**Outcomes** - for pupils in the Welsh stream, normal expectations are as for category 1. For pupils in the English medium stream, normal expectations are as for category 5.

All pupils will be assessed in Welsh 1<sup>st</sup> language, except the English assessment.

All pupils in the second language stream will be assessed in English but their Welsh assessment will be Welsh second language,

## **3. Transitional primary school: Welsh medium with significant use of English – Category 3**

**Curriculum** - Pupils in the Foundation Phase experience the areas of learning mainly through the medium of Welsh. Both languages are used in teaching at Key Stage 2 but with greater emphasis on Welsh, so that Welsh is used as the medium of instruction for over half and up to 70% of the curriculum.

(Schools would usually only be in this category on a temporary basis).

**Language of the School** - Welsh is the language of the day to day business of the school. A high priority is given to creating a Welsh ethos. The school communicates with parents in both languages.

**Outcomes** - The normal expectation is that some pupils, particularly from Welsh speaking homes may be able to transfer to Welsh medium secondary provision and by the end of Key Stage 2 all pupils will have reached a standard in English equivalent to that reached by pupils in predominantly English medium schools.

The aim is for all pupils to be assessed in Welsh 1<sup>st</sup> language, except the English assessment.

The aim is for the school, in time (4 years) to move to a category 1, Welsh medium school.

#### **4. Predominantly English Medium primary school but with significant use of Welsh – Category 4**

**Curriculum** - Pupils in the Foundation Phase experience the areas of learning in both languages but with greater emphasis on English.

In Key Stage 2, both Welsh and English is used in teaching but there is greater emphasis on English. Welsh is used as the medium of teaching or learning for between 20% and 50% of the primary curriculum overall.

**Language of the School** - The day to day language or languages of the school are determined by the school's linguistic context.

Both languages are used as languages of communication with the pupils and for the school's administration. A high priority is given to creating a Welsh ethos. The school communicates with parents in both languages.

**Outcomes** - The normal expectation is that pupils will transfer to English medium secondary provision, but will have attained enhanced Welsh second language skills. Some pupils may be able to pursue a limited number of subjects through the medium of Welsh at secondary level where these are offered.

All pupils will be assessed in English but their Welsh assessment will be Welsh second language,

#### **5. Predominantly English medium primary school – Category 5**

**Curriculum** - All pupils in the Foundation Phase experience the areas of learning mainly through the medium of English. English is the main teaching medium at KS2. Welsh is taught as a second language in KS2, and some aspects of some subjects may be taught in Welsh.

Less than 20% of the teaching is through the medium of Welsh.

**Language of the School** - English is the language of the day to day business of the school, but some Welsh is also used as a language of communication with the pupils with the aim of improving their capacity to use everyday Welsh. The school communicates with parents either in English or in both languages.

**Outcomes** - The normal expectation is that pupils will transfer to English medium secondary provision and continue to learn predominantly through the medium of English, learning Welsh as a second language.

All pupils will be assessed in English but their Welsh assessment will be Welsh second language,

The aim is, in time, that no school in Conwy will be in category 5, in line with the Welsh in Education Strategy 2014 – 2017, within the specific time agreed between GwE and Welsh in Education officers.

## Secondary School Categories

### 1. Welsh-Medium Secondary School – Category 1

**Curriculum** - All subjects (including RE and PSE) apart from English are taught through the medium of Welsh to all pupils, although some schools may introduce English terminology in one or two subjects.

**Language of the School** - Welsh is the day to day language of the school. Welsh is used as the language of communication with the pupils and for the school's administration. The school communicates with parents in both languages.

**Outcomes** - For all pupils the normal expectation is that assessment at KS3 and KS4 will be through the medium of Welsh in all subjects apart from English or other languages, and that pupils will be able to progress easily to Welsh medium Post 6 provision.

All pupils will be assessed in Welsh 1<sup>st</sup> language, except the English assessment.

### 2. Bilingual Secondary School – Category 2

**Curriculum** - This category has 4 sub-divisions according to the percentage of subjects taught through the medium of Welsh and whether there is parallel provision in English. The categories and definitions do not reflect the number or proportion of pupils taking advantage of provision in Welsh in a school. Governing bodies will be expected to provide information in the school prospectus on the extent to which choice of provision is available and whether access to Welsh medium provision is conditional on the level of competence the pupil has in Welsh. The prospectus should also indicate the number of pupils taking up choices of provision.

**Category 2A** - At least 80% of subjects apart from English and Welsh are taught only through the medium of Welsh to all pupils. One or two subjects are taught to some pupils in English or in both languages.

**Category 2B** - At least 80% of subjects (excluding Welsh and English) are taught through the medium of Welsh but are also taught through the medium of English.

**Category 2C** - 50 - 79% of subjects (excluding Welsh and English) are taught through the medium of Welsh but are also taught through the medium of English.

**Category 2CH** - All subjects, except Welsh and English taught to all pupils using both languages.

**Language of the School** - The day to day language or languages of the school will be determined by its linguistic context. Both languages are used to communicate with pupils and for the school's administration. A high priority is given to creating a Welsh ethos. The school communicates with parents in both languages.

**Outcomes** - For pupils in 2A, 2B and 2C following the maximum number of courses through the medium of Welsh, the normal expectation is that assessment at KS3 and KS4 would be through the medium of Welsh in those subjects and that they would be able to progress easily to post 6 provision through the medium of Welsh in chosen subjects. For pupils in Category 2Ch the normal expectation is that assessment at KS3 and KS4 would be through the medium of Welsh in all subjects except English and that they would normally be able to progress easily to study at post 6 through the medium of Welsh in chosen subjects.

All pupils will be assessed in Welsh 1<sup>st</sup> language, except the English assessment.

All pupils in the second language stream will be assessed in English but their Welsh assessment will be Welsh second language,

### **3. Predominantly English medium secondary school with significant use of Welsh - Category 3**

**Curriculum** - Both languages are used in teaching with 20 - 49% of subjects taught through the medium of Welsh. All subjects would normally also be taught through the medium of English.

**Language of the School** - The day to day language or languages of the school will be determined by its linguistic context. Both languages are used for communication with the pupils and for the school's administration. A high priority is given to creating a Welsh ethos. The school communicates with parents either in both languages or in English.

**Outcomes** - The normal expectation is that pupils choosing Welsh medium options could be assessed through the medium of Welsh in those subjects at all levels and may be capable of progressing to study at post 6 through the medium of Welsh for those subjects.

All pupils will be assessed in English but their Welsh assessment will be Welsh second language,

### **4. Predominantly English Medium secondary school – Category 4**

**Curriculum** - Pupils are mainly taught through the medium of English. Welsh is taught as a second language up to KS4. One or two subjects (which would include Welsh first language) may be taught as an option through the medium of Welsh or using both languages.

**Language of the School** - English is the day to day language of the school, but some Welsh is also used as a language of communication with the pupils, with the aim of improving their capacity to use everyday Welsh. The school communicates with parents either in English or in both languages.

**Outcomes** - The normal expectation is that any pupils choosing Welsh medium options could be assessed through the medium of Welsh in those subjects at all levels and may be capable of progression to study at post 16 through the medium of Welsh for those subjects. Most pupils would be assessed in English in most subjects and would progress to English medium post 16 study.

All pupils will be assessed in English but their Welsh assessment will be Welsh second language,

### **Special Education**

In the case of pupils with learning difficulties, the headteacher in consultation with Conwy CBC Education Services, will consider every case individually.

### **Implementing the Language Policy**

The purpose of this policy is to present a summary of the expectations placed on headteachers, staff and governors to implementing the County's language policy.

Every headteacher, in consultation with the staff and governing body, is expected to regularly review the school's language policy, which will reflect this policy.

The headteacher is responsible for ensuring the success of the language policy in their school; the headteacher is expected to provide clear guidance to establish a thorough understanding of the aim of the policy and to ensure that the efforts of the staff are reinforced by ensuring an appropriate Welsh ethos in the school.

### **Monitoring the Implementation of the Policy**

The implementation of the policy is monitored on behalf of the authority by GwE and Welsh in Education officers as part of the general arrangements for monitoring services.

The policy is available from Conwy CBC Education Services and public libraries. Individual school policies are available in the school's handbooks. Please phone 01492 575 003 for information about the Welsh Language Policy.

## **4. Policies in relation to Education Welfare Benefits**

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You may be entitled to financial support to help with your child's schooling. The following paragraphs refer to the range of benefits available to parents who meet certain criteria.

If you require further details or application forms for a School Uniform Grant please ask at your child's school or contact Conwy County Borough Council, Revenues and Benefit Assessment Services, Bodlondeb, Conwy LL32 8DU - [hben.enquiries@conwy.gov.uk](mailto:hben.enquiries@conwy.gov.uk) - 01492 576491.

### **4.1 a) Policies and Arrangements for the Provision of Items of School Clothing – Secondary School Pupils of compulsory school age**

In cases where assistance with school uniform is necessary to enable pupils to take full advantage of the education provided, the Authority makes arrangements for the provision of items of school clothing for Secondary School pupils of compulsory school age.

Grants for school uniform for years 7-11 shall be made only in respect of pupils whose parents/guardians reside within the County Borough of Conwy or for children who are the responsibility of the Authority.

For year 7 pupils attending a secondary school maintained by a different Authority i.e. a secondary school outside the County Borough of Conwy, parents will need to make application to the maintaining authority for the secondary school in question (this only applies at year 7).

For year 7 pupils attending a secondary school within Conwy Borough but living outside of the Borough, parents need to make an application to Conwy County Borough Council.

**N.B.** To qualify for a School Uniform Grant, parents (or pupils in their own right) must be in receipt of one of the following: Income Support, Income-Based Jobseeker's Allowance or Employment Support Allowance Income Related or Universal Credit. In addition, families in receipt of Child Tax Credit who do not receive Working Tax Credit and who have an annual household taxable income not exceeding a level set by the Treasury for the purposes of the Tax Credit Act will also qualify, as will parents who receive Guaranteed Element of State Pension Credit and parents who receive support under Part VI of the Immigration and Asylum Act 1999. Also those who receive a Working Tax Credit 'run on' (the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit) will qualify. The Welsh Government has agreed to provide a grant of £105 for pupils entering year 7 of their education at Maintained Secondary/Special Schools. The assistance available to qualifying parents will be £105 at year 7 (Welsh Government Grant) and £28 for years 8-11 (Conwy County Borough Council Grant). Uniform Grants are paid directly into a bank account or by cheque. They may be payable in respect of more than one child. Consideration may be given, in exceptional circumstances, to Primary and

Special School cases of special need. Application forms for claiming School Uniform Grant are available from your child's school or contact: Conwy County Borough Council, Revenues and Benefit Assessment Services, Bodlondeb, Conwy LL32 8DU - 01492 576491 -

[hben.enquiries@conwy.gov.uk](mailto:hben.enquiries@conwy.gov.uk)

School Education Social Workers may be contacted for advice.

**b) Policies and Arrangements for the Provision of Maintenance Allowances – Secondary School pupils, 16-18 years of age**

Education Maintenance Allowance – EMA – This scheme of allowance has been introduced by the Welsh Government whereby all young people aged 16+ planning to continue their education in school or college can apply. Further details can be obtained direct from the school.

**4.2 Policy and Arrangements for the Provision of Meals and Refreshments**

**Meals**

The Authority will ensure:

- i) The provision of a mid-day meal, at a fixed price, in all Primary and Special Schools. A vegetarian option is available and special diets (with supporting medical advice) are catered for in discussion with the school cook;
- ii) The provision of a mid-day meal in all Secondary Schools, on a cafeteria basis, with an individual pricing system;

The menus offered by the Education Catering Service are based on the Nutritional Standards in the Welsh Government's Healthy Eating in Schools Regulations. The menus provide a varied choice of items and aim to promote a healthy balanced diet, which includes a range of homemade, freshly prepared meals free from additives and colourings suspected of being a contributory cause of hyperactive behaviour and some allergies. Fresh fruit, salads and vegetables are available daily.

A school meal is available to all pupils and they are encouraged to try a selection of the different food items offered.

Facilities will be made available to all Primary and Secondary Schools for children who wish to bring their own mid-day meal.

Catering and school staff work together to promote a co-ordinated approach to a healthy lifestyle.

**Free School Meals**

Free School Meals will be available for pupils attending Conwy County Borough Council schools whose parents (or the pupils in their own right)

receive either Income Support, Income-Based Jobseeker's Allowance, Employment Support Allowance Income Related or Universal Credit. Free School Meals will also be available where parents receive Guarantee Element of State Pension Credit and where parents receive support under Part VI of the Immigration and Asylum Act 1999. In addition, families in receipt of Child Tax Credit who do not receive Working Tax Credit and who have an annual household taxable income not exceeding a level set by the Treasury for the purposes of the Tax Credit Act will also qualify. Also those who receive a Working Tax Credit 'run on' (the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit) will qualify. Application forms for claiming Free School Meals are available from your child's school or contact:

Conwy County Borough Council, Revenues and Benefit Assessment Services, Bodlondeb, Conwy LL32 8DU - 01492 576491  
[hben.enquiries@conwy.gov.uk](mailto:hben.enquiries@conwy.gov.uk) - [www.conwy.gov.uk/freeschoolmeals](http://www.conwy.gov.uk/freeschoolmeals).

### **Milk**

A third of a pint of milk may be provided daily, free of charge to Nursery, Reception and Key Stage 1 pupils [at the discretion of the Governing Body];

#### **4.3 Charging and Remissions Policy for School Journeys/Visits [Education Act 1998]**

##### **a) School Policy on Remissions:**

The full Charging and Remission Policy of a School's Governing Body is available from the Headteacher of the school that your child attends.

##### **b) Conwy County Borough Council Policy on Remissions:**

Pupils who are entitled to remission are those whose parents are in receipt of Income Support or Income-based Jobseeker's Allowance. Where families are in receipt of Child Tax Credit, only parents with an annual household income below the level set by the Treasury for the purposes of the Tax Credits Act qualify. Conwy County Borough Council remission grants apply to board and lodging expenses only.

Those school journeys/visits that would qualify for full remission of board and lodgings from Conwy County Borough Council are those which:

- i) take place in school hours as defined;
- ii) are part of the provisions of the National Curriculum or part of the duty to provide religious education;
- iii) provide delivery of part of the Syllabus of a prescribed public examination;

and must satisfy Conwy County Borough Council rules and regulations

relating to school journeys.

[Remission of board and lodging expenses for journeys/visits taking place in school hours as defined but not complying with the above criteria, will be a matter for the Governing Body. Parents should contact the Headteacher.]

c) **Conwy County Borough Council Discretionary Additions**

Pupils who are entitled to statutory minimum remissions may, from time to time, be invited to represent their school or Conwy County Borough Council on foreign exchanges or take part in special field courses or expeditions or sporting/cultural events. In these circumstances, Conwy County Borough Council intends to give such individual cases discretionary consideration. Conwy County Borough Council will also consider applications in respect of visits to Language and Outdoor Centres supported by the Council.

Details about the procedure for claiming remission are readily available from Heads of Schools and enquiries will be dealt with in confidence. Applications should be made through the Head of the pupil's school and will be processed by the Head of Education Services (Chief Education Officer).

## **5. National Curriculum and Conwy CBC Education Services Information**

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5.1 The general aims of the Council's educational system may be summarised as follows:

The provision of education of the highest possible quality for all pupils/students, in accordance with their age, ability and interest/aptitude, so that they become rounded personalities, develop and use all their talents, and equip themselves to be responsible members of a bilingual community.

### **Which subjects do pupils have to study?**

Secondary schools in Wales must, by law, teach the basic and the National Curriculum to their pupils. The five years of the secondary phase are divided into two key stages. Key Stage 3 covers the three years from ages 11-14, and Key Stage 4 the two years from ages 14-16.

The basic curriculum consists of religious education, sex education, personal and social education, and work related education for 14-16 year olds. Schools must also provide careers education and guidance for all 13-16 year olds.

At Key Stage 3, the National Curriculum consists of:

- Core subjects - English and Welsh, mathematics and science; and
- Non-core subjects - Welsh second language, modern foreign languages, design and technology, information technology, history, geography, art, music, physical education and religious education.

At Key Stage 4, only five National Curriculum subjects are mandatory:

- Welsh or Welsh second language;
- English;
- Mathematics;
- Science;
- Physical Education.

The Welsh Government has completed a review of qualifications for all 14-19 year olds in Wales and is retaining GCSEs as the main Level 1 and Level 2 general qualifications. Wales will continue to use the established grading structure of A\*-G grades with A\*-C being National Qualifications Framework Level 2 and D-G being Level 2.

In September 2015 two new Mathematics GCSEs and new GCSEs in English Language and Welsh Language were introduced. Revised GCSEs in English Literature and Welsh Literature were introduced at the same time.

The Welsh Baccalaureate is available for learners at National (A\* - C) and Foundation (D - G) Level.

## 5.2 Public Examinations

It is the responsibility of School Governors, in accordance with the advice of Heads and in consultation with parents, to arrange to enter pupils for external examinations. School Handbooks contain a list of the examinations offered and information concerning results. School Governors will have a policy concerning charging for re-sitting examinations and non-attendance at an examination. Further details are available from Headteachers.

## 5.3 Careers Guidance

### **Careers Wales: “Developing people through lifelong career planning”**

Careers Wales provides impartial careers information advice and guidance to individuals to help them plan their future. Careers Wales’ services are available to young people and their parents whether they are in school, further education, work, training or seeking work. Each secondary educational establishment has a link Careers Adviser and they are also in close contact with colleges, employers and training providers. Careers Wales offers a range of services to young people which are often specifically tailored to meet their individual need. Help from a Careers Adviser is also available for young people with special or additional needs.

Careers Wales can provide information and advice on:

- Courses in further and higher education colleges and universities;
- Local and National Employers, including current job vacancies, training opportunities and employment trends;
- A wide variety of careers, including the qualifications and skills required,

- the methods of entry and the routes for progression;
- Work experience, Education Business Links and Enterprise activities.

Young people use Careers Wales On-Line ([www.careerswales.com](http://www.careerswales.com)) to make option choices, access information about career pathways and to look for employment opportunities.

Careers Advisers can be contacted on 0800 028 4844 or [www.careerswales.com](http://www.careerswales.com).

#### **5.4 Standing Advisory Council on Religious Education - SACRE**

In accordance with the requirements of Section 390 of the 1996 Education Act it is the duty of every Education Authority to set up a SACRE to advise upon matters connected with worship in schools and the Religious Education provided in accordance with an agreed syllabus. The Conwy SACRE was established in September 1996 and the new Agreed Syllabus was approved in Spring 1998.

For further information contact the Head of Education Services (Chief Education Officer) on 01492 575001.

#### **5.5 Provision for Children with Special Educational Needs (01492 575599)**

The aim of the Council is to make appropriate and relevant educational provision for all children with special needs so that they may be enabled to develop their potential to the maximum. Arrangements will be made to identify each child with special needs and subsequently to provide him/her with appropriate educational provision. Where possible the Council will endeavour to make available such provision in mainstream schools.

Parents who consider that their child may have special educational needs may obtain advice and further information from the Head of Education Services (Chief Education Officer).

A document detailing the Authority's policy and arrangements on pupils with Special Educational Needs is available.

The Council's activities in this area are based upon the Special Educational Needs and Disability Act 2001 and the Education (Special Educational Needs) Wales regulations 2002 and the document 'Special Educational Needs Code of Practice Wales' produced by the National Assembly for Wales. Through the 'Code of Practice' the duties of schools and the Council are clearly defined. The "Code" establishes a system of support for pupils, with those at 'School Action' being the responsibility of schools through their delegated budgets. Conwy County Borough Council, together with schools have additional responsibilities for pupils at 'School Action Plus' and for those who are being assessed or have a School Action Plus Agreement or a Statement of Special Educational Need.

## **Responsibility of Mainstream Schools**

Schools are responsible for the educational provision of pupils on ‘School Action’ and ‘School Action Plus’ [about 18% of the school population] of the SEN ‘Code of Practice’.

Schools are responsible for ensuring that there are clear procedures in existence for identification, intervention and the referral of pupils with special educational needs. Schools are expected to support the majority of pupils with ALN through delegated funding.

It is a statutory requirement for schools to establish a Special Educational Needs Policy which is reported on annually to parents.

It is also a statutory requirement of schools to ensure that a Special Educational Needs Co-ordinator is available to operate the Special Needs Policy as well as ensuring that there is a Governor with designated responsibility for Special Educational Needs. There should also be a Disability Policy.

## **The Responsibility of Conwy County Borough Council**

The Council has the role of strategic planning and monitoring of provision.

The Council will provide advice such as psychological advice to schools when required. This advice will normally be sought when children are on ‘School Action Plus’ (Code of Practice).

The Council may give consideration to the appropriateness of undertaking a statutory assessment. Having undertaken a formal assessment it will be necessary to decide if a School Action Plus Agreement or Statement of Special Educational Needs should be issued or maintained on the pupil in question.

If a statement is issued or maintained, it may be necessary to provide additional support in the mainstream or a specialist placement in a Unit or Special Educational Needs School. Progress is reviewed annually and, in the case of 14 year olds, a transitional plan will be established in order to prepare the pupil for work or non-statutory education.

## **5.6 School Effectiveness Services**

### **5.6.1 Education Service Local Teams:**

- Provide generic support to all educational establishments and schools within the County;
- First point of contact for schools, parents, professionals from various agencies and elected members;

- Responsible for a range of statutory functions such as school admissions, governor support;
- Commission the regional school effectiveness service (GwE), ensures there are appropriate links to the education strategic plan and the Authority's corporate plan by providing members with regular reports;
- Undertake all statutory and support functions relating to additional learning needs and inclusion.

- **School Effectiveness Officers (Primary/Secondary)**

These Officers have a broad spectrum of responsibilities which address the following key areas:

- **School Pastoral Link Officer:** responsibility for monitoring school performance, analysing school profiles, advising headteachers and governing bodies, responding to enquiries from schools, parents and elected members as well as organising strategic headteacher forums.

Communicating role: the Officers are responsible for commissioning the regional School Effectiveness and Improvement Service (GwE). The officers will be responsible for maintaining effective links between GwE and the County Education Service; the focus will be on improving school standards and pupil outcomes.

Their role is extensive and has a strategic dimension linked to County policies, Education Strategic Plan (CYPP) and the Authority's Corporate Plan.

- **Educational Psychology Service**

This service is staffed by personnel skilled in assisting schools, parents and children. Advice, based on a process of consultation, can be offered to both teachers and parents to help families and schools overcome difficulties which may affect a child's educational progress. The service also assists children directly.

The service particularly supports inclusion into mainstream schools and the raising of educational standards. Children are normally referred to the Service by Headteachers following discussion with parents. Other people can also contact the Service, including parents, directly through Conwy CBC Education Services Offices to access "Time to Talk" sessions which are offered at four libraries within the County.

- **Curriculum Inclusion**

The curriculum support service consists of highly experienced teachers who work in close collaboration with Educational Psychologists within a consultation framework.

Training, advice and support is offered at a whole school, group and/or individual pupil level.

The service directly promotes curriculum inclusion and the raising of educational standards, and is involved in consultation with the Regional School Effectiveness Service, in monitoring school's performance.

Support is also offered to schools with regard to their statutory responsibilities in accordance with the Special Educational Needs and Disability Act 2001 and the Special Educational Needs Code of Practice Wales.

- **Service for Children with Specific Speech and Language Difficulties**

This service assists children with a specific language difficulty. The need to access this support is identified in a School Action Plus Agreement i.e. without the need for a Statement of Special Educational Needs.

The service provides advice and support to school staff, parents and children (key stages 1-4) and promotes inclusion into mainstream schools. Support is offered in the Primary and Secondary sectors on a peripatetic basis in mainstream schools as well as in resourced centres for key stage 1 and key stage 2 pupils. The service is based on joint working with the Local Health Trust's Speech and Language Therapy Service.

- **Sensory Service (Hearing/Visual Impairments)**

This service is staffed by specially qualified teachers and a specialist mobility officer skilled in working with children who have a hearing and/or visual impairment. Advice can be offered to schools and families. The service also works with children who need direct and indirect support to ensure that they reach their potential.

Children are normally referred to the Service by Headteachers following discussion with parents. Other people can also contact the Service, including parents, directly through Conwy CBC Education Services.

- **Autistic Spectrum Disorder (ASD) Co-ordination and Support**

An Autistic Spectrum Disorder Co-ordinator has developed a county wide strategy to address and meet the needs of those on the Autistic Spectrum continuum. There are specialist Teaching Assistants who work under the supervision of the Co-ordinator. Their role is to promote inclusive practices within the authority, primarily with the aim of ensuring curriculum access and giving practical advice to school staff in responding to the needs of individual pupils.

The ASD Co-ordinator works with a range of professionals and parents in developing protocols and procedures to facilitate early identification, appropriate intervention and support and ongoing training for staff in schools. This involves working with mainstream schools, resourced centres and the County's special school. The aim is to facilitate the County's capacity to

develop a range of provision to meet the needs of those on the Autistic Spectrum continuum.

▪ **Disability Discrimination**

A designated member of staff has a specific role to enable those with disabilities to access educational and other facilities within the County. The designated officer has a strategic role in developing an action plan which is regularly monitored and reviewed. This role also consists of giving practical advice as well as ongoing training to school staff including support in the context of risk assessments.

▪ **Learning Support Service (Dyslexia)**

Facilitating curriculum inclusion for pupils who are experiencing SpLD (Dyslexia). It aims to develop dyslexia friendly schools linked to ongoing in-service training for school staff. The service also includes the provision and management of direct specialist teaching support for named pupils within the county.

▪ **Education Social Work Service**

This service is provided by the Conwy CBC Education Services. It is considered to be an essential support service, not only to pupils, but also to parents and to the County's schools. It is a specialist provision which seeks to maximise educational opportunities for children and young people.

The general aim of the service is to attempt to overcome barriers which prevent children from benefiting from the education which is available, by offering advice or practical assistance.

Emphasis is placed upon cases which relate to the following issues:

- i) Attendance of children in schools;
- ii) Child Protection;
- iii) Children with Special Needs;
- iv) Supervision of the arrangement in respect of the employment of children;
- v) Transient families.

Education Social Workers are based in high schools and also provide support to children and families attending the partner primary schools, special school and behaviour units. Contact with the ESW can be made through the School ESW Office or Conwy CBC Education Services Offices.

▪ **Looked After Children Co-ordinator**

Conwy's Education and Children's Services jointly employ a Looked After Children's Co-ordinator. The Co-ordinator is responsible for monitoring arrangements for Looked After Children within Conwy liaising with other

authorities and professionals as necessary. The aim is to ensure the best possible opportunities and outcomes for this vulnerable group of children and young people. The Co-ordinator is responsible for ensuring that each Looked After Child has an individual Personal Education Plan which is regularly monitored and reviewed as well as providing ongoing support, advice and training for school staff, parents, carers across the County. Provision and outcomes are monitored termly by members of the Authority's Corporate Parenting Forum.

- **Social Inclusion Service**

The service works with staff in mainstream schools who have to manage pupils with social, emotional and behaviour difficulties. Support is also offered to the pupils who experience such difficulties to assist in preventing exclusion and improving attendance.

The service can offer advice and support to pupils, their parents and school staff on management and modification of behaviour both in school and at home. This can be in the form of outreach support, individual counselling, group work or training courses on Positive Behaviour Management.

The Social Inclusion Service supported a very successful project which involved promoting inclusion by delivering provision for children with social, emotional and behavioral difficulties within onsite resourced facilities linked to every Secondary School in the County.

Off site short term placements can also be offered at Pupil Referral Units (PRUs) in order to work more intensively with pupils out of their mainstream environments whilst remaining on their mainstream register. Conwy has a PRU for each key stage (1/2/3/4), and maintains close links with the local FE College.

Alternative education packages can be offered to students who are without a mainstream school or those whose medical condition prevents attendance at their mainstream school in the short term.

A School Based Counselling Service is also available aimed at supporting children and young people who might be experiencing emotional health difficulties.

- **Statutory Duties:**

It responds to statutory duties within the Education Act 1996 and the SEN and Disability Act 2001 and promotes the county's SEN policy based on the principle of inclusion, whilst having due regard to the SEN Code of Practice 2002.

An Officer co-ordinates and manages the statutory assessment process which involves collating evidence from various sources including – parents/guardians, educational establishments/ schools, health services,

social services and other professionals as appropriate. The Officer is also responsible for collating evidence when the Local Authority is considering providing additional support by means of School Action Plus Agreements or Statement of Special Educational Needs.

An Officer also co-ordinates and manages the Annual Review process linked to statements of special educational needs and School Action Plus Agreements.

- **Teaching Assistants Service**

The aim is to promote equal opportunities for all pupils who have special educational needs in accordance with the County's inclusion policy.

The service focuses on enabling children to be supported in the context of mainstream schools, providing co-ordinated services based on auditing individual pupil needs, joint working with Headteachers and ongoing professional training opportunities for individual Teaching Assistants.

- **Expressive Arts and Music Service**

The Expressive Arts and Music Service is dedicated to supporting all pupils to flourish and achieve in and through the arts, contributing to school improvement and pupil attainment and wellbeing.

The service invites schools and settings to participate in an exciting range of professionally led creative learning activities and work alongside a highly skilled and experienced team of peripatetic music tutors and creative arts practitioners. The Music Service offers specialist instrumental and singing tuition and music education to pupils aged 7-18.

The service provides opportunities for progression through after school clubs and other groups or ensembles on a county, regional or national basis. It organises regular festivals, events, gigs and concerts to encourage pupils to engage with the arts and fulfill their potential.

Through CREAD (Arts and Education Network: North Wales) and partnerships with arts, culture and heritage organisations schools access resources, specialist advice, continuing professional development (CPD) and a programme of Arts Champions.

Any enquiries regarding the Service should be made through the Service Manager on 01492 575086 [www.conwyartsandmusic.org.uk](http://www.conwyartsandmusic.org.uk)

- **Welsh Advisory Teachers**

The development of Welsh as a first and second language in schools is predominantly undertaken by the Welsh Advisory Teachers. Their responsibilities include:

- supporting teachers through practical classroom based training and assistance;
- promoting pupils' progress in standards of achievement across all age and ability ranges;
- organising language and methodology courses for practitioners;
- supporting the transition from one key stage to the next;
- provide support and mentoring for practitioners who have completed the Sabbatical Scheme's language training courses;
- improve methodology by establishing and supporting professional learning communities;
- increase the use of informal Welsh by pupils;
- responsibility for the Welsh Language Centre at Dolgarrog.

Any enquiries regarding the team should be made through the Service Manager on 01492 660967.

- **English as an Additional Language [EAL] Service**

The English as an Additional Language Service operates mainly in English medium schools, offering English language support to minority ethnic pupils.

The service consists of a team of teachers who work with the pupils and schools, to develop pupils' ability to listen to, speak, read and write English and thereby, fully access the National Curriculum.

In addition, the Service provides training to schools on different aspects of minority ethnic achievement.

Pupils are normally referred to the service by Headteachers.

Any enquiries regarding the team should be made through the Service Co-ordinator on 07500 123964 (with answer phone) or [roz.mannix@denbighshire.gov.uk](mailto:roz.mannix@denbighshire.gov.uk).

- **Foundation Phase/Childcare Team**

The team provides:

- guidance on current issues and national initiatives including the implementation of the Foundation Phase curriculum for children 3-7 years of age;
- a comprehensive annual training programme;
- comprehensive support and through monitoring and evaluating settings identifies good practice in the experiential approach to learning in pre-school early years settings and schools;
- pre and post inspection support;
- relevant documents to support the provision including planning and assessment frameworks;
- an integrated approach to early education and care both in the maintained and non-maintained sector;

- effective links with non-statutory settings to develop good practice in the pre-school sector.

Any enquiries regarding the team should be made through the Service Manager on 01492 577863.

#### 5.6.2 **Regional School Effectiveness and Improvement Service (GwE):**

The Local Authority commissions GwE to undertake its statutory functions in relation to school effectiveness.

The role of the regional service essentially involves:

- Monitoring school performance;
- Providing challenge and intervention;
- Facilitating and supporting schools to address issues relating to school effectiveness/improvement with a view to raising standards and improving pupil outcomes.

Enhanced support will be offered to targeted schools where there is evidence of under performance.

The regional service undertakes its functions in compliance with a generic Service Level Agreement with each of the 6 North Wales Authorities. The agreement stipulates the precise role of Regional School Effectiveness and Improvement Service which not only focuses on monitoring school performance, challenge and intervention but also identifying and sharing good practice.

#### 5.7 **School Support:**

The range of support services provided to schools primarily on the basis of fulfilling the conditions permitted within their Service Level Agreement i.e. whereby schools utilise a proportion of their delegated funding in order to commission support services.

The support services are not directly involved with curriculum delivery and school standards but they provide a range of services to support infrastructure of schools and educational establishments within the County.

The services include the following:

- **Catering Service**

The Education Catering Service provide the school meals in all primary and one secondary school in Conwy and have established links with other Catering providers and health and fitness professionals in the County to ensure consistently high standards are achieved.

A healthy Breakfast is also served in 55 of the Authority's schools. The Breakfast is co-ordinated by the Catering Manager but please contact the Head teacher in your child's school if you have any queries regarding Breakfast.

The service is managed by the Catering Manager, and two Area Managers. It is delivered in each school by highly qualified, enthusiastic, well trained and committed teams of Cooks and Catering Assistants.

The health implications of a balanced nutritious diet are the main considerations when menus are planned and the meals comply with current Welsh Government Nutritional Standards including:

- Reducing Fat, Sugar and Salt;
- Providing a selection of Fruit and Vegetables;
- Serving plenty of Fibre rich foods;
- Ensuring meals are appealing and satisfying.

The menu complies with the Healthy Food in Schools Regulations 2013. A drink of fresh water is available every day to all. Wholemeal bread, milk, fruit juice and fresh fruit are available daily.

Recipes have been modified to eliminate additives and colourings with the aim of boosting concentration, improving behaviour and reducing some of the allergies associated with highly processed food.

Menus are analysed using an analysis programme called Saffron to ensure that the targets for the main nutrients are achieved. These include Protein, Iron, Zinc, Calcium, Vitamins A & C, Sodium and Non milk extrinsic sugar. Targets for Calorie content, Fat and Saturated fat are also measured to ensure that the correct quantities are included in the menus.

Catering staff are committed to working with Education officers, School staff, Parents and Pupils to provide a whole school approach to Health and Fitness and bring long term improvements to the health and wellbeing of young people and increase their knowledge regarding the benefits of a balanced diet. You are welcome to contact the Cook in your child's school to discuss any special medical or dietary requirement.

Any enquiries regarding the service should be made through the Service Manager on 01492 575580.

▪ **Personnel Service**

The section is responsible for a full range of services in support of the recruitment, appointment, conditions of service, and payment of staff. It interprets and advises on new legislation as it relates to Employment law, Conditions of Service, Contracts of Employment and Payroll issues.

The section is responsible for the clearance of appointments in respect of medical fitness, ECW registration and DBS checks and operates an appointments advertisement service for schools. General oversight of the appointments and manpower levels in schools is maintained together with the collation and publication of manpower statistics.

Any enquiries regarding the service should be made through the Service Manager on 01492 575065.

▪ **Education Property and Site Management Service**

The service areas that are contained within Education Property and Site Management are:

- Managing School Places - monitors the availability of places, recommends any rationalisations or developments, as required, and is the basis on which Conwy CBC Education Services develops its capital programme.
- Management of the Education Service Property Portfolio - includes the preparation and maintenance of the Service's Asset Management Data, the Service's capital programme, obtaining external funding to improve the building stock (including the use of Private Finance Initiatives) and management of the property repairs and maintenance budget.
- Conwy PFI Contract – the section is responsible for the operational management of the Conwy PFI Contract.
- Driver/handyman/courier service – the section coordinate the work of the driver/handyman/courier service, including taking bookings, scheduling work and managing the Education Service storage facility.
- Facilities Management - providing advice and support in relation to facilities management issues such as ground maintenance and cleaning, caretaking. This includes advice on recruitment, training, contract document preparation, good housekeeping, asbestos monitoring, risk management, monitoring of performance, etc.
- Health and Safety - providing advice and support in relation to all Health and Safety matters affecting the Education Service. This includes the preparation and maintenance of the Service's policies, arranging training, establishment of working groups as required and monitoring the implementation of all health and safety arrangements.
- Home to School Transport - responsible for assessing the eligibility of applicants for Home to School transport. The team also work closely with the Environment, Roads and Facilities Service to ensure the overall service is provided in the most efficient and effective manner.
- Administration of Admissions and Transfers - responsible for administering the Admissions and Transfers information relating to pupils attending Conwy schools.

Any enquiries regarding the service should be made through the Service Manager on 01492 575073.

▪ **Finance Service**

The overall objective of the Financial Services section of Conwy CBC Education Services is to provide and develop a range of professional accounting services that support the activities of Education Services, in accordance with statutory requirements and the policies determined by the County Borough Council. The Head of Financial Services has statutory duties in relation to the financial administration and stewardship of the authority and within the established framework the Financial Services section of Conwy CBC Education Services provides a variety of "devolved" financial services, the purpose of which is twofold:

- i) to comply with the statutory responsibilities and functions of the authority; and
- ii) to provide a comprehensive range of support services for its customers - i.e. Schools and Other Service Units.

The accounting and management arrangements in respect of schools provide for the responsibilities to be shared between Conwy County Borough Council and School Governing Bodies and all schools receive "Delegated Budgets." The responsibility for managing school finances rests with the Governing Bodies in accordance with the Authority's Scheme for the Financing of Schools which has been prepared in accordance with requirements set out in the School Standards and Framework Act 1998.

The service will provide an advisory, monitoring, accounting and financial support service across Conwy CBC Education Services:

- i) budgetary matters;
- ii) banking, investments and leasing arrangements;
- iii) payments;
- iv) debtor accounting and collection of income.

Any enquiries regarding the service should be made through the Service Manager on 01492 575068.

▪ **Business, Policy and Performance / Management Information Systems (MIS) Service**

The Service has an overall focus on managing information, data, performance and business planning.

**Business Policy and Performance Team**

The priorities of the Business Policy and Performance Team are:

- the development and management of a Performance Management culture within Education Services and the Authority's schools;
- the development, analysis and delivery of Performance Measurement information;
- aligning the Service activities and priorities, with the Council's Community Strategy and other partnership plans/strategies;

- leading on service improvement reviews under the Wales Programme for Improvement; and
- contributing to strategic policy development.

### **MIS Team**

The priorities of the MIS Team are:

- the delivery of the MIS Service Level Agreement to Primary schools;
- managing Welsh Government data projects and various internal /external data requests as necessary;
- managing Data Protection/Freedom of Information requests/Complaints and Compliments; and
- working with Conwy CBC Education Services in the collation, management and presentation of internal statistics.

Any enquiries regarding the service should be made through the Service Manager on 01492 575049.

### **5.8 North Wales Outdoor Education Service [www.nwoes.co.uk](http://www.nwoes.co.uk):**

#### **a) Outdoor Education Centres**

#### **b) Educational Visits Advisory Service**

The Outdoor Education Service is a regional service operated by Conwy County Borough, Denbighshire County, Flintshire County, Gwynedd, Isle of Anglesey and Wrexham County Borough Councils.

#### **a) Outdoor Education Centres**

The service runs 2 Outdoor Education Centres at Nant Bwlch yr Haearn and Pentrellyncymer which provide:

- High quality Outdoor Education courses for schools, youth services, adult and other specialist groups delivered by a team of qualified and experienced outdoor instructors
- A team of support staff who provide great food and a warm and comfortable base to return to after a day full of adventure
- Advice and training in all matters relating to Outdoor Education, including school-based adventure activities

Nant Bwlch yr Haearn is located high in the Gwydyr forest, near Llanrwst, within the beautiful scenery of the Snowdonia National Park. The Centre is ideally positioned to access forests, lakes, rivers and mountains for a range of exciting activities including gorge walking, climbing, mountain walking, orienteering, canoeing and kayaking.

Pentrellyncymer is located in an area of outstanding natural beauty close to Llyn Brenig and the Alwen Reservoir. It is ideally placed for a range of environmental and adventurous activities including forest school/bushcraft activities, mountain biking, walking, orienteering and canoeing.

The Centres supply all specialist equipment and clothing for activities and provide fully catered residential accommodation as well as facilities for day visits and outreach activities.

**Contact:**

Jenny Wilson, Head of Centres – [jenny.wilson@conwy.gov.uk](mailto:jenny.wilson@conwy.gov.uk)

Chris Near, Deputy Head of Centres – [christopher.near@conwy.gov.uk](mailto:christopher.near@conwy.gov.uk)  
(01492) 640735 (Nant B H) or (01490) 420266 (Pentrellyncymer)

Website: [www.nwoes.co.uk](http://www.nwoes.co.uk)

**b) Educational Visits Advisory Service**

The Educational Visits Advisory Service fulfils the following statutory Council functions:

1. Supports the LA to meet its legal responsibilities and powers with regard to off-site and educational visits delivered to young people by its employees.
2. Provide expert advice on safety and quality of educational visits and on risk management in the context of educational visits including adventure activities, expeditions and overseas visits.
3. Monitors standards of Health and Safety management in off-site activity and educational visits, including observing activities and visits.
4. Ensure that adequate and appropriate training is available and taken up by relevant employees. Working with Head teachers, Principal Youth Officers and other key officers to assign a member of staff to Educational Visit Coordinator (EVC).
5. Ensure that EVCs, visit leaders, other school/centre staff and other adults involved in educational visits are assessed as competent in their specific tasks.
6. Works with Head teachers, Principal Youth Officers and other key officers to assign a member of staff to Educational Visit Coordinator (EVC) duties and then to arrange the induction / training of that person.
7. Works with County Health and Safety advisers to monitor the work of EVCs and visit Leaders in educational establishments in order to identify training needs and appropriate levels of delegation.
8. Ensures that LA guidance on Health and Safety of pupils on educational visits is provided to all LA educational establishments and is kept up to date with current best practice, including lessons learned from incidents in Wales and beyond.
9. Determines which visits will require LA approval and which may be approved by the educational establishment.
10. Fulfils the LA's approval role for specified categories of educational visits.
11. Verifies the competence of LA employees who wish to lead visits in any of the areas or activities for which LA approval is required
12. Offers relevant training, advice and support to all educational establishments on the Health and Safety of pupils on educational visits and other matters relating to safety and quality in Outdoor Education.
13. Reports progress against performance targets agreed with Isle of Anglesey County Council.

14. Develops and promote High Quality Outdoor Education opportunities within Isle of Anglesey.
15. Acts as the nominated representative of the Director of Education within the Outdoor Education Advisers' Panel (Wales).

**Contact:**

**Conwy, Gwynedd and Isle of Anglesey**

Arwel Elias, Educational Visits Adviser [arwel.elias@conwy.gov.uk](mailto:arwel.elias@conwy.gov.uk)  
01492 643089 / 07775 030 241

**Denbighshire, Flintshire and Wrexham**

Mike Rosser, Education Visit Adviser [mike.rosser@conwy.gov.uk](mailto:mike.rosser@conwy.gov.uk)  
01492 643 083 / 07568 408695

## 5.9 Conwy Children and Family Services

Conwy Children and Family Services primary purpose is to carry out a range of statutory duties towards children and their families. These duties include promoting the child's welfare, health and protection; so our direct work involves:

- support services to families and children in need including children with disabilities;
- provision of information and advice services (signposting) to potentially vulnerable families i.e. directing them to universal or voluntary agencies that can provide the support they may need.
- investigation of allegations of abuse and child protection visits;
- taking child care proceedings and providing reports for the Family Court;
- providing care for children who have to become 'looked after';
- support to care leavers;
- fostering, adoption and post adoption services, including the recruitment and approval of foster carers and adoptive families and their support;
- recording and monitoring private fostering;

A range of teams within the Children and Families Service ensure the delivery of these services.

Any enquiries regarding the service should be made through the department on 01492 575111.

## 5.10 Youth Service

Conwy Youth Service is a service aimed at young people aged 11 – 25 years old, with a core target age group of 13 – 19. It seeks to offer a range of activities and services that assist young people in their development from childhood into adulthood. The activities range from information services, recreational activities and activities that address the personal and social development of young people. However, young people engage with youth workers and the Service in a purely voluntary capacity.

[www.facebook.com/leuenctidConwyYouth](https://www.facebook.com/leuenctidConwyYouth) - especially for young people with all kinds of information and help. For more information e-mail [youthservice@conwy.gov.uk](mailto:youthservice@conwy.gov.uk) or phone 01492 575037.

Any enquiries regarding the service should be made through the Section Head: Conwy Youth Service on 01492 575051.

#### 5.11 **Conwy People’s Partnership – “Working Together for Well-being”**

The Conwy People’s Partnership is a multi-agency strategic planning group providing services to all the people of Conwy. The work of the Conwy People’s Partnership will inform ‘Outcome 4 ‘People in Conwy are healthy and independent’ of the One Conwy Single Integrated Plan – ‘Working Together for a Better Future’.

The Conwy People’s Partnership has 6 Conwy Outcome Groups (COGs), which are sub groups to the Conwy People’s Partnership Board. They are responsible for the delivery of the priority areas within Outcome 4 of the One Conwy Single Integrated Plan.

##### **Conwy Outcome Groups:**

Conwy Outcome Group 1 (COG 1) – Children and young people

Conwy Outcome Group 2 (COG 2) – Healthy Living: Prevent ill health & encourage healthy and active living

Conwy Outcome Group 3 (COG 3) – Older people are safe & independent

Conwy Outcome Group 4 (COG 4) – Long term care: People with disabilities & chronic conditions have the best quality of life possible

Conwy Outcome Group 5 (COG 5) – Mental well-being: Improve positive emotional well-being & good mental health

Conwy Outcome Group 6 (COG 6) – End of life care: More people, who are at the end of their life, receive care in their preferred place of care

01492 574081 – [cypp@conwy.gov.uk](mailto:cypp@conwy.gov.uk).

#### 5.12 **Team around the Family (TAF)**

All children, young people and families need information or help to live happy, healthy lives.

Team Around the Family (TAF) help families to access services and support to prevent crisis.

We work in partnership with the Family Information Service to provide 4 levels of support for families:

- Level 1**      **Family information service**, provide universal information to Families and professionals
- Level 2**      **TAF Information Support Workers**, provide additional support to families to access information and advice
- Level 3**      **TAF Co-ordinators**, co-ordinate multi-agency support for families that have multiple or more complex needs
- Level 4**      **TAF Family support workers**, provide one to one short term support for families in crisis or to prevent crisis

Our aim is to provide practical support to access accurate, up to date, relevant information, making sure that the right people are working together to support the family.

For more information please call 01492 577778 or email [plant.children@conwy.gov.uk](mailto:plant.children@conwy.gov.uk)

Information is also available online at: [www.conwy.gov.uk/TAF](http://www.conwy.gov.uk/TAF)

### 5.13 **Conwy Family Information Service (Conwy FIS)**

Here at Conwy Family Information Service we are the first point of contact for up to date information and advice on local services for families, carers and professionals working with families. We provide free, impartial help, support, advice and guidance on a range of family issues including childcare, help with the costs of childcare, leisure activities, health and Parenting information. Each summer we also produce 'Fun Filled Summer' – the children's online summer holiday activities guide.

Pop in and see us at The Old School Lane Centre in Church Walks, Llandudno, give us a call on 01492 577850 / 01492 577888 or e-mail us at [plant.children@conwy.gov.uk](mailto:plant.children@conwy.gov.uk). The information is available online at [www.conwyfamilyinformation.co.uk](http://www.conwyfamilyinformation.co.uk) and we are on Facebook at [fb.com/ConwyFIS](https://fb.com/ConwyFIS). We also send information out via our email mailing list, the Conwy Parent Network

Conwy Family Information Service work together with Team Around the Family to provide a one stop shop to answer all information needs and to provide that help, advice and support with the added support to access services. Our joint goal is to make sure that people have the information, support and guidance that they need to make informed choices

### 5.14 **Conwy Parent Network**

If you're a parent living in Conwy why don't you register to join Conwy Parent Network?

There are lots of benefits of being a member:

- We will send you information about events going on in the area.
- If you have any enquiries about services for children and young people you can contact us for information and advice.
- You can take part in polls and consultation.

All types of parents are welcome to join the Network – Mums and Dads, grandparents, adoptive parents, foster parents, step parents and carers of children.

For more information on joining the network please contact Conwy Family Information Service on 01492 577850 or by e-mail at: [plant.children@conwy.gov.uk](mailto:plant.children@conwy.gov.uk).

### 5.15 Conwy Youth Council

Conwy Youth Council is a group of young people from across Conwy County who represent their peer groups, schools or college. The Youth Council gets involved in issues which affect children and young people in Conwy – having their say on decisions which affect them.

For more information, see their website – [www.youngconwy.com/youthcouncil](http://www.youngconwy.com/youthcouncil) or phone 01492 574119.

### 5.16 Complaints Procedure

- 5.16.1 If a parent is dissatisfied with a service received from a school, the parent should in the first instance contact the Headteacher to discuss their concerns. Many concerns can be dealt with quickly and effectively by informal consideration, based on discussions with the Headteacher or other staff in the school. This is the first reasonable step, and unless the circumstances are exceptional, the governing body of a school would expect this step to have been completed before presenting a formal complaint.
- 5.16.2 Section 29(1) of the Education Act 2002 which came into force on 1st September 2003 requires governing bodies of all maintained schools to establish procedures for dealing with complaints relating to the school or to the provision of facilities or services under section 27 of the Act, other than complaints falling to be dealt with in accordance with other statutory provisions. Governing bodies must also publicise those procedures.
- 5.16.3 There are other statutory processes for complaints and appeals relating to the curriculum, Special Educational Needs (SEN), religious worship, admissions, and exclusions. The complaints procedures governing bodies are required to establish by section 29 of the Education Act 2002 do not replace these procedures.
- 5.16.4 Conwy County Borough Council and diocesan authorities do not have a statutory role in resolving complaints about schools – the statutory responsibility rests with the governing body.

5.16.5 With complaints regarding Conwy CBC Education Services' actions, parents or young people who wish to make a complaint should discuss the complaint in an informal way in the first instance with the appropriate officers of Conwy CBC Education Services

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## **School Admission Policies for Foundation and Voluntary Aided Schools**

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### **Ysgol Bodafon, Llandudno**

Church in Wales Voluntary Aided Primary School

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Ysgol Bodafon Church in Wales Voluntary Aided School accepts pupils between the ages of 4 and 11 years of age (and the ages of 3 and 4 in the Nursery Class if there is one).

As a Church in Wales Voluntary Aided School, the Governing Body of the School is responsible for the admission of pupils. Admission forms can be obtained from the School. The timescale of the Local Authority (LA) admission timetable is followed for the handing out, consideration period and return of these forms.

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 31<sup>st</sup> August can be admitted in September. A parent can defer their child's entry until the term following their fifth birthday.

The School Standards and Framework Act 1988 requires LA's and Governing Bodies to admit pupils up to the school's pupil admission number (AN). The pupil Admission Number (AN) for the school is 15. The timetable for school admissions follows that laid out by Conwy County Borough Council and is available from the school on request.

### **Admission to Ysgol Bodafon**

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.

### **Admissions Criteria**

The Governors have agreed that, in the event that applications for admission to the school are oversubscribed, the following criteria will be applied in the order set out below, to decide which children shall be admitted.

- a) Any child for whom the school is named in a Statement of Special Educational Needs.
- b) Looked after children and previously looked after children who are baptised members of the Church in Wales
- c) Other looked after and previously looked after children.
- d) Pupils with a sibling who will continue to be at the school in the next academic year i.e. not in Year 6 (see definition of sibling in the section of the policy marked 'Definitions on page 3 onwards').
- e) Children whose home address is within the ecclesiastical boundaries of the Church in Wales Rectorial Benefice of Rhos-Cystennin and whose parents (see

definition listed below) attend any of the Churches in the Rectorial Benefice of Rhos-Cystennin.

- f) Children whose home address is within the ecclesiastical boundaries of the Church in Wales Rectorial Benefice of Rhos-Cystennin (a map showing the ecclesiastical parish boundaries of Rhos-Cystennin is available at the school).
- g) Children whose parents (see definition listed below) attend another Church in Wales Church and for whom this is the nearest Aided School.
- h) Children whose parents (see definition) are active members of a non-Anglican Christian denomination which is a member of Llandudno Cytun (Churches Together) and for whom this is the nearest Church in Wales Aided School.
- i) Children whose parents (see definition listed below) are active members of another faith and also express a desire for a Church School education.
- j) Children whose parents (see definition listed below) wish them to attend Ysgol Bodafon.

For criteria e, g and h 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 is available from the school. The Governors may also seek similar information in respect of criterion i).

### **Tie Breaker**

Within each category children living nearest to the school are accorded higher priority. The distances are calculated by use of the Local Authority Geographical Mapping 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.

### **Notification**

Parents will be receive written notification of all admission applications.

### **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 30 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 within 14 days of receipt of the notification of the Governing Body's decision not to admit.

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 Nursery Places**

Local Authorities in Wales have a duty to provide sufficient nursery places in their area. Pupils are admitted to the Nursery, which is part of our Early Years class in the academic year in which they are four – i.e. any child who is three by the 31<sup>st</sup> August can be admitted in September.

Nursery 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. Admission to the nursery class does not guarantee admission to the school. If a child has a place in our Nursery the appropriate application form for admission into Reception must be submitted within the prescribed timescale of the annual admissions round.

Nursery schooling will be provided in the morning on the basis of 5 x 2.5 hour sessions per week for each child.

**In the event of oversubscription, applications for nursery places will be dealt with by applying the admissions criteria.**

### **Definitions**

#### **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 1<sup>st</sup> 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.

## **Sibling**

For applications made in the normal admission round a sibling is a:

- a) brother, sister, stepbrother or stepsister, half brother or half sister who attends the preferred school in any year group excluding the final year.
- b) foster child or adopted 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.

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:

1. a Solicitor's letter confirming that exchange of Contracts has taken place on the purchase of a property; or

2. a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
3. 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.

### **Religious Affiliation**

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

If you are applying under criteria e, g, h above, a Supplementary Information Form (SIF) can be obtained direct from the school. The SIF is to be returned to the school by 28<sup>th</sup> November. The SIF alone does not constitute an application; parents must also completed the Common Application Form.

### **Review**

This policy will be reviewed every two years or sooner in the light of any change of legislation or change in local circumstances.

The policy is in accordance with the current Welsh Government School admissions code and Welsh Government School admission appeals code.

### **Ysgol San Siôr, Llandudno**

Church in Wales Voluntary Aided Primary School

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Ysgol San Siôr Church in Wales Voluntary Aided School accepts pupils between the ages of 3 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. The timescale of the Local Education Authority (LEA) admission timetable is followed for the handing out, consideration period and return of these forms.

The Education Reform Act 1988 requires LEA's and Governing Bodies to admit pupils up to the admission number (**currently 30**) unless to do so would be inconsistent with preserving the School's distinctive nature. The governing body has resolved that the maximum capacity of the school will be 240 pupils.

For classes in Foundation Phase (i.e. containing pupils, the majority of whom will attain the age of five, six, and seven years during the course of the academic year), the class size must not exceed 30 pupils, unless it includes 'excepted pupils' as specified by Regulation.

The school will consider late applications which are received after the closing date, in exceptional circumstances. Governors will consider 'in year' applications in accordance with this admissions policy.

### **Parents will receive written notification of all admission applications**

Pupils are admitted to the Nursery, which is part of our Early Years class in the academic year in which they are four – i.e. any child who is three by the 31<sup>st</sup> August can be admitted in September. Nursery is a statutory provision; however, it is not compulsory education. Admission to Nursery **does not** guarantee admission to Reception; if a child has a place in our Nursery the appropriate application form for admission into Reception must be submitted within the prescribed timescale of the annual admissions round.

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 31<sup>st</sup> August can be admitted in September.

"Looked after children" are a priority. In the case of oversubscription the Governors will admit pupils best satisfying the legal requirements and current legislation.

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 'Moving Forward - Gypsy Traveller Education'.

The school will not discriminate between boys and girls, or against applicants on the basis of race, colour, nationality or national or ethnic origin.

### **'Looked after' children and children with Special Educational Needs**

The Governing Body will give priority to applications for admission for 'looked-after' children in the care of the Local Authority, or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989), where the school is named as the most appropriate educational setting. Priority will also be given to children with a Statement of Special Educational Needs where the school is named as the most appropriate educational setting.

### **Over Subscription Criteria**

If the number of applications exceeds the available pupil places, the Governing Body will admit children whose applications satisfy the over-subscription criteria in the following order:

1. 'Looked-after' children who have been baptised in the Church in Wales, or another Anglican Church. (See previous section)

2. 'Looked after' children either from other Christian denominations which are a member of CYTUN or from another faith group. (See previous section)
3. Other 'Looked-after' children. (See previous section)
4. Children who live in the Rectorial Benefice of Llandudno and - with their families - worship regularly in the parish. (*Here and in the following criteria 'regularly' means at least once a month.*)
5. Children who live outside the Rectorial Benefice of Llandudno and - with their families - worship regularly in another Church in Wales parish, and for whom Ysgol San Siôr is the closest Church in Wales Voluntary Aided Primary School.
6. Children with siblings who are registered at the school on the date that the initial application was made.
7. Children who live in the Rectorial Benefice of Llandudno and - with their families - worship with another Christian denomination which is a member of CYTUN, but does not provide statutory denominational primary school places.
8. Children who live outside the Rectorial Benefice of Llandudno and - with their families - worship with another Christian denomination which is a member of CYTUN, but does not provide statutory denominational primary school places, and for whom Ysgol San Siôr is the closest Church in Wales Voluntary Aided Primary School.
9. Children who live in the Rectorial Benefice of Llandudno.
10. Children who, with their families, have a commitment to another faith group, and who wish them to be educated in a Church in Wales school.
11. Children whose applications are on medical or compassionate grounds. Such applications should be supported by professional references where appropriate such as a letter from a Health Professional such as a doctor or a social worker.

When dealing with applications based on criteria 3, 4, 6 and 7, the Governors will seek information about the frequency of attendance at services and degree of involvement in the work of the church and seek confirmation of these details from the relevant local parish priests or ministers.

In the event of oversubscription within one of the criteria, the governors will give priority to children living closest to the school.

As in all schools, children who attend our nursery class will not have an automatic right of admission to full time education at our school.

Should your application be unsuccessful, you have the right to appeal. If you exercise that right, the appeal must be made in writing to the Clerk to the Governors

within 15 school days of receiving the letter refusing a place. The appeal will be considered by an independent Admission Appeal Panel, administered by the Bangor Diocesan Board of Statutory Education, according to the Welsh Assembly Government's Code of Practice on School Admission Appeals (2009). There is no right of appeal against a decision not to admit a child to the Nursery Class.

## **Definitions**

### **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.

### **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 or is a 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.

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 31 August 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.

## **Distance from School**

Distance to school will be measured from the main entrance of the family home to the main gate of the school (we ask the Local Education Authority to calculate the shortest walking route from the home to the school).

## **Ysgol Y Plas, Llanelian**

Church in Wales Voluntary Aided Primary School

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Ysgol Y Plas Church in Wales Voluntary Aided School accepts pupils between the ages of 4 and 11 years of age and the ages of 3 and 4 in the Nursery Class.

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. The timescale of the Local Authority (LA) admission timetable is followed for the handing out, consideration period and return of these forms.

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 31<sup>st</sup> August can be admitted in September. A parent can defer their child's entry until the term following their fifth birthday.

The School Standards and Framework Act 1998 requires LA's and Governing Bodies to admit pupils up to the school's pupil admission number (AN). The pupil Admission Number (AN) for the school is 12.

### School Admission Arrangements Timetable

Admission Phase	Admission packs available to parents from:	Closing date for receipt of completed forms	Parents informed by:
Reception	31/10/16	16/12/16	18/04/2017
Nursery	31/10/16	16/12/16	18/04/2017

### **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 names in a statement of special educational needs will be admitted before the application of oversubscription criteria.*

### **Oversubscription Criteria**

- a) Looked after children and previously looked after children who are baptised members of the Church in Wales.
- b) Other looked after and previously looked after children.
- c) Pupils with a sibling who will continue to be at the school in the next academic year i.e. not in Year 6 (see definition of sibling in the section of the policy marked 'Definitions on page 3 onwards').
- d) Pupils whose home address is within the ecclesiastical parish boundaries of Llanelian (a map showing the ecclesiastical parish boundaries of Llanelian is available at the school and/or on the school website).
- e) Pupils whose parents (see definition listed below) attend St Elian Church, Llanelian. Please complete the SIF paying particular attention to the frequency of attendance.
- f) Pupils whose parents (see definition listed below) attend another Anglican Church and for whom this is the nearest Aided School. Please complete the SIF paying particular attention to the frequency of attendance.
- g) Pupils whose parents (see definition listed below) are active members of a non-Anglican Christian denomination and for them this is the nearest Church School. Please complete the SIF paying particular attention to the frequency of attendance.
- h) Pupils whose parents (see definition listed below) are active members of another faith and also express a desire for a Church School education. Please complete the SIF paying particular attention to the frequency of attendance.
- i) Children whose parents (see definition listed below) wish them to attend a Church in Wales School.

For criteria e-h 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 is available from the school.

## **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's preferred software solution that may from time to time be revised as technological advances are made. This will be measured from front door of home to main entrance door of school. If distances are equal, as calculated by the LA 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.

## **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 30 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 Nursery Places**

Local Authorities in Wales have a duty to provide sufficient nursery places in their area. Pupils are admitted to the Nursery class in the academic year in which they are four – i.e. any child who is three by the 31<sup>st</sup> August can be admitted in September.

Nursery 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. Admission to the nursery class does not guarantee admission to the school. If a child has a place in our Nursery the appropriate application form for admission into Reception must be submitted within the prescribed timescale of the annual admissions round.

Nursery schooling will be provided in the morning on the basis of 5 x 2.5 hours sessions per week for each child.

In the event of oversubscription, applications for nursery places will be dealt with by applying the oversubscription criteria.

## **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 1<sup>st</sup> 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 a foster child or adopted 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 e-h above a Supplementary Information Form (SIF) can be obtained direct from the school. The SIF is to be returned to the school by

16/12/16. 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 Improvement 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.

### **Ysgol Blessed William Davies, Llandudno** Catholic Voluntary Aided Primary School

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Blessed William Davies is a Catholic Primary School situated in the Diocese of Wrexham and is maintained by the Conwy Local Authority. This admissions policy has been formally adopted by the governing body of Blessed William Davies Catholic Primary School, Llandudno. As a voluntary aided school, the governing body is the admissions authority and is responsible for the school's admissions arrangements. It is guided by the law and by its duty and responsibilities to the Bishop and the Trustees, to preserve the Catholic character of the school and to maintain provision according to the Church's work in education.

Blessed William Davies Catholic Primary School is in the Diocese of Wrexham and serves the parishes of Our Lady Star of the Sea, Llandudno, Most Holy Family, Llandudno Junction, St Michael and All Angels, Conwy and St Mary's of the Angels, Llanfairfechan. As a Church school, we ask all parents applying for a place here to recognise and respect the distinctive ethos and education the school provides and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for a place here.

The school accepts pupils between the ages of 3 and 11 years of age. The published admission number (PAN) for the school is 25. The School Standards and Framework Act 1998 requires LA's and Governing Bodies to admit pupils up to the school's pupil admission number.

Admission forms can be obtained from the school. The timescale of the Local Authority (LA) admission timetable is followed for the handing out, consideration period and return of these forms.

### Admission Arrangements Timetable

Admission Phase	Admission packs available to parents from:	Parents consideration period:	Closing date for receipt of completed forms:	Allocation period by Admitting School authority:	Parents informed by:
Primary	01/09/2017	01/09/2017 – 22/12/2017	22/12/2017	23/12/2017 – 15/04/2017	16/04/2017
Nursery	01/09/2017	01/09/2017 – 22/12/2017	22/12/2017	23/12/2017 – 14/05/2017	15/05/2017

### **Late Applications**

The school will consider late applications in cases where a viable reason is given. These include special circumstances such as where a family has just moved into the area, or is returning from abroad, provided applications are received before offers of places are made.

### **Parents will receive written notification of all admission applications**

Pupils are admitted to the part-time Nursery, which is part of our Foundation Phase in the academic year in which they are four - that is, any child who is three by the 31<sup>st</sup> August can be admitted in September. Nursery class is not a statutory provision; admission to Nursery does not guarantee admission to Reception; if a child has a place in our Nursery the appropriate application form for admission into Reception must be submitted within the prescribed timescale of the annual admissions round.

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

### **Looked after and previously looked after children**

Looked after and previously looked after children are a priority. If the school is oversubscribed, these children will be admitted before others, except those with a statement of special educational needs that names the school.

Children from the Gypsy traveler community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 'Moving Forward – Gypsy Traveller Education'.

The school will not discriminate between boys and girls, or against applicants on the basis of ability, race, nationality, or national or ethnic origin.

### **Over-subscription Criteria**

The Governors have agreed that in the event that the number of applications exceeds the number of places available, then the following criteria will be applied in the order set out below, to decide which pupils to admit.

1. Looked after children and previously looked after children who are baptized Catholic. A baptismal certificate or a letter from their priest confirming their baptism or reception is required.
2. Other looked after and previously looked after children.
3. Baptised Catholic children whose home address is within the parish boundaries named for the school. A map showing the parish boundaries is available at the school. A baptismal certificate or a letter from their priest confirming their baptism or reception is required.
4. Baptised Catholic children whose home address is outside of the parishes served by the school for whom this is their nearest Catholic school (see definition of sibling in the later section of the policy). A baptismal certificate or a letter from their priest confirming their baptism or reception is required.
5. Children who will have an older sibling attending the school in September 2016; so not in Year 6 (see definition of sibling in the later section of the policy).
6. Children, who are baptised or dedicated members of other Christian Churches.
7. Children of other faith traditions whose parents express a desire for a Church School education.
8. Children who have no particular faith background but whose parents desire a faith-based education for them in a Catholic school.

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.*

Governors will seek confirmation of these details from the local priest on a supplementary form which can be obtained from the school.

Within each category those living nearest to the school are accorded higher priority. The distances are calculated by use of the Local Authority Geographical Mapping System which accurately measures the distance from the home address to the school with the safest travelling route. 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.

Definitions used under the policy

‘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 deemed to be the person responsible for completing the application is the person receiving Child Benefit and whose address will be used for admission purposes.

Parental Responsibility (from current guidance):

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 1<sup>st</sup> 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 a foster child or adopted 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.

### **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 30 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.

### **Definition of ‘Baptised Catholic’**

These are children who are baptised Catholic or have been formally received into the Catholic Church. Applicants seeking admission under criteria 1, 3 or 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception will suffice.

### **Admission appeals**

Nursery education is a statutory provision but parents have no right of appeal under the Education Act 1980 if they are unsuccessful in gaining a place. Admission to the nursery class does not guarantee admission to the school.

If we do not offer a child a place at this school, it is because the increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal. If you exercise that right, the appeal must be forwarded to the Clerk of the Governors of the school.

The appeal will be considered by an independent admission Appeal Panel, administered by the Diocese according to the Welsh Assembly Government’s code of practice on school Admission Appeals. The Appeals Panel then meets to consider all appeals by parents who have been refused a place at our school. This decision is binding for all parties concerned.

This policy is written in compliance with the following documentation:

- Children Act 1989
- Designation of Schools Having a Religious Character (Wales) Order 2007
- Education (Admission Appeals Arrangements) (Wales) (Amendment) Regulations 2013
- Education (Admission Appeals Arrangements) (Wales) (Amendment) Regulations 2009

- Education (Admission Appeals Arrangements) (Wales) (Amendment No. 2) Regulations 2009
- Education (Admission Appeals Arrangements) (Wales) Regulations 2005
- Education (Admission Forums) (Wales) Regulations 2003
- Education (Admission of Looked After Children) (Wales) Regulations 2009
- Education (Determination of Admission Arrangements) (Wales) Regulations 2006
- Education (Middle Schools) (Wales) Regulations 2012
- Education (Objections to Admission Arrangements) (Wales) Regulations 2006
- Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999
- Education (School Teachers Qualifications) (Wales) Regulations 2004
- Education (Start of Compulsory School Age) Order 1998
- Education Act 1996
- Education Act 2002
- Education and Inspections Act 2006
- Education and Skills Act 2008
- Effective managed moves: A fresh start at school for children and young people: Welsh Assembly Government Information Document No: 096/2011
- Equality Act 2010
- Guidance for Governing Bodies on School Uniform and Appearance Policies – Welsh Government Circular No: 15/2011
- Human Rights Act 1998
- Learner Travel Operational Guidance, Welsh Assembly Government, April 2009
- Learner Travel (Wales) Measure 2008
- Measuring the Capacity of Schools in Wales - Welsh Government Circular No:021/2011
- Moving Forward - Gypsy Traveller Education – Welsh Assembly Government Circular 003/2008
- New School (Admissions) (Wales) Regulations 2006
- Parents and Parental Responsibility National Assembly for Wales Circular No 12:2007
- Placement of Children (Wales) Regulations 2007
- Planning to Increase Access to Schools for Disabled Pupils: National Assembly for Wales Circular No: 15/2004
- R v Rotherham Metropolitan Council ex parte Clark and others (1997) EWCA Civ 2768
- Rights of Children and Young Persons (Wales) Measure 2011
- School Admission Appeals Code
- School Admissions (Common Offer Date) (Wales) Regulations 2013
- School Admissions (Infant Class Sizes) (Wales) Regulations 2013
- School Admissions (Variations to the Admission Arrangements) (Wales) Regulations 2013
- School Information (Wales) Regulations 2011
- School Standards and Framework Act 1998
- School Standards and Organisation (Wales) Act 2013
- Special Educational Needs Code of Practice for Wales
- The School Information (Wales) Regulations 2011

- Towards a Stable Life and a Brighter Future
- United Nations Convention on the Rights of the Child (UNCRC)

## **Review**

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

## **Ysgol St Joseph's, Colwyn Bay** **Catholic Voluntary Aided Primary School**

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This admissions policy has been formally adopted by the governing body of St. Joseph's Catholic Primary School, Colwyn Bay. As a voluntary aided school, the governing body is the admissions authority and is responsible for the school's admissions arrangements. It is guided by the law and by its duty and responsibilities to the Bishop and the Trustees, to preserve the Catholic character of the school and to maintain provision according to the Church's work in education.

St. Joseph's Catholic Primary School is in the Diocese of Wrexham and serves the parishes of St Joseph's, Colwyn Bay and Sacred Heart, Old Colwyn. As a Church school, we ask all parents applying for a place here to recognise and respect the distinctive ethos and education the school provides and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for a place here.

The published admission number (PAN) for the school is 30. The School Standards and Framework Act 1998 requires LA's and Governing Bodies to admit pupils up to the school's pupil admission number.

Admission forms can be obtained from the school. Applications for a place in the school must be made on the enclosed form and returned to the school, together with Baptismal certificates (where appropriate) no later than 12 December 2016. The Governing Body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications at the same time and after the closing date for admissions, made in accordance with the criteria set out over.

## **Late Applications**

The school will consider late applications in cases where a viable reason is given. These include special circumstances such as where a family has just moved into the area, or is returning from abroad, provided applications are received before offers of places are made. All late applications will be considered following the allocation of places on offer day and will be subject to our oversubscription criteria.

Pupils are admitted to the Nursery, which is part of our Early Years class in the academic year in which they are four – that is, any child who is three by the 31<sup>st</sup>

August can be admitted in September. Nursery class is not a statutory provision; admission to Nursery **does not** guarantee admission to Reception; if a child has a place in our Nursery the appropriate application form for admission into Reception must be submitted within the prescribed timescale of the annual admissions round. There are 30 places available in the Nursery class. If application numbers exceed this limit, then the oversubscription criteria below will be followed.

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

The Governing Body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications at the same time and after closing date for admissions, made in accordance with the criteria set out below. All parents will be informed of the success or otherwise of their application for a place in Nursery or Reception on offer day 18<sup>th</sup> April 2017.

### **Looked after and previously looked after children**

Looked after and previously looked after children are a priority. If the school is oversubscribed, these children will be admitted before others, except those with a statement of special education needs that names the school.

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 'Moving Forward - Gypsy Traveller Education'.

The school will not discriminate between boys and girls, or against applicants on the basis of ability, race, nationality or national or ethnic origin.

### **Oversubscription Criteria**

The Governors have agreed that in the event that the number of applications exceeds the number of places available, then the following criteria will be applied in the order set out below, to decide which pupils to admit.

- Looked after children and previously looked after children who are baptised Catholic.
- Baptised Catholic children whose home address is within the parish boundaries named for the school.
- Other looked after and previously looked after children.
- Catholic children whose home address is outside of the parishes served by the school for whom this is their nearest Catholic school.
- Children who will have an older sibling attending the school in September 2016; so not in Year 6. (see definition of sibling in the later section of the policy)
- Children, who are baptised or dedicated members of other Christian Churches.
- Children of other faith traditions whose parents express a desire for a Church School education.

- Pupils who have no particular faith background but whose parents desire a faith-based education for them in a Catholic school.

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. In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest. Parents making an application should also complete a St Joseph's Registration Form. Failures to complete a St Joseph's Registration Form and provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Within each category those living nearest to the school are accorded higher priority. The distances are calculated by use of the Local Authority Geographical Mapping System which accurately measures the distance from the home address to the school with the safest travelling route. 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.

### **Definitions used under the policy**

'**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 deemed to be the person responsible for completing the application is the person receiving Child Benefit and whose address will be used for admission purposes.

### **Parental Responsibility (from current guidance):**

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 1<sup>st</sup> 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 a foster child or adopted 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 and is determined by 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.

## **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 30 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.

## **Definition of 'Baptised Catholic'**

These are children who are baptised Catholic or have been formally received into the Catholic Church. Applicants seeking admission under criteria 2 or 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception will suffice.

## **Admission appeals**

Nursery education is not statutory provision and parents have no right of appeal under the Education Act 1980 if they are unsuccessful in gaining a place. Admission to the nursery class does not guarantee admission to the school.

If we do not offer a child a place at this school, it is because the increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the clerk to the Governors at the school within 14 days (10 working days) of refusal. Parents must give reasons for appealing in writing and the decision of the appeals panel is binding on the Governors.

The appeal will be considered by an independent admission Appeal Panel, nominated by the Diocese according to the Welsh Assembly Government's code of practice on school Admission Appeals. The Appeals Panel then meets to consider all appeals by parents who have been refused a place at our school. This decision is binding for all parties concerned.

This policy is written in compliance with the following documentation:

- Children Act 1989
- Designation of Schools Having a Religious Character (Wales) Order 2007
- Education (Admission Appeals Arrangements) (Wales) (Amendment) Regulations 2013
- Education (Admission Appeals Arrangements) (Wales) (Amendment) Regulations 2009
- Education (Admission Appeals Arrangements) (Wales) (Amendment No. 2) Regulations 2009
- Education (Admission Appeals Arrangements) (Wales) Regulations 2005
- Education (Admission Forums) (Wales) Regulations 2003
- Education (Admission of Looked After Children) (Wales) Regulations 2009
- Education (Determination of Admission Arrangements) (Wales) Regulations 2006
- Education (Middle Schools) (Wales) Regulations 2012
- Education (Objections to Admission Arrangements) (Wales) Regulations 2006
- Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999
- Education (School Teachers Qualifications) (Wales) Regulations 2004
- Education (Start of Compulsory School Age) Order 1998

- Education Act 1996
- Education Act 2002
- Education and Inspections Act 2006
- Education and Skills Act 2008
- Effective managed moves: A fresh start at school for children and young people:  
Welsh Assembly Government Information Document No: 096/2011
- Equality Act 2010
- Guidance for Governing Bodies on School Uniform and Appearance Policies –  
Welsh Government Circular No: 15/2011
- Human Rights Act 1998
- Learner Travel Operational Guidance, Welsh Assembly Government, April 2009
- Learner Travel (Wales) Measure 2008
- Measuring the Capacity of Schools in Wales - Welsh Government Circular  
No:021/2011
- Moving Forward - Gypsy Traveller Education – Welsh Assembly Government  
Circular 003/2008
- New School (Admissions) (Wales) Regulations 2006
- Parents and Parental Responsibility National Assembly for Wales Circular No  
12:2007
- Placement of Children (Wales) Regulations 2007
- Planning to Increase Access to Schools for Disabled Pupils: National Assembly  
for
- Wales Circular No: 15/2004
- R v Rotherham Metropolitan Council ex parte Clark and others (1997) EWCA Civ  
2768
- Rights of Children and Young Persons (Wales) Measure 2011
- School Admission Appeals Code
- School Admissions (Common Offer Date) (Wales) Regulations 2013
- School Admissions (Infant Class Sizes) (Wales) Regulations 2013
- School Admissions (Variations to the Admission Arrangements) (Wales)  
Regulations 2013
- School Information (Wales) Regulations 2011
- School Standards and Framework Act 1998
- School Standards and Organisation (Wales) Act 2013
- Special Educational Needs Code of Practice for Wales
- The School Information (Wales) Regulations 2011
- Towards a Stable Life and a Brighter Future
- United Nations Convention on the Rights of the Child (UNCRC)

## **Review**

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

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**Ysgol Pen y Bryn, Colwyn Bay  
Foundation Primary School**

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This policy has been written in the light of Welsh Assembly Government document "School Admission Code" (Statutory Code Document No: 005/2013, issue July 2013).

**1. Foundation Schools**

Admission to Foundation Schools is the responsibility of the School Governing Body. Children are admitted in accordance with the details outlined within this policy.

Appeals against admission refusals are considered by an independent panel under arrangements made by the Governing Body of the school in accordance with Sections 94 and 95 of the School Standards and Framework 1998 Act and schedules 24 and 25.

**2. Fundamentals of Policy**

Ysgol Pen y Bryn will admit children to the school from the beginning of the school year when the child has achieved his/her 4<sup>th</sup> birthday on or before 31<sup>st</sup> August of that year. They will be admitted without reference to ability or aptitude up to the published Admissions Number of the school.

The School Standards and Framework Act 1998 contain special provisions concerning the admission of children to infant classes. These provisions place a duty upon School Governing Bodies to limit to 30 the size of classes at Infants and Primary schools. Limitations are placed on the powers of Appeal Panels to allow appeals against refusals to admit a child to a school for class size reasons.

The admissions number for schools is established by the Local Authority in accordance with appropriate statutory requirements. Ysgol Pen y Bryn's published admission number is 60.

Ysgol Pen y Bryn operates within the Conwy County Borough Council 'catchment' area policy where provision with regard to accommodation, staffing, other resources and school transport, will be focused on the area where a pupil resides

**3. Catchment Area**

The school is to serve principally those children resident in Upper Colwyn Bay 'catchment area'. Children in the 3 – 11 age groups will be admitted without reference to ability or aptitude.

The official map showing the 'catchment area' boundaries can be seen at Conwy CBC Education Services' offices, at the school and there is a copy available for download of the school's website.

#### **4. Admissions Procedure**

The Local Authority will issue the county Admissions Policy to parents and guardians preceding the year of admission. Information and Ysgol Pen y Bryn application forms are available from Reception at the school or from the school's website ([www.ysgolpenybryn.com](http://www.ysgolpenybryn.com)).

Completed Ysgol Pen y Bryn application forms must be returned to the school. The closing date for application is given on our website or contact Reception at the school. It is important that parents return their application form by the deadline date.

There is a duty on Admission Authorities to admit 'Looked After Children' even if this would lead to the admissions number being exceeded.

Children with statements of special educational needs that name Ysgol Pen y Bryn School will be automatically admitted.

There is no duty for the Governing Body to admit a child for education into an Infant class which would require that class to be greater than 30 pupils. The Governing Body of the school will comply with parental preference when the published admission number has not been reached.

Note: Each Ysgol Pen y Bryn year group is divided into two classes. Pupils are grouped according to their age with one older set of pupils and one younger set. The split is based upon an arbitrary date which determines two equal sized classes.

#### **5. Over-subscription Criteria**

Where the number of applications exceeds the number of places available, Ysgol Pen y Bryn will apply the following oversubscription criteria and allocate places accordingly. Priority within categories 2, 3 4 and 5 will be determined by the distance from the school:

1. Looked after children (children in public care) and previously looked after children.
2. Children who have siblings who attend the school and who live within the 'catchment area'.
3. Children who live within the 'catchment area'.
4. Children who have siblings at the school but who do not live in the 'catchment area'.
5. Children who live outside the 'catchment area'.

## 6. Over-Subscription Procedure

In cases of over-subscription, the school will operate a waiting list. The waiting list will not give priority to children based on the date the application was added to the list. If places become available, pupils on such a list will be ranked according to the over-subscription criteria. This list will be operational for twelve months from 1st September each year. After that period has elapsed it is the responsibility of the parents to reapply for admission.

Where school places become vacant before admission appeals are heard, the school will fill these vacancies from any waiting list. Placing a child's name on a waiting list does not affect the parent's right of appeal against an unsuccessful application/admission refusal.

## 7. Nursery Education

Ysgol Pen y Bryn will admit a child for a Nursery place at the beginning of the school year if the child has achieved his/her third birthday on or before 31<sup>st</sup> August of that calendar year. The same procedures and over-subscription criteria apply to Nursery as to full time education places.

Parents have no right of appeal under the School Standards and Framework 1998 Act if they are unsuccessful in gaining a Nursery place.

**\*\* VERY IMPORTANT\*\*** Admission to the Nursery classes of Ysgol Pen y Bryn **does not** guarantee admission to the school for full time education. A new application will need to be completed prior to entry to Reception (full time education).

## 8. Admission at times other than the beginning of a new term.

Children with statements of special educational needs that name Ysgol Pen y Bryn will be admitted regardless of when their application is received.

Parents wishing to affect a transfer from one maintained school to another, **must first discuss the matter with the two Headteachers**. The Headteacher and the Governing Body will then organise admission in accordance with the school's admission policy. Normally, such changes can be only effected at the beginning of a school term but changes arising from exceptional circumstances may be effected during the course of a school term.

If the school has places for admission in any specific year group, and where to admit the pupil would not prejudice the efficient, effective, safe and secure education of pupils already in the school, the school will encourage where possible, parents to take up the place at the beginning of a new term.

Any child transferring to Ysgol Pen y Bryn during an academic year will be placed in the class most appropriate to their age group unless this is not

possible owing to the Published Admissions Number of thirty per class being exceeded. In this situation, the child may be offered a place in the other class in the same year provided the Published Admissions Number of thirty per class is not exceeded here as well.

*(See also: Note at end of Section 4).*

**9. Admission outside the normal age group**

Most children will be admitted to Ysgol Pen y Bryn with their own chronological age group. From time to time, parents may seek places outside their normal age group for more able and talented children, or those who have experienced problems or missed part of a year, often due to ill health. While it would not normally be appropriate for a child to be placed in a year group that is not concurrent with their chronological age, we will consider these requests carefully.

A decision will be made on the basis of the circumstances of each case and in consultation with the parents and the school, and specifically in relation to what is most beneficial to the child. Due regard will be given to the Educational Psychologist's report where available, and clear reasons ascertainable for such a decision to be made.

Note: if it is decided that there are grounds to consider an 'out of year' application, parents refused an application for a place at a school have a statutory right of appeal. However, there is no right of appeal if a place has been offered but not in the desired year group.

**10. Children of UK Service Personnel**

Families of UK Service personnel are subject to frequent movement within the UK and from abroad, often at relatively short notice. Ysgol Pen y Bryn will allocate a school place in advance if the school is below the Admission Number in that particular year group and, if the pupil meets the school's 'Over-subscription Criteria' when they move to their destination.

In addition, Ysgol Pen y Bryn will ensure that the needs of the children of these families are taken into account.

**11. Appeals Procedure**

Admissions are considered by the Governor's Admissions Panel. Appeals against non-admission are heard by an Independent Appeals Panel.

Parents have a right to appeal against a decision not to admit a child to the school. Parents wishing to exercise their right to appeal should write to the Chair of Governors at the school giving their reasons for the appeal within thirty (30) school days of being notified of a refusal of a place.

In the case of an appeal, Ysgol Pen y Bryn will contact the Local Authority to initiate the appeals procedure of the Schools Standards and Framework Act 1998.

The parent or guardian, accompanied by a friend, if so desired, will be given an opportunity to appear before the Independent Appeal Panel. The decision of the Appeal Panel will be final.

## 12. **Definitions**

### **Siblings**

A sibling is classified as a full, half, step (whether by marriage or cohabiting), adopted or fostered brother/sister. For a sibling to be considered:

- Siblings must reside at the same address as the applicant at the time of application. Biological siblings who attend the school in any year group, excluding the final year, will also be treated as siblings irrespective of place of residence.
- The elder sibling must be of statutory school age and still on the school roll during the admission year.

In considering siblings first priority will be given to applications from multiple birth siblings (e.g. twins or triplets).

### **Distance from school**

The distance from the school will be 'public road travel distance' measured from the main school gate on Wentworth Avenue to the home address (post code) by means of GIS software (Graphical Information System).

## 12. **Further information:**

Should you wish to apply for a place at Ysgol Pen y Bryn, contact the school for further information or visit the school's website: [www.ysgolpenybryn.com](http://www.ysgolpenybryn.com)

Please note: Admissions Key Dates are available here.

This policy is subject to review in light of legislation or Welsh Assembly guidelines. This policy will be reviewed annually with the Governing Body and the Local Authority.

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**Ysgol Bryn Elian, Old Colwyn  
Foundation Secondary School**

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**This policy is drafted in accordance with the Welsh Assembly statutory guidance 'School Admissions Code 005 / 2013'.**

Ysgol Bryn Elian will act in accordance with the School Admissions Code and the School Admissions Appeal Code when determining applications for admission to the School.

In addition Ysgol Bryn Elian will, in its admissions arrangements, seek to work co-operatively with the Education Department of Conwy County Borough Council to secure school places for children in Conwy.

Each school has an overall capacity which is calculated in accordance with the Welsh Government guidelines. The methods used are set out within the Welsh Government Circular 021/2011 - Measuring the Capacity of Schools in Wales. At Ysgol Bryn Elian, the overall capacity for the school has been calculated at 994 pupils.

The overall capacity is in turn used to calculate the admission number, which will determine the maximum number of pupils that should be admitted to each year group. The admission number reflects the school's ability to accommodate pupils and should therefore only be exceeded in exceptional circumstances.

It would not be appropriate to exceed the admission number of a school where there are places available at a suitable alternative school which is within reasonable travelling distance of the pupil's home address.

The admission number for Year 7 at Ysgol Bryn Elian is 163.

**Application procedure**

Prospectuses and application forms for admission in September 2017 will be available from 19/09/16.

Applications forms will be provided to all primary schools listed later in this policy. A supply of prospectuses will also be available in local libraries, and applicants will receive a prospectus and application form on request.

Applications should be returned by the agreed Local Authority deadline, either directly to Ysgol Bryn Elian or via the applicant's primary school.

For admission in September 2017, all applications must be received by 18<sup>th</sup> November 2016. An acknowledgement letter will be sent upon receipt of the application form.

Applicants will receive notification of whether or not they have been successful on 1<sup>st</sup> March 2017, or the next working day.

Parents will be required to confirm their acceptance of the place by the date stipulated in their offer letter. Thereafter, the school will contact those who have been accepted to inform them of procedures to follow, the specific date of the induction day and other induction activities.

All unsuccessful applicants will be informed of the outcome of their application and the reasons why they were unsuccessful on 1<sup>st</sup> March 2017. In addition, this communication will contain details of the appeal process.

### **Over-subscription criteria**

The school has a duty to comply with parental preference when the admission number has not been reached.

In the event of more applications being received than there are available places, the following criteria will apply in rank order:

- 1 Applicants who are looked after children / previously looked after children.
- 2 Applicants who live in the catchment area, or who have attended one of the primary schools listed below:
  - Ysgol Cynfran, Llysfaen
  - Ysgol Hen Golwyn
  - Ysgol Llanddulas
  - Ysgol Swyn y Don, Old Colwyn
  - Ysgol y Plas, Llanelian
- 3 Applicants who have siblings who already attend Ysgol Bryn Elian but do not live within the catchment area.
- 4 Applicants who live outside the catchment area, who are not eligible under categories 1-3 above.

If following the oversubscription criteria above being applied, there are still more applications than available places, the remaining places will be allocated in accordance with the distance criteria below.

#### **'Looked after children'**

- A child who is 'looked after' by a local authority is a child who is in their care.

#### **'Catchment'**

- Each school has a defined 'catchment' area, and official maps showing the relevant boundaries can be seen at Conwy CBC Education Services offices or Ysgol Bryn Elian.

- If more pupils apply to the school than there are places available, priority will be given to pupils who reside in the 'catchment' area.

### **‘Siblings’**

- A sibling is classified as a full, half, step (whether by marriage or cohabitation), adopted or fostered brother or sister. In considering siblings, priority will be given to applications from multiple birth siblings (e.g. twins, triplets etc).

### **Distance criteria**

When the distance criteria is used to determine any application, the School will use Routefinder, a network analysis system fully integrated into the Geographical Information System (GIS) software, to calculate home to school distance in miles. The shortest distances from home to school will be prioritised.

The shortest walking route is calculated from the front door of the applicant's home address to the recognised main entrance of the School.

The School will only accept an applicant's home address, and not for example the address of a friend or relative. Parents may be asked to provide verification of their home address when the distance criteria is to be applied.

Parents should be aware that a school place may be withdrawn if the information provided in the application form is incorrect, fraudulent or deliberately misleading, and the consequences of this may be that no place is available for their child at the next nearest school.

Where a place is withdrawn, the application may be resubmitted and if refused, the parent is entitled to appeal against the decision in accordance with the provisions below.

If the home address changes before a place is allocated, the School **MUST** be notified.

If two parents cannot agree which school their child is to attend, they must seek independent legal advice, and if necessary a Court Order, before submitting their application to the school. The school will only accept one application for each child.

### **Waiting lists**

If the school reaches the admission number following the allocation of places during the normal admissions round, any unsuccessful applicants will remain on a waiting list until the 30<sup>th</sup> September 2017.

Should any places become available whilst the waiting list is in operation, and before any appeals are heard, those places will be allocated to those on the waiting list in accordance with the oversubscription criteria. The waiting list **WILL NOT** give priority to applications based on the date they were added to the list.

Placing a child's name on the waiting list is also no guarantee of an eventual place at Ysgol Bryn Elian, and does not affect the parent's right of appeal.

## **Applications outside the normal admissions round / late applications**

Late applications are those received after the closing date of the 18<sup>th</sup> November 2016.

Late applications will only be considered after those that are received by the closing date, unless the School considers there are good reasons for the application being submitted late. Such reasons **MUST** be included with the application form.

If the School is oversubscribed, any late applications which are received without good reasons will be considered after those which were received by the closing date, and will be ranked in accordance with the admissions criteria. Any available places will be offered to the highest ranking application up to the end of the allocation period.

Looked after children / previously looked after children / Children with Statements of Special Educational Needs that name a specific school must be admitted regardless of when their application was received.

Where an application outside the normal admission round is made some time in advance of the requested start date (e.g. when the child is not due to move in to the area for several months), the School will carefully consider the circumstances of the individual case, and the length of time which would be reasonable to hold open a place for the pupil. It would not normally be considered appropriate to hold open a place for more than a school term.

Once an application form is received parents will be formally notified of the school's decision to either offer or refuse a place within 15 days.

### **'Twice Excluded' pupils**

Where a child has been permanently excluded from two or more schools, the school will exercise its right not to comply with a parental request for admittance to Ysgol Bryn Elian, within two years of the most recent exclusion.

### **Gypsy and traveller children**

Children from the Gypsy and traveller community or travelling groups will be treated in accordance with Welsh Assembly Government circular 003/2008 'Moving Forward – Gypsy Traveller Education'.

### **Children of UK Service personnel and other Crown servants (including Diplomats)**

Families of UK Service personnel and other Crown servants are subject to frequent movement within the UK and from abroad. School places will be allocated to children and their families in advance of the approaching school year if (1) accompanied by an official Ministry of Defence or Foreign and Commonwealth Office

letter confirming a return date, and (2) if the applicant would meet the criteria when they move into the area.

### **Admissions to the Sixth Form**

Admissions to the Sixth Form are dealt with as above with the following additions:

- Priority will be given to pupils who already attend at Ysgol Bryn Elian when allocating Sixth Form places, providing their qualifications are suitable for their proposed courses and providing the school offers courses suitable to their needs and aptitudes.
- Entrants to the Sixth Form will normally possess at least 5 higher grade GCSE passes for inclusion on advanced courses.
- Applications from students from other schools / colleges will also be considered, subject to the availability of places.

### **Appeals**

As Ysgol Bryn Elian is a Foundation School, all admissions to the school are decided by the school which is its own admissions panel.

Any applicant who is refused a place at the School has a statutory right of appeal to an Independent Admissions Appeals Panel.

If an unsuccessful applicant wishes to appeal to an Independent Admissions Appeals Panel against the School's decision to refuse the application, the applicant will be permitted at least 14 days [10 school days] from the date of being notified that their application was unsuccessful, to prepare and submit a written appeal for consideration by the Independent Panel.

The appeal must be in writing and set out the reasons for the appeal. All appeals should be sent to:

Mr. Brian Crossland,  
Clerk to the Governors,  
Ysgol Bryn Elian, Windsor Drive, Old Colwyn, Colwyn Bay, North Wales LL29 8HU  
who will then initiate the Independent appeals procedure.

The parent will be given the opportunity to attend the appeal hearing, if they so wish, and address the Panel.

The decision of an Independent Appeal Panel is final.

**Further information** regarding admissions can be accessed from the school website, by letter or telephone call to the Head Teacher at the school.

A copy of the Home / School Contract of Partnership is available from the school.

**This document will be reviewed annually to ensure compliance with legislation and any Welsh Assembly statutory guidance which may be issued from time to time.**

**Ysgol Eirias, Colwyn Bay**  
Foundation Secondary School

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This policy conforms to the requirements contained in the **School Admission Code – Statutory Code Document No: 005/2013.**

Children will be admitted to Ysgol Eirias at age 11 without reference to ability or aptitude. The maximum number of admissions for the year commencing September 2017 will remain the same as last year, namely, 239 in Year 7 and 152 in Year 12, subject to the school's total operating capacity as determined by the governors to ensure their duty of care in respect of health and safety and well-being. Prospectuses and application forms are available from the school.

Admissions are considered by the Governors' Admissions (Curriculum & Community) Committee. Appeals against non-admissions are heard by an Independent Appeals Panel. For details of appeals arrangements, parents should contact the Chair of Governors, at the school address.

### **Admission Procedure**

#### **Year 7**

1. Feeder Primary Schools will be issued with prospectuses and Ysgol Eirias application forms in the September preceding the year of admission.
2. Completed Ysgol Eirias application forms must be returned to the **school** by the last day of the November preceding the year of admission.
3. The school will endeavour to inform parents of the outcome of their admission application on the National offer day (1<sup>st</sup> March or the next working day).

#### **Year 12 (Sixth Form)**

Priority will be given to pupils already attending Ysgol Eirias. However, applications from students from other schools/colleges will be considered, subject to the availability of places. Applications must be received by the **school** by the end of the February half term at the start of the year of admission.

#### **Over-subscription**

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out, to decide which children to admit:

## **Oversubscription Criteria**

### **Year 7**

1. Looked after children (LAC) and previously looked after children who reside within the school's catchment area.
2. Where the child attends one of the following primary schools in the Colwyn Bay area: Ysgol Nant y Groes, Ysgol Pen-y-Bryn, St Joseph's Aided RC School (Colwyn Bay), Llandrillo-yn-Rhos CP and Ysgol Cystennin (Mochdre) or lives in the school's traditional catchment area of Colwyn Bay, Colwyn Heights, Rhos-on-Sea and Mochdre. *(The official map showing the 'catchment area' boundaries can be seen at Conwy CBC Education Services' offices or at the school).*
3. Where the child attends a primary school other than those listed in (2) above and has a sibling (see definition below) already attending Ysgol Eirias;
4. Where the child falls into neither of the categories (1) (2) and (3) listed above, proximity of the child's home to Ysgol Eirias will be considered, with those living nearer being accorded the highest priority. Proximity of the home in relation to school is defined as the measurement of a straight line from the front door of the home to the front Main entrance door of the school.

**N.B.** If there are more applicants who fall within criteria 2 or criteria 3 than there are places available, then the proximity of the child's house to Ysgol Eirias will be considered – as in criteria 4, those living nearer the school are accorded the higher priority.

### **Year 12 (Sixth Form)**

1. Students currently attending Ysgol Eirias wishing to access courses at Ysgol Eirias sixth form must meet the entry requirements listed below:
2. Students not currently attending Ysgol Eirias wishing to access courses at Ysgol Eirias sixth form must meet the entry requirements listed below:

### **Entry Requirements**

- AS courses: a minimum of 5 A\*-C grades at GCSE, with A\*-C grades in the subjects proposed to be studied; specific grade will be detailed in Sixth Form Prospectus.
- National Diplomas & Certificates: a minimum of 4 A\*-C grades at GCSE
- Intermediate GNVQ courses: a minimum of 2 D grades at GCSE
- A2 Courses: at least an E grade on the corresponding AS course

Additional criteria for entry onto individual courses are published in the sixth form prospectus and are considered to form part of this policy. In special circumstances the Headteacher and Deputy Head may vary the admission criteria to take

consideration of additional information. Their decision will be considered final within the scope of this policy.

### **Late Applications**

People moving into the area, e.g. mid-term, will be considered for admission on the basis of whether or not there are places available and where to admit the pupil would not prejudice the efficient, effective, safe and secure education of pupils already in the school. If places are available, and the above conditions are met, they will be allocated on a first come, first served basis. In conjunction with the school's independently assessed Admission number, the maximum number of places in each year group, for the year commencing September 2017 will remain the same as last year, namely, 239.

### **Waiting Lists**

In cases of over-subscription the school will maintain a waiting list. Pupils on such a list will be ranked according to the over-subscription criteria. Following the allocation of places during the normal admissions round children will remain on the waiting list until 30<sup>th</sup> September in the school year for which they have applied. After that period has elapsed it is the responsibility of the parents to make a fresh application for admission. Any subsequent/other waiting list will be operational for up to twelve months from September each year.

### **Definitions**

#### **Sibling**

A sibling is classified as a full, half, step (whether by marriage or cohabiting), adopted or fostered brother/sister.

In order to be considered the sibling:

1. must reside at the same address as the applicant at the time of application.  
*(Biological siblings who attend the school in any year group, excluding the final year, will also be treated as siblings irrespective of place of residence);*
2. must be of statutory school age and still on the school roll during the admission year.

In considering siblings, first priority will be given to applications from multiple birth siblings (e.g. twins or triplets).

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**Ysgol Emrys ap Iwan, Abergele  
Foundation Secondary School**

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Applications for admission to Emrys ap Iwan will be considered on receipt of a completed application form. These forms are available from the School Office. The school will act in accordance with the School Admissions Code (005/2013) and the School Admissions Appeal Code (see link below) when determining applications for admission to the school.

Each school has an overall capacity which is calculated in accordance with the Welsh Government guidelines. The methods used are set out within the Welsh Government circular 021/2011 – Measuring the Capacity of Schools in Wales. At Ysgol Emrys ap Iwan the overall capacity has been calculated at 1250.

The overall capacity will be used to determine the number of learner places for each year group, reflecting the school's ability to accommodate learners appropriately. Whilst all applications will be considered, it would not be correct to exceed the agreed admission number where there are alternative places available in a school which is within reasonable travelling distance of the learner's home address.

The admission number for Year 7 is 203.

Children with a statement of SEN will be admitted if the school is named on the statement. This is in accordance with section 324 of the Education Act 1996.

In the instance of oversubscription, waiting lists will be operational until 30 September in the school year for which the application has been made.

In the event of over subscription the applications are considered using the following criteria:

- Category A: Looked after Children (and previously looked after children). Pupils who have attended the family partner school AND live in the catchment area.
- Category B: Pupils who have brothers or sisters at Emrys ap Iwan AND live in catchment area.
- Category C: Pupils who live in the catchment area.
- Category D: Pupils with special medical or social grounds for admission, on referral by a specialist.
- Category E: Pupils who have brothers or sisters at Emrys ap Iwan but DO NOT live in the catchment area.
- Category F: Pupils who have attended family partner schools BUT do not live in the catchment area.
- Category G: Pupils who live outside the catchment area and who are not eligible for Category E or F status.

Pupils currently in partner primary schools will be issued with application forms by Conwy CBC Education Services in the Autumn Term. Unsuccessful applicants can be placed on a waiting list and parents can appeal against refusal to an independent panel.

A map of the school catchment area is available by request from the school. The common offer date is set in agreement with the Local Authority and is in line with the national offer date of 1 March or the next working day. Appeals following this process will follow the timeline set in the due guidance for appeal (School Admissions Appeals Code 007/2012).

### **FAMILY PARTNER SCHOOLS**

### **CATCHMENT AREA (For Admissions Purposes)**

Ysgol St Elfod, Abergele	Abergele (West to boundary with Llanddulas) Pensarn, Rhyd y Foel
Ysgol Maes Owen, Towyn	Towyn, Kinmel Bay (East to Foryd Bridge)
Ysgol y Faenol, Bodelwyddan	Bodelwyddan
Ysgol y Castell, Rhuddlan	Rhuddlan (Free transport <u>NOT</u> provided)
Ysgol Llansansior, St George	St George, Moelfre
Ysgol Betws yn Rhos	Betws yn Rhos
Ysgol Talhaiarn, Llanfairtalhaiarn	Llanfairtalhaiarn
Ysgol Llansannan (Choice with Denbigh High)	Llansannan
Ysgol Esgob Morgan, St Asaph	St Asaph

### **Admissions during the School Year**

Admissions during the school year follow the agreed Conwy admissions process which has been designed to cover admissions outside of the usual Primary/Secondary transfer window.

### **Admissions to Sixth Form**

Admissions to Sixth Form are relevant as above. Priority will be given to learners who already attend Ysgol Emrys ap Iwan, providing that their qualifications are suitable for their chosen courses and providing that the school offers courses suitable to their ability and next steps. The capacity for Year 12 is 122.

### **Link to School Admissions Code and the School Admissions Appeal Code:**

<http://gov.wales/docs/dcells/publications/130715-admin-codes-en.pdf>  
<http://gov.wales/docs/dcells/publications/131219-school-admission-appeals-code-en.pdf>

### **Frequently Asked Questions**

<http://gov.wales/docs/dcells/publications/150305-school-admissions-faq-en.pdf>

Dyddiadau Gwyliau Ysgol a  
Dyddiau Hyfforddiant Mewn Swydd  
2016-2021



School Holiday Dates and  
Staff Training Days  
2016-2021

**\* SYLWER: 2018-2021**

Mae'r dyddiadau hyn yn ymodol i newid Gweinidogol.

**\* NOTE: 2018-2021**

The dates are subject to Ministerial change.

HYDREF	2016-17	2017-18	* 2018-19	* 2019-20	* 2020-21	AUTUMN
Dechrau'r Tymor	01/09/16	01/09/17	03/09/18	02/09/19	01/09/20	Term Start
<b>** Hyfforddiant Mewn Swydd</b>	<b>01/09/16</b> <b>10/10/16</b>	<b>01/09/17</b> <b>09/10/17</b>	<b>03/09/18</b> <b>08/10/17</b>	<b>02/09/19</b> <b>07/10/17</b>	<b>01/09/20</b> <b>05/10/20</b>	<b>** Staff Training Day</b>
Cau Hanner Tymor	21/10/16	27/10/17	26/10/18	25/10/19	23/10/20	Half Term Close
Agor Hanner Tymor	31/10/16	06/11/17	05/11/18	04/11/19	02/11/20	Half Term Open
Diwedd Tymor	19/12/16	22/12/17	21/12/18	20/12/19	18/12/20	End of Term
GWANWYN						SPRING
Dechrau'r Tymor	03/01/17	08/01/18	07/01/19	06/01/20	04/01/21	Term Start
<b>** Hyfforddiant Mewn Swydd</b>	<b>03/01/17</b>	<b>08/01/18</b>	<b>07/01/19</b>	<b>06/01/20</b>	<b>04/01/21</b>	<b>** Staff Training Day</b>
Cau Hanner Tymor	17/02/17	09/02/18	22/02/19	14/02/20	12/02/21	Half Term Close
Agor Hanner Tymor	27/02/17	19/02/18	04/03/19	24/02/20	22/02/21	Half Term Open
Diwedd Tymor	07/04/17	23/03/18	12/04/19	03/04/20	26/03/21	End of Term
HAF						SUMMER
Dechrau'r Tymor	24/04/17	09/04/18	29/04/19	20/04/20	12/04/21	Term Start
<b>** Hyfforddiant Mewn Swydd</b>	<b>24/04/17</b>	<b>09/04/18</b>	<b>29/04/19</b>	<b>20/04/20</b>	<b>12/04/21</b>	<b>** Staff Training Day</b>
Dydd Gwyl Fai	01/05/17	07/05/18	06/05/19	04/05/20	03/05/21	May Day
Cau Hanner Tymor	26/05/17	25/05/18	24/05/19	22/05/20	28/05/21	Half Term Close
Agor Hanner Tymor	05/06/17	04/06/18	03/06/19	01/06/20	07/06/21	Half Term Open
<b>** Hyfforddiant Mewn Swydd</b>	<b>03/07/17</b>	<b>02/07/18</b>	<b>22/07/19</b>	<b>20/07/20</b>	<b>20/07/21</b>	<b>** Staff Training Day</b>
Diwedd Tymor	21/07/17	20/07/18	22/07/19	20/07/20	20/07/21	End of Term

**\*\* SYLWER: Dyddiadau Hyfforddiant Mewn Swydd**

Argymhellion yw'r dyddiadau hyn a gallant amrywio o fewn ysgolion Conwy - cysylltwch ag ysgol eich plentyn am gadarnhad.

**\*\* NOTE: Staff Training Days**

These are recommended dates and may vary within Conwy schools – please confirm with your child's school.

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# **SCHOOLS LIST**

## Appendix

Details are given below of all the schools in Conwy County Borough.

All schools are co-educational day schools, although there is residential provision for some pupils at Ysgol y Gogarth.

The classification of each school is given using the following abbreviations:

Category		Category	Welsh Government – Schools defined according to Welsh medium provision, primary school categories:
<b>CC</b>	Community Primary School	<b>1</b>	Welsh medium
<b>CWR</b>	Voluntary Controlled Primary School	<b>2</b>	Dual stream medium
<b>CWN</b>	Voluntary Aided Primary School	<b>3</b>	Transitional: Welsh medium with significant use of English
<b>CS</b>	Foundation Primary School	<b>4</b>	Predominantly English with significant use of Welsh
<b>(I)</b>	Junior School	<b>5</b>	Predominantly English medium
<b>(B)</b>	Infants School		
<b>(E)</b>	Church in Wales School		
<b>(C)</b>	Catholic School		
<b>(GP)</b>	Designated Welsh Medium School		
<b>UC</b>	Community Secondary School		
<b>US</b>	Foundation Secondary School		

Category	Curriculum	Language of the School	Outcomes	Schools
<b>Welsh-Medium Primary School: Category 1</b>	All Pupils in the Foundation Phase experience the areas of learning through the medium of Welsh. Welsh is the main teaching medium at junior stage with at least 70% of the teaching through the medium of Welsh. English is introduced formally as a subject at KS2 and is taught through the medium of English, and English may occasionally be used for some aspects of some subjects.	Welsh is the language of the day to day business of the school. Welsh is used as the language of communication with the pupils and for the school's administration. The school communicates with parents in both languages.	The normal expectation is that pupils, regardless of home language, will be able to transfer easily to Welsh medium secondary provision and by the end of junior stage will have reached a standard in English equivalent to that reached by pupils in predominantly English medium schools.	Ysgol Betws y Coed Ysgol Betws yn Rhos Ysgol Bod Alaw Ysgol Bro Aled Ysgol Bro Cernyw Ysgol Bro Gwydir Ysgol Capel Garmon Ysgol Cerrigydrudion Ysgol Dolgarrog Ysgol Dolwyddelan Ysgol Eglwysbach Ysgol Glan Morfa Ysgol Llanddoged Ysgol Llangelynnin Ysgol Llanefydd Ysgol Morfa Rhianedd Ysgol Pencae Ysgol Pentrefoelas Ysgol Penmachno Ysgol Tal y Bont Ysgol Trefriw Ysgol Ysbyty Ifan
<b>Dual Stream Primary School: Category 2</b>	Two types of provision exist side-by-side in these schools. Parents/pupils opt either for the mainly Welsh-medium or mainly English-medium provision which is usually delivered as in categories 1 and 5 respectively.	Both Welsh and English are used in the day to day business of the school. The language of communication with the pupils is determined by the nature of the curricular provision, but in some schools high priority is given to creating a Welsh-language ethos throughout the school. The school communicates with parents in both languages.	For pupils in the Welsh stream, normal expectations are as for category 1. For pupils in the English medium stream, normal expectations are as for category 5.	Ysgol Awel y Mynydd
<b>Transitional Primary School: Welsh medium with significant use of English: Category 3</b>	Pupils in the Foundation Phase experience the areas of learning mainly through the medium of Welsh. Both languages are used in teaching at Key Stage 2 but with greater emphasis on Welsh, so that Welsh is used as the medium of instruction for over half and up to 70% of the curriculum.  (Schools would usually only be in this category on a temporary basis).	Welsh is the language of the day to day business of the school. A high priority is given to creating a Welsh ethos. The school communicated with parents in both languages.	The normal expectation is that some pupils, particularly from Welsh speaking homes may be able to transfer to Welsh medium secondary provision and by the end of Key Stage 2 all pupils will have reached a standard in English equivalent to that reached by pupils in predominantly English medium schools.	-----
<b>Predominantly English Medium primary school but with significant use of Welsh: Category 4</b>	Pupils in the Foundation Phase experience the areas of learning in both languages but with greater emphasis on English. In junior stage, both Welsh and English is used in teaching but there is greater emphasis on English. Welsh is used as the medium of teaching or learning for between 20% and 50% of the primary curriculum overall.	The day to day language or languages of the school are determined by the school's linguistic context. Both languages are used as languages of communication with the pupils and for the school's administration. A high priority is given to creating a Welsh ethos. The school communicates with parents in both languages.	The normal expectation is that pupils will transfer to English medium secondary provision, but will have attained enhanced Welsh second language skills. Some pupils may be able to pursue a limited number of subjects through the medium of Welsh at secondary level where these are offered.	Ysgol Babanod Llanfairfechan Ysgol Bodafon Ysgol Capelulo Ysgol Craig y Don Ysgol Cynfran Ysgol Deganwy Ysgol Ffordd Dyffryn Ysgol Glanwydden Ysgol Glan Conwy Ysgol Pant y Rhedyn Ysgol Porth y Felin Ysgol San Sior Ysgol Talhaiarn Ysgol Tudno
<b>Predominantly English medium primary school: Category 5</b>	All pupils in the Foundation Phase experience the areas of learning mainly through the medium of English. English is the main teaching medium at junior stage. Welsh is taught as a second language in junior stage, and some aspects of some subjects may be taught in Welsh. Less than 20% of the teaching is through the medium of Welsh.	English is the language of the day to day business of the school, but some Welsh is also used as a language of communication with the pupils with the aim of improving their capacity to use everyday Welsh. The school communicates with parents either in English or in both languages.	The normal expectation is that pupils will transfer to English medium secondary provision and continue to learn predominantly through the medium of English, learning Welsh as a second language.	Ysgol Babanod Mochdre Ysgol Bendigaid William Davies Ysgol Cystennin Ysgol Glan Gele Ysgol Hen Golwyn Ysgol Llanddulas Ysgol Llandrillo yn Rhos Ysgol Maes Owen Ysgol Nant y Groes Ysgol Pen y Bryn Ysgol St Elfod Ysgol St George Ysgol St Joseph Ysgol Swyn y Don Ysgol T. Gwynn Jones Ysgol Y Foryd Ysgol Y Plas

## Ysgolion Uwchradd / Secondary Schools

Rhif No	Ysgol School	Pennaeth Headteacher	Statws Status	Oedran Age Range	Rhif Mynediad Admission No		Rhif Capasiti Capacity No	* Derbyniadau 2015 Intake	* Cyfanswm Nifer Disgyblion Total No of Pupils
					BI/Yr 7-11	BI/Yr 12			
4023	Ysgol Aberconwy Morfa Drive, Conwy LL32 8ED ☎ 01492 593243 📠 01492 592537 ✉ <a href="mailto:pennaeth@aberconwy.conwy.sch.uk">pennaeth@aberconwy.conwy.sch.uk</a> 🌐 <a href="http://www.aberconwy.conwy.sch.uk">www.aberconwy.conwy.sch.uk</a>	Mr Ian Gerrard	UC	11-18	220	111	1323	138	796
4022	Ysgol John Bright Maesdu Road, Llandudno LL30 1LF ☎ 01492 864200 📠 01492 864299 ✉ <a href="mailto:general@johnbright.conwy.sch.uk">general@johnbright.conwy.sch.uk</a> 🌐 <a href="http://www.johnbright.conwy.sch.uk">www.johnbright.conwy.sch.uk</a>	Mrs Ann Webb	UC	11-18	259	87	1469	206	1242
4035	Ysgol Dyffryn Conwy Ffordd Nebo, Llanrwst LL26 OSD ☎ 01492 642800 📠 01492 642801 ✉ <a href="mailto:pennaeth@dyffrynconwy.conwy.sch.uk">pennaeth@dyffrynconwy.conwy.sch.uk</a> 🌐 <a href="http://www.ysgoldyffrynconwy.org">www.ysgoldyffrynconwy.org</a>	Miss Elan Davies	UC	11-18	128	87	813	109	669
4038	Ysgol y Creuddyn Ffordd Dderwen, Bae Penrhyn, Llandudno LL30 3LB ☎ 01492 544344 📠 01492 547594 ✉ <a href="mailto:pennaeth@creuddyn.conwy.sch.uk">pennaeth@creuddyn.conwy.sch.uk</a> 🌐 <a href="http://www.creuddyn.co.uk">www.creuddyn.co.uk</a>	Mr Trefor Jones	UC (GP)	11-18	118	62	716	99	646
5403	Ysgol Bryn Elian Windsor Drive, Hen Golwyn LL29 8HU ☎ 01492 518215 📠 01492 518570 ✉ <a href="mailto:head@brynelian.conwy.sch.uk">head@brynelian.conwy.sch.uk</a> 🌐 <a href="http://www.brynelian.conwy.sch.uk">www.brynelian.conwy.sch.uk</a>	Mrs Mair Herbert **	US	11-18	163	91	994	165	962
5400	Ysgol Emrys ap Iwan Faenol Avenue, Abergele LL22 7HE ☎ 01745 832287 📠 01745 826268 ✉ <a href="mailto:info@emrysapiwan.conwy.sch.uk">info@emrysapiwan.conwy.sch.uk</a> 🌐 <a href="http://www.emrysapiwan.conwy.sch.uk">www.emrysapiwan.conwy.sch.uk</a>	Mr Lee Cummins	US	11-18	205	120	1266	154	1081
5402	Ysgol Eirias Eirias Road, Bae Colwyn LL29 7SP ☎ 01492 532025 📠 01492 531684 ✉ <a href="mailto:general@eirias.conwy.sch.uk">general@eirias.conwy.sch.uk</a> 🌐 <a href="http://www.eirias.co.uk">www.eirias.co.uk</a>	Mr Philip McTague	US	11-18	239	152	1497	202	1375

\* Amcanion yw'r ffigurau hyn wedi'i seilio ar wybodaeth a gasglwyd (Gorffennaf 2016) (Ffynhonnell: Ystadegau Ionawr 2016).  
*These figures are approximate and based on information available at the time of collation (July 2016) (Source: January 2016 statistics).*

# Ysgolion Cynradd / Primary Schools

Rhif No	Ysgol School	Pennaeth Headteacher	Status Status	Oedran Age Range	Rhif Mynediad Admission No	Rhif Capasiti Capacity No	* Derbyniadau 2015 Intake	* Cyfanswm Nifer Disgyblion Total No of Pupils	Ysgolion Dalgylch/ Catchment Area Schools
(ac eithro Meithrin/excl Nursery)									
<b>Abergele</b>									
2111	Ysgol Babanod Glan Gele Ffordd y Morfa, Abergele LL22 7NU  ☎ 01745 823584 ✉ <a href="mailto:pennaeth@glangele.conwy.sch.uk">pennaeth@glangele.conwy.sch.uk</a> 🌐 <a href="http://www.glangele.conwy.sch.uk">www.glangele.conwy.sch.uk</a>	Mrs Julia Buckley Jones	CC (B)  5	3-7	70	212	68	224	Ysgol Iau Sant Elfod
2112	Ysgol Glan Morfa Ffordd y Morfa, Abergele LL22 7NU  ☎ 01745 832922 ☎ 01745 823190 ✉ <a href="mailto:pennaeth@glanmorfa.conwy.sch.uk">pennaeth@glanmorfa.conwy.sch.uk</a> 🌐 <a href="http://www.glanmorfa.conwy.sch.uk">www.glanmorfa.conwy.sch.uk</a>	Mr Hugh Rhys-Williams	CC (GP)  1	3-11	33	232	27	208	Ysgol Y Creuddyn/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl
2221	Ysgol Iau Sant Elfod Ffordd y Morfa, Abergele LL22 7NU  ☎ 01745 832007 ☎ 01745 827040 ✉ <a href="mailto:pennaeth@santelfod.conwy.sch.uk">pennaeth@santelfod.conwy.sch.uk</a> 🌐 <a href="http://www.santelfod.conwy.sch.uk">www.santelfod.conwy.sch.uk</a>	Mr Gwynne Vaughan	CC (I)  5	7-11	70	280	82	300	Ysgol Emrys ap Iwan/ Ysgol Y Creuddyn/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl
<b>Bae Colwyn / Colwyn Bay</b>									
2114	Ysgol Bod Alaw Ffordd Abergele, Bae Colwyn LL29 7ST  ☎ 01492 530420 ✉ <a href="mailto:pennaeth@bodalaw.conwy.sch.uk">pennaeth@bodalaw.conwy.sch.uk</a> 🌐 <a href="http://www.bodalaw.conwy.sch.uk">www.bodalaw.conwy.sch.uk</a>	Mrs Delyth Jones	CC (GP)  1	3-11	45	315	41	277	Ysgol Y Creuddyn/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl
5201	Ysgol Pen-y-Bryn Wentworth Avenue, Colwyn Bay LL29 6DD  ☎ 01492 531260 ☎ 01492 533118 ✉ <a href="mailto:pennaeth@penybryn.conwy.sch.uk">pennaeth@penybryn.conwy.sch.uk</a> 🌐 <a href="http://www.ysgolpenybryn.com">www.ysgolpenybryn.com</a>	Mr John Maclennan	CS  5	3-11	59	414	60	413	Ysgol Eirias/ Ysgol Y Creuddyn/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl
2272	Ysgol Nant y Groes Greenfield Road, Bae Colwyn LL29 8ET  ☎ 01492 577010/577011 ✉ <a href="mailto:pennaeth@nantygroes.conwy.sch.uk">pennaeth@nantygroes.conwy.sch.uk</a>	Mr Huw Tudur Jones	CC  5	3-11	45	316	48	297	Ysgol Eirias/ Ysgol Y Creuddyn/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl

Rhif No	Ysgol School	Pennaeth Headteacher	Statws Status	Oedran Age Range	Rhif Mynediad Admission No	Rhif Capasiti Capacity No	* Derbyniadau 2015 Intake	* Cyfanswm Nifer Disgyblion Total No of Pupils	Ysgolion Dalgylch/ Catchment Area Schools
							(ac eithro Meithrin/excl Nursery)		
Bae Colwyn (parhad) / Colwyn Bay (cont)									
3333	Ysgol Sant Joseff Brackley Avenue, Bae Colwyn, LL29 7UU  ☎ 01492 532394 ✉ <a href="mailto:pennaeth@santjoseph.conwy.sch.uk">pennaeth@santjoseph.conwy.sch.uk</a> 🌐 <a href="http://www.santjoseph.conwy.sch.uk">www.santjoseph.conwy.sch.uk</a>	Mr James Wilkinson **	CWN (C) 5	3-11	30	210	31	207	Ysgol Eirias/ Ysgol Y Creuddyn/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl
2103	Ysgol Llandrillo-yn-Rhos Elwy Road, Llandrillo-yn-Rhos LL28 4LX  ☎/📠 01492 549648 ✉ <a href="mailto:pennaeth@llandrillo.conwy.sch.uk">pennaeth@llandrillo.conwy.sch.uk</a> 🌐 <a href="http://www.llandrillo.conwy.sch.uk">www.llandrillo.conwy.sch.uk</a>	Mrs Sharon Davies	CC 5	3-11	60	423	59	404	Ysgol Eirias/ Ysgol Y Creuddyn/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl
Bae Penrhyn / Penrhyn Bay									
2053	Ysgol Glanwydden Ffordd Derwen, Bae Penrhyn LL30 3LB  ☎ 01492 540798 ✉ <a href="mailto:pennaeth@glanwydden.conwy.sch.uk">pennaeth@glanwydden.conwy.sch.uk</a> 🌐 <a href="http://www.glanwydden.ik.org">www.glanwydden.ik.org</a>	Mr John Paul Jones	CC 4	3-11	41	287	36	269	Ysgol John Bright/ Ysgol Y Creuddyn/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl
Betws-y-Coed									
2012	Ysgol Betws-y-Coed Bro Gethin, Betws-y-Coed LL24 0BP  ☎/📠 01690 710581 ✉ <a href="mailto:pennaeth@betwsycoed.conwy.sch.uk">pennaeth@betwsycoed.conwy.sch.uk</a>	Mrs Nia Jones-Artell	CC 1	3-11	14	100	3	23	Ysgol Dyffryn Conwy
Betws-yn-Rhos									
3062	Ysgol Betws-yn-Rhos Betws yn Rhos, Abergele LL22 8AP  ☎ 01492 680603 ✉ <a href="mailto:pennaeth@betwsynrhos.conwy.sch.uk">pennaeth@betwsynrhos.conwy.sch.uk</a> 🌐 <a href="http://www.betwsynrhos.ik.org">www.betwsynrhos.ik.org</a>	Mrs Carys Wellsbury	CWR (E) 1	3-11	11	77	8	48	Ysgol Bryn Elian/ Ysgol Y Creuddyn

Rhif No	Ysgol School	Pennaeth Headteacher	Statws Status	Oedran Age Range	Rhif Mynediad Admission No	Rhif Capasiti Capacity No	* Derbyniadau 2015 Intake	* Cyfanswm Nifer Disgyblion Total No of Pupils	Ysgolion Dalgylch/ Catchment Area Schools
							(ac eithro Meithrin/excl Nursery)		
Capelulo									
2023	Ysgol Capelulo Ffordd Treforus, Penmaenmawr, LL34 6RA  ☎ 01492 622693 ✉ <a href="mailto:pennaeth@capelulo.conwy.sch.uk">pennaeth@capelulo.conwy.sch.uk</a> 🌐 <a href="http://www.capelulo.conwy.sch.uk">www.capelulo.conwy.sch.uk</a>	Mrs Glenda Owen	CC 4	3-11	19	133	18	123	Ysgol Aberconwy/ Ysgol Y Creuddyn/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl
Capel Garmon									
2222	Ysgol Capel Garmon Capel Garmon, Llanrwst LL26 0RL  ☎/📠 01690 710287 ✉ <a href="mailto:pennaeth@capelgarmon.conwy.sch.uk">pennaeth@capelgarmon.conwy.sch.uk</a> 🌐 <a href="http://www.capelgarmon.conwy.sch.uk">www.capelgarmon.conwy.sch.uk</a>	Mrs Nia Jones-Artell	CC 1	3-11	6	46	3	19	Ysgol Dyffryn Conwy
Cerrigydrudion									
2123	Ysgol Cerrigydrudion Ffordd Alwen, Cerrigydrudion, Corwen LL21 9SW  ☎/📠 01490 420328 ✉ <a href="mailto:pennaeth@uwchaled.conwy.sch.uk">pennaeth@uwchaled.conwy.sch.uk</a> 🌐 <a href="http://www.ysgolcerrig.ik.org">www.ysgolcerrig.ik.org</a>	Mrs Eirlys Edwards	CC 1	3-11	12	85	11	78	Ysgol Dyffryn Conwy/ Ysgol Brynhyfryd, Rhuthun/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl
Conwy									
3043	Ysgol Porth-y-Felin Ffordd Llanrwst, Conwy LL32 8FZ  ☎ 01492 572220 📠 [01492 572223 ✉ <a href="mailto:pennaeth@porthyfelin.conwy.sch.uk">pennaeth@porthyfelin.conwy.sch.uk</a> 🌐 <a href="http://www.porthyfelin.ik.org">www.porthyfelin.ik.org</a>	Mrs Helen Owen **	CWR (E) 4	3-11	50	350	43	281	Ysgol Aberconwy/ Ysgol Y Creuddyn/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl

Cyffordd Llandudno / Llandudno Junction									
2274	Ysgol Awel y Mynydd Broad Street, Cyffordd Llandudno LL31 9HG  Ronald Avenue, Cyffordd Llandudno LL31 9EU  ☎ 01492 577100 🌐 <a href="http://www.ysgolawelymynydd.co.uk">www.ysgolawelymynydd.co.uk</a>	Mr Llion Huws Elis	CC 2	3-11	59	417	64	369	Ysgol Aberconwy/ Ysgol Y Creuddyn/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl
Deganwy									
2038	Ysgol Deganwy Park Drive, Deganwy LL31 9YB  ☎ 01492 574600 ✉ <a href="mailto:pennaeth@deganwy.conwy.sch.uk">pennaeth@deganwy.conwy.sch.uk</a> 🌐 <a href="http://www.deganwy.conwy.sch.uk">www.deganwy.conwy.sch.uk</a>	Mrs Haf Williams	CC 4	3-11	39	273	39	290	Ysgol Aberconwy/ Ysgol John Bright/ Ysgol Y Creuddyn/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl
Dolgarrog									
2002	Ysgol Dolgarrog Ffordd Llanrwst, Dolgarrog, Conwy LL32 8QE  ☎/📠 01492 660216 ✉ <a href="mailto:pennaeth@dolgarrog.conwy.sch.uk">pennaeth@dolgarrog.conwy.sch.uk</a>	Miss Llinos Wyn Griffiths **	CC 1	3-11	12	90	13	57	Ysgol Dyffryn Conwy/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl
Dolwyddelan									
2043	Ysgol Dolwyddelan Dolwyddelan, LL25 0SZ  ☎/📠 01690 750293 ✉ <a href="mailto:pennaeth@dolwyddelan.conwy.sch.uk">pennaeth@dolwyddelan.conwy.sch.uk</a> 🌐 <a href="http://www.dolwyddelan.conwy.sch.uk">www.dolwyddelan.conwy.sch.uk</a>	Mrs Nia Jones-Artell	CC 1	3-11	8	59	2	20	Ysgol Dyffryn Conwy
Eglwysbach									
3040	Ysgol Eglwysbach Eglwysbach, Bae Colwyn LL28 5UD  ☎ 01492 650463 ✉ <a href="mailto:pennaeth@eglwysbach.conwy.sch.uk">pennaeth@eglwysbach.conwy.sch.uk</a> 🌐 <a href="http://www.ysgoleglwysbach.co.uk">www.ysgoleglwysbach.co.uk</a>	Mrs Nia Daly **	CWR (E) 1	3-11	9	69	13	68	Ysgol Dyffryn Conwy/ Ysgol Y Creuddyn/

Rhif No	Ysgol School	Pennaeth Headteacher	Statws Status	Oedran Age Range	Rhif Mynediad Admission No	Rhif Capasiti Capacity No	* Derbyniadau 2015 Intake	* Cyfanswm Nifer Disgyblion Total No of Pupils	Ysgolion Dalgylch/ Catchment Area Schools
							(ac eithro Meithrin/excl Nursery)		
Glan Conwy									
2225	Ysgol Glan Conwy Top Llan, Glan Conwy, Bae Colwyn LL28 5ST  ☎/📠 01492 580421 ✉ <a href="mailto:pennaeth@glanconwy.conwy.sch.uk">pennaeth@glanconwy.conwy.sch.uk</a> 🌐 <a href="http://www.glanconwy.conwy.sch.uk">www.glanconwy.conwy.sch.uk</a>	Mrs Eifiona Price Williams	CC 4	3-11	21	147	17	96	Ysgol Dyffryn Conwy/ Ysgol Y Creuddyn/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl
Hen Golwyn / Old Colwyn									
2108	Ysgol Babanod T. Gwynn Jones Llanelian Road, Hen Golwyn LL29 9UA  ☎ 01492 516594 📠 01492 514028 ✉ <a href="mailto:pennaeth@tgwynnjones.conwy.sch.uk">pennaeth@tgwynnjones.conwy.sch.uk</a> 🌐 <a href="http://www.tgwynnjones.ik.org">www.tgwynnjones.ik.org</a>	Miss Tania Rickard	CC (B) 5	3-7	60	181	60	161	Ysgol Iau Hen Golwyn
2267	Ysgol Iau Hen Golwyn Church Walks, Hen Golwyn LL29 9RU  ☎ 01492 516258 📠 01492 514046 ✉ <a href="mailto:pennaeth@iauhengolwyn.conwy.sch.uk">pennaeth@iauhengolwyn.conwy.sch.uk</a> 🌐 <a href="http://www.hengolwyn.conwy.sch.uk">www.hengolwyn.conwy.sch.uk</a>	Mr Robert Paul Jones	CC (I) 5	7-11	54	218	57	216	Ysgol Bryn Elian / Ysgol Y Creuddyn / Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl
Henryd									
3021	Ysgol Llangelynnin Henryd, Conwy LL32 8YB  ☎ 01492 592898 ✉ <a href="mailto:pennaeth@llangelynnin.conwy.sch.uk">pennaeth@llangelynnin.conwy.sch.uk</a> 🌐 <a href="http://www.ysgolllangelynnin.ik.org">www.ysgolllangelynnin.ik.org</a>	Mr Owain Ellis	CWR (E) 1	3-11	14	101	12	75	Ysgol Aberconwy/ Ysgol Y Creuddyn
Llanddoded									
3039	Ysgol Llanddoded Llanddoded, Llanrwst LL26 0BJ  ☎/📠 01492 640363 ✉ <a href="mailto:pennaeth@llanddoded.conwy.sch.uk">pennaeth@llanddoded.conwy.sch.uk</a>	Mr Gwynn Griffith	CWR (E) 1	3-11	13	97	5	32	Ysgol Dyffryn Conwy

Rhif No	Ysgol School	Pennaeth Headteacher	Statws Status	Oedran Age Range	Rhif Mynediad Admission No	Rhif Capasiti Capacity No	* Derbyniadau 2015 Intake	* Cyfanswm Nifer Disgyblion Total No of Pupils	Ysgolion Dalgylch/ Catchment Area Schools
							(ac eithro Meithrin/excl Nursery)		
Llandudno									
2061	Ysgol Tudno Trinity Avenue, Llandudno LL30 2SJ 01492 875252 <a href="mailto:pennaeth@tudno.conwy.sch.uk">pennaeth@tudno.conwy.sch.uk</a> <a href="http://www.tudno.conwy.sch.uk">www.tudno.conwy.sch.uk</a>	Mrs Iona M. Hughes	CC 4	3-11	35	246	21	190	Ysgol John Bright/ Ysgol Y Creuddyn/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl
2044	Ysgol Ffordd Dyffryn Ffordd Dyffryn, Llandudno LL30 2LZ 01492 878907 <a href="mailto:pennaeth@fforddyffryn.conwy.sch.uk">pennaeth@fforddyffryn.conwy.sch.uk</a> <a href="http://www.fforddyffryn.conwy.sch.uk">www.fforddyffryn.conwy.sch.uk</a>	Mrs Sue Roberts	CC 4	3-11	24	172	11	132	Ysgol John Bright/ Ysgol Y Creuddyn/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl
2121	Ysgol Craig y Don Clarence Drive, Llandudno LL30 1TD 01492 878906  01492 879260 <a href="mailto:pennaeth@craigydun.conwy.sch.uk">pennaeth@craigydun.conwy.sch.uk</a> <a href="http://www.craigydun.conwy.sch.uk">www.craigydun.conwy.sch.uk</a>	Mr Iwan Jones	CC 4	3-11	52	366	52	362	Ysgol John Bright/ Ysgol Y Creuddyn/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl
3302	Ysgol Bodafon Bodafon Road, Llandudno LL30 3BA 01492 547996 <a href="mailto:pennaeth@bodafon.conwy.sch.uk">pennaeth@bodafon.conwy.sch.uk</a> <a href="http://www.ysgolbodafon.moonfruit.com">www.ysgolbodafon.moonfruit.com</a>	Mr Trystan Lloyd-Owen	CWN (E) 4	3-11	15	108	16	92	Ysgol John Bright/ Ysgol Y Creuddyn
3303	Ysgol Bendigaid William Davies Bodnant Crescent, Llandudno LL30 1LL 01492 875930 <a href="mailto:pennaeth@bwilliamdavs.conwy.sch.uk">pennaeth@bwilliamdavs.conwy.sch.uk</a>	Mrs Colette Owen	CWN (C) 5	3-11	25	179	21	125	Ysgol John Bright/ Ysgol Y Creuddyn/ Ysgol Aberconwy <sup>1</sup> / Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl
2063	Ysgol Morfa Rhianedd Cwm Road, Llandudno LL30 1EG 01492 577150 <a href="mailto:pennaeth@mrhianedd.conwy.sch.uk">pennaeth@mrhianedd.conwy.sch.uk</a> <a href="http://www.morfahianedd.conwy.sch.uk">www.morfahianedd.conwy.sch.uk</a>	Mr Paul Thomas	CC (GP) 1	3-11	24	168	21	118	Ysgol Y Creuddyn Ysgol John Bright Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl
3307	Ysgol San Siôr Church Walks, Llandudno LL30 2HL 01492 878149 <a href="mailto:admin@santsior.conwy.sch.uk">admin@santsior.conwy.sch.uk</a> <a href="http://www.sansior.co.uk">www.sansior.co.uk</a>	Mr Ian Keith Jones	CWN (E) 4	3-11	30	212	30	213	Ysgol John Bright/ Ysgol Y Creuddyn

<sup>1</sup> Ar gyfer y disgyblion hynny sy'n byw yn nalgylch daearyddol yr ysgol uwchradd/For those pupils who live in the high school geographical catchment area.

Rhif No	Ysgol School	Pennaeth Headteacher	Statws Status	Oedran Age Range	Rhif Mynediad Admission No	Rhif Capasiti Capacity No	* Derbyniadau 2015 Intake	* Cyfanswm Nifer Disgyblion Total No of Pupils	Ysgolion Dalgylch/ Catchment Area Schools
							(ac eithro Meithrin/excl Nursery)		
Llanddulas									
3059	Ysgol Llanddulas Ffordd Minffordd, Llanddulas LL22 8EW  ☎ 01492 516865 ✉ <a href="mailto:pennaeth@llanddulas.conwy.sch.uk">pennaeth@llanddulas.conwy.sch.uk</a> 🌐 <a href="http://www.ysgolllanddulas.co.uk">www.ysgolllanddulas.co.uk</a>	Mr J Paul Davies	CWR (E) 5	3-11	18	131	19	141	Ysgol Bryn Elian/ Ysgol Y Creuddyn
Llanelian									
3340	Ysgol y Plas Llanelian, Bae Colwyn LL29 8YY  ☎ 01492 680601 ✉ <a href="mailto:pennaeth@yplas.conwy.sch.uk">pennaeth@yplas.conwy.sch.uk</a> 🌐 <a href="http://www.ysgolyplas.co.uk">www.ysgolyplas.co.uk</a>	Mrs Gwawr Mills	CWN (E) 5	3-11	12	85	11	64	Ysgol Bryn Elian/ Ysgol Y Creuddyn
Llanfairfechan									
2115	Ysgol Pant y Rhedyn Penmaenmawr Road, Llanfairfechan LL33 0PA  ☎ 01248 680642 ✉ <a href="mailto:pennaeth@pantyrhedyn.conwy.sch.uk">pennaeth@pantyrhedyn.conwy.sch.uk</a> 🌐 <a href="http://www.pantyrhedyn.conwy.sch.uk">www.pantyrhedyn.conwy.sch.uk</a>	Mr Matthew Jones	CC (I) 4	7-11	43	173	33	140	Ysgol Aberconwy/ Ysgol Friars, Bangor Ysgol Y Creuddyn/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl/ Ysgol Tryfan, Bangor
3020	Ysgol Babanod Llanfairfechan Pentref Road, Llanfairfechan LL33 0AA  ☎ 01248 680289 ✉ <a href="mailto:pennaeth@babllanfairf.conwy.sch.uk">pennaeth@babllanfairf.conwy.sch.uk</a> 🌐 <a href="http://www.babanodllanfairfechan.ik.org">www.babanodllanfairfechan.ik.org</a>	Mr Matthew Jones **	CWR (E)(B) 4	3-7	30	92	33	109	Ysgol Pant y Rhedyn
Llanfairtalhaiarn									
2104	Ysgol Talhaiarn Llanfair Talhaiarn, Abergele LL22 8SD  ☎ 01745 720242 ✉ <a href="mailto:pennaeth@llanfairtalh.conwy.sch.uk">pennaeth@llanfairtalh.conwy.sch.uk</a> 🌐 <a href="http://www.llanfairtalh.conwy.sch.uk">www.llanfairtalh.conwy.sch.uk</a>	Mr Geraint Evans	CC 4	3-11	8	60	7	50	Ysgol Emrys ap Iwan/ Ysgol Y Creuddyn/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl

Rhif No	Ysgol School	Pennaeth Headteacher	Statws Status	Oedran Age Range	Rhif Mynediad Admission No	Rhif Capasiti Capacity No	* Derbyniadau 2015 Intake	* Cyfanswm Nifer Disgyblion Total No of Pupils	Ysgolion Dalgylch/ Catchment Area Schools
							(ac eithro Meithrin/excl Nursery)		
Llangernyw									
2148	Ysgol Bro Cernyw Llangernyw, Abergele LL22 8PP  ☎ 01745 860238 ✉ <a href="mailto:pennaeth@brocernyw.conwy.sch.uk">pennaeth@brocernyw.conwy.sch.uk</a> 🌐 <a href="http://www.cynnal.co.uk/einbro/brocernyw">www.cynnal.co.uk/einbro/brocernyw</a>	Mrs Sioned Green	CC 1	3-11	14	98	9	93	Ysgol Dyffryn Conwy/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl
Llanefydd									
2131	Ysgol Llanefydd Llanefydd, Dinbych LL16 5EA  ☎ 01745 540228 ✉ <a href="mailto:pennaeth@llanefydd.conwy.sch.uk">pennaeth@llanefydd.conwy.sch.uk</a> 🌐 <a href="http://www.llanefydd.conwy.sch.uk">www.llanefydd.conwy.sch.uk</a>	Mr Gari Evans **	CC 1	3-11	11	78	4	50	Ysgol Y Creuddyn/ Ysgol Glan Clwyd/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl/ Ysgol Uwch, Dinbych
Llansannan									
2132	Ysgol Bro Aled Llansannan, Dinbych LL16 5HN  ☎ 01745 870660 ✉ <a href="mailto:pennaeth@broaled.conwy.sch.uk">pennaeth@broaled.conwy.sch.uk</a>	Miss Einir Jones	CC 1	3-11	13	94	7	47	Ysgol Y Creuddyn/ Ysgol Glan Clwyd/ Ysgol Emrys ap Iwan/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl/ Ysgol Uwch Dinbych
Llanrwst									
2271	Ysgol Bro Gwydir Heol Watling, Llanrwst LL26 0EY  ☎ 01492 640342 📠 01492 640457 ✉ <a href="mailto:pennaeth@brogwydir.conwy.sch.uk">pennaeth@brogwydir.conwy.sch.uk</a> 🌐 <a href="http://www.ysgolbrogwydir.org">www.ysgolbrogwydir.org</a>	Miss Meinir Lloyd Jones	CC 1	3-11	44	311	41	281	Ysgol Dyffryn Conwy/ Ysgol Gatholig Edward Jones, Y Rhyl
Llysfaen									
2264	Ysgol Cynfran Dolwen Road, Llysfaen, Bae Colwyn LL29 8SS  ☎ 01492 517326 ✉ <a href="mailto:pennaeth@cynfran.conwy.sch.uk">pennaeth@cynfran.conwy.sch.uk</a> 🌐 <a href="http://www.cynfran.conwy.sch.uk">www.cynfran.conwy.sch.uk</a>	Mr Owen Rogers	CC 5	3-11	30	212	18	179	Ysgol Bryn Elian/ Ysgol Y Creuddyn/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl

Rhif No	Ysgol School	Pennaeth Headteacher	Statws Status	Oedran Age Range	Rhif Mynediad Admission No	Rhif Capasiti Capacity No	* Derbyniadau 2015 Intake	* Cyfanswm Nifer Disgyblion Total No of Pupils	Ysgolion Dalgylch/ Catchment Area Schools
							(ac eithro Meithrin/excl Nursery)		
<b>Mochdre</b>									
2106	Ysgol Babanod Mochdre Station Road, Mochdre, Bae Colwyn LL28 5EF  ☎ 01492 540194 ✉ <a href="mailto:pennaeth@mochdre.conwy.sch.uk">pennaeth@mochdre.conwy.sch.uk</a>	Mrs Sarah Roberts	CC (B) 5	3-7	26	81	19	59	Ysgol Cystennin
2269	Ysgol Cystennin Mochdre, Bae Colwyn LL28 5AU  ☎ 01492 540068 ✉ <a href="mailto:pennaeth@cystennin.conwy.sch.uk">pennaeth@cystennin.conwy.sch.uk</a>	Miss Sam Timperley **	CC (I) 5	7-11	20	82	11	57	Ysgol Eirias/ Ysgol Y Creuddyn/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl
<b>Penmachno</b>									
2086	Ysgol Penmachno Penmachno, Betws-y-Coed LL24 0PT  ☎/✉ 01690 760394 ✉ <a href="mailto:pennaeth@penmachno.conwy.sch.uk">pennaeth@penmachno.conwy.sch.uk</a>	Ms Bethan Davies **	CC 1	3-11	8	56	5	37	Ysgol Dyffryn Conwy
<b>Penmaenmawr</b>									
3024	Ysgol Pencae Craiglwyd Road, Penmaenmawr LL34 6YG  ☎ 01492 622219 ✉ 01492 623732 ✉ <a href="mailto:pennaeth@pencae.conwy.sch.uk">pennaeth@pencae.conwy.sch.uk</a> 🌐 <a href="http://www.pencae.conwy.sch.uk">www.pencae.conwy.sch.uk</a>	Ms Sian Hughes Evans	CWR (E) 1	3-11	26	187	17	180	Ysgol Aberconwy/ Ysgol Y Creuddyn
<b>Penmaenrhos</b>									
2273	Ysgol Swn y Don Penmaenrhos, Swn y Don, Bae Colwyn LL29 9LL  ☎ 01492 577290 ✉ <a href="mailto:pennaeth@swnydon.conwy.sch.uk">pennaeth@swnydon.conwy.sch.uk</a>	Miss Wendy Rowlands	CC 5	3-11	21	150	23	112	Ysgol Bryn Elian/ Ysgol Y Creuddyn/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl
<b>Pentrefoelas</b>									
2270	Ysgol Pentrefoelas Pentrefoelas, Betws-y-Coed LL24 0LE  ☎ 01690 770226 ✉ <a href="mailto:pennaeth@pentrefoelas.conwy.sch.uk">pennaeth@pentrefoelas.conwy.sch.uk</a> 🌐 <a href="http://www.cynnal.co.uk/einbro/pentrefoelas">www.cynnal.co.uk/einbro/pentrefoelas</a>	Mrs Ann Jones	CC 1	3-11	9	68	6	26	Ysgol Dyffryn Conwy/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl

Rhif No	Ysgol School	Pennaeth Headteacher	Statws Status	Oedran Age Range	Rhif Mynediad Admission No	Rhif Capasiti Capacity No	* Derbyniadau 2014 Intake	* Cyfanswm Nifer Disgyblion Total No of Pupils	Ysgolion Dalgylch/ Catchment Area Schools
							(ac eithro Meithrin/excl Nursery)		
San Siôr / St George									
3038	Ysgol San Siôr San Siôr, Primrose Hill, Abergele LL22 9BU ☎ 01745 833213 ✉ <a href="mailto:pennaeth@stgeorge.conwy.sch.uk">pennaeth@stgeorge.conwy.sch.uk</a> 🌐 <a href="http://www.stgeorge.conwy.sch.uk">www.stgeorge.conwy.sch.uk</a>	Mr Andrew Roberts	CWR (E) 5	3-11	10	71	10	65	Ysgol Emrys ap Iwan/ Ysgol Y Creuddyn
Tal-y-Bont									
2107	Ysgol Tal-y-Bont Conwy Road, Tal-y-Bont, Conwy LL32 8QF ☎ 01492 660377 ☎ 01492 660868 ✉ <a href="mailto:pennaeth@talybont.conwy.sch.uk">pennaeth@talybont.conwy.sch.uk</a>	Mrs Karen Lloyd-Owen **	CC 1	3-11	8	60	3	25	Ysgol Dyffryn Conwy/ Ysgol Y Creuddyn/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl
Towyn									
2118	Ysgol Babanod y Foryd Morfa Avenue, Foryd, Towyn, Rhyl LL18 5LE ☎ 01745 351892 ✉ <a href="mailto:pennaeth@yforyd.conwy.sch.uk">pennaeth@yforyd.conwy.sch.uk</a> 🌐 <a href="http://www.yforyd.co.uk">www.yforyd.co.uk</a>	Mrs Bethan Jones **	CC (B) 5	3-7	60	181	59	174	Ysgol Maes Owen
2110	Ysgol Maes Owen Morfa Avenue, Foryd, Towyn, Rhyl LL18 5LE ☎/☎ 01745 353721 ✉ <a href="mailto:pennaeth@maesowen.conwy.sch.uk">pennaeth@maesowen.conwy.sch.uk</a> 🌐 <a href="http://www.towyn.conwy.sch.uk">www.towyn.conwy.sch.uk</a>	Mrs Catrin Foulkes	CC (I) 5	7-11	66	265	57	221	Ysgol Emrys ap Iwan/ Ysgol Y Creuddyn/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl
Trefriw									
2109	Ysgol Trefriw Llanrwst Road, Trefriw, Llanrwst LL27 0RX ☎/☎ 01492 640747 ✉ <a href="mailto:pennaeth@trefriw.conwy.sch.uk">pennaeth@trefriw.conwy.sch.uk</a> 🌐 <a href="http://www.trefriw.ik.org">www.trefriw.ik.org</a>	Miss Ann Hughes	CC 1	3-11	9	69	0	23	Ysgol Dyffryn Conwy/ Ysgol Gatholig Bendigaid Edward Jones, Y Rhyl

Ysbyty Ifan									
3032	Ysgol Ysbyty Ifan Ysbyty Ifan, Betws-y-Coed LL24 0NY ☎/📠 01690 770645 ✉ pennaeth@ysbytyifan.conwy.sch.uk	Mr Gwynn Griffith	CWR (E) 1	3-11	5	40	2	22	Ysgol Dyffryn Conwy
* Amcanion yw'r ffigyrau hyn wedi'i seilio ar wybodaeth a gasglwyd (Gorffennaf 2015) (Ffynhonnell: ystadegau Ionawr 2015) These figures are approximate and based on information available at the time of collation (July 2015) (Source: January 2015 statistics) ** Pennaeth mewn gofal Headteacher in charge									

Ysgol Anghenion Dysgu Ychwanegol / Additional Learning Needs School						
Rhif No	Ysgol School	Cyfeiriad/Rhif Ffôn/Rhif Ffacs/E-Bost Address/Tel No/Fax No/E-Mail	Pennaeth Headteacher	Statws Status	Oedran Age Range	Cyfanswm Nifer Disgyblion Total No of Pupils
7001	Ysgol y Gogarth	Ffordd Nant y Gamar, Craig y Don, Llandudno LL30 1YE ☎ 01492 860077 📠 01492 870109 ✉ pennaeth@gogarth.conwy.sch.uk 🌐 www.ysgol-y-gogarth.com	Mr Jonathan Morgan	AAA Generig/ Generic SEN	2-19	184

Gwasanaeth Ymgynnwys Cymdeithasol / Social Inclusion Service					
Rhif No	Canolfan/Uned Cyfeirio Disgyblion Centre/Referral Unit	Cyfeiriad/Rhif Ffôn/Rhif Ffacs/E-Bost Address/Tel No/Fax No/E-Mail	Pennaeth Headteacher	Statws Status	Oedran Age Range
7017	Canolfan Addysg Nant y Bryniau Education Centre	Gwasanaeth Pobl Ifanc Gogledd Cymru/ North Wales Adolescent Service Safle Ysbyty Abergele Hospital Site Llanfair Road, Abergele LL22 8DP ☎ 01745 448742 ✉ pennaeth@nwas.conwy.sch.uk	Kate Wright Athrawes Mewn Gofal Dros Dro/ Acting Teacher in Charge	Awdurdod Iechyd/ Health Authority	11-16
1102	Canolfan Addysg Gyffin Education Centre	Maes-y-Llan, Gyffin, Conwy LL32 8NB ☎ 01492 592859 ✉ pennaeth@primarypru.conwy.sch.uk	Mr Andy Hails Athro Mewn Gofal/ Teacher in Charge	EBD	7-11
1102	Uned Ffordd Dyffryn Unit	Ffordd Dyffryn, Llandudno LL30 2LZ ☎ 01492 875469	Mrs Jo Helmsley (Cydylynydd/Co-ordinator)	EBD	5-7
1103	Canolfan Addysg Penrhos Avenue	Penrhos Avenue, Colwyn Bay LL29 9HW ☎ 01492 514925 ✉ swyddfa@altdeducation.conwy.sch.uk	Mr Stephen Sherrington Cydylynydd Addysg Amgen/ Alternative Education Co-ordinator	Addysg Amgen / Alternative Education	5-16
1104	Canolfan Addysg Yr Wyddfïd Education Centre	Llwynon Road, Llandudno LL30 2QF ☎ 01492 878297 ✉ pennaeth.wyddfid@secondarypru.conwy.sch.uk	Mr Tommy Bell-Hughes	EBD	14-16

## Canolfannau Addysg Awyr Agored / Outdoor Education Centres

Canolfan Centre	Cyfeiriad/Rhif Ffôn/Rhif Ffacs/E-Bost Address/Tel No/Fax No/E-Mail	Pennaeth y Canolfannau Head of Centres
Canolfan Addysg Awyr Agored Nant Bwlch yr Haearn	Nant Bwlch yr Haearn, Llanrwst LL27 OJB ☎ 01492 640735 📠 01492 640967	Ms Jenny Wilson ✉ <a href="mailto:jenny.wilson@conwy.gov.uk">jenny.wilson@conwy.gov.uk</a>
Canolfan Addysg Awyr Agored Pentrellyncymer	Pentrellyncymer, Corwen, LL21 9TU ☎ 01490 420266 📠 01490 420166	🌐 <a href="http://www.nwoes.co.uk">www.nwoes.co.uk</a>

## Canolfan Integredig / Integrated Centre

Canolfan Centre	Cyfeiriad/Rhif Ffôn/Rhif Ffacs/E-Bost Address/Tel No/Fax No/E-Mail	Pennaeth y Ganolfan Head of Centre
Canolfan Lôn Hen Ysgol Old School Lane Centre	Church Walks, Llandudno LL30 2HD ☎ 01492 577850 📠 01492 879499	-----

## Canolfan Iaith / Welsh Language Centre

Canolfan Centre	Cyfeiriad/Rhif Ffôn/Rhif Ffacs/E-Bost Address/Tel No/Fax No/E-Mail	Pennaeth y Ganolfan Head of Centre
Canolfan Iaith Dolgarrog	Ffordd Llanrwst, Dolgarrog, Conwy LL32 8QE ☎ 01492 660268 ✉ <a href="mailto:HughesS428@hwbmail.net">HughesS428@hwbmail.net</a> ✉ <a href="mailto:OwenN102@hwbmail.net">OwenN102@hwbmail.net</a>	Mrs Sioned Kearns

## Coleg / College

Coleg College	Cyfeiriad/Rhif Ffôn/Rhif Ffacs/E-Bost Address/Tel No/Fax No/E-Mail	Pennaeth Principal
Coleg Llandrillo	Ffordd Llandudno, Llandrillo yn Rhos LL28 4HZ ☎ 01492 546666 📠 01492 543052 ✉ <a href="mailto:admissions@llandrillo.ac.uk">admissions@llandrillo.ac.uk</a> 🌐 <a href="http://www.llandrillo.ac.uk">www.llandrillo.ac.uk</a>	Mr Dafydd Evans