



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

# INFORMATION FOR PARENTS HANDBOOK

2024/25

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Education, Leisure & Lifelong Learning



## School Terms and Holiday Dates 2023/2024 Academic Year

Term	Term Begins	Mid Term Holiday		Term Ends	Days
		Begins	Ends		
Autumn 2023	Friday 1 <sup>st</sup> September	Monday 30 <sup>th</sup> October	Friday 3 <sup>rd</sup> November	Friday 22 <sup>nd</sup> December	<b>76</b>
Spring 2024	Monday 8 <sup>th</sup> January	Monday 12 <sup>th</sup> February	Friday 16 <sup>th</sup> February	Friday 22 <sup>nd</sup> March	<b>50</b>
Summer 2024	Monday 8 <sup>th</sup> April	Monday 27 <sup>th</sup> May	Friday 31 <sup>st</sup> May	Friday 19 <sup>th</sup> July	<b>69</b>
				<b>Total</b>	<b>195</b>

**Schools will be closed to pupils for INSET/Staff Preparation on six days between Friday 1<sup>st</sup> September 2023 and Friday 19<sup>th</sup> July 2024.**

### Bank Holidays

Good Friday	Friday 29 <sup>th</sup> March 2024
Easter Monday	Monday 1 <sup>st</sup> April 2024
May Bank Holiday	Monday 6 <sup>th</sup> May 2024
Spring Bank Holiday	Monday 27 <sup>th</sup> May 2024

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**  
**Education, Leisure & Lifelong Learning**

**Information for Parents Handbook 2024/2025**

If you have any comments or observations to make on this booklet please complete the pro-forma below and return it to Child and Family Support Team, Neath Port Talbot Council, Education Leisure & Lifelong Learning, Civic Centre, Port Talbot, SA13 1PJ, or email [sfs@npt.gov.uk](mailto:sfs@npt.gov.uk) or tel: 01639 763600.

- 1. Are you happy with the style and layout of the booklet?**  
**Yes / No**

If no please state how you think it could be improved.

- 2. Did you find the information in the booklet informative and useful?**  
**Yes / No**

If no, what other topics would you like included?

- 3. If you have any other comments to make, please give details below:**

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***\*Please read this section if you receive benefits of any kind. You may be eligible for further financial assistance.***

Dear Parent/Carer,

At Neath Port Talbot we are committed to providing the best start in life for our children and young people, through positive learning experiences and wide-ranging opportunities, to ensure all our learners reach their potential. We want to ensure that learning is a safe, nurturing and fulfilling experience in all settings, where there is respect and due regard to equality, diversity and inclusion.

Our parents and carers have told us how important it is for their children to have access to good schools and high quality education. Our children and young people's experience of school is critically important and they want to be actively involved in shaping the decisions that affect them.

The choices you make are important and having the right information on which to base your decisions is essential. This guide provides you with the information you need when choosing a school for your child in Neath Port Talbot.

We are confident that all our schools are committed to realising the four purposes of the new curriculum in Wales, where children and young people are provided opportunities to develop as:

ambitious, capable learners, ready to learn throughout their lives enterprising, creative contributors, ready to play a full part in life and work ethical, informed citizens of Wales and the world healthy, confident individuals, ready to lead fulfilling lives as valued members of society.

Our schools are committed to meeting the needs of all learners, through providing an inclusive environment where all learners feel valued and make progress. All our schools will provide inclusive and additional provision as set out in the Code of Practice for Additional Learning Needs.

There are many sources of information available to you to help inform your decision, including impartial inspection reports provided by Estyn. We would also encourage you to visit the school you are considering applying for.

Choosing the right school for your child and their future is a very important decision. I hope you find this information useful and I wish your child every success for their future education.

Yours sincerely,



**Andrew Thomas**  
**Director of Education, Leisure and Lifelong Learning**

**PLEASE NOTE:**

**The information in this booklet is relevant and accurate at the time of publication. Some adjustment of policy, regulation, provision and resources may be necessary for, or during, the academic year 2024/25. If you would like help with reading this document or further information and advice contact the Child and Family Support Team, Education Department, Port Talbot Civic Centre, Port Talbot SA13 1PJ. Email: [sfs@npt.gov.uk](mailto:sfs@npt.gov.uk) Tel: 01639 763600**

**When can my child start school?**

Depending on places being available, your child may start a part-time nursery class after his/her third birthday. There is no guarantee of a place and you may have to put your child's name on a waiting list. Applications for admission are administered by the Local Authority (excluding voluntary aided schools other than Y7 pupil intake for St. Joseph's RC Comprehensive School).

All children have to start school no later than the first day of the term after they reach 5 years of age. Full-time education is available at the beginning of the school year in which they are 5 years of age.

Between the ages of 5 and 11 education is provided in primary schools, except at St. Joseph's Infant and St. Joseph's Junior Schools Port Talbot where education is provided by separate schools. In these areas, pupils reaching 7 years of age by 31<sup>st</sup> August will generally transfer from infant to junior school at the start of the next school year.

The usual age of transfer to secondary school is at 11 years of age. Pupils reaching 11 years of age by 31<sup>st</sup> August will generally transfer from a primary to a secondary school at the start of the next school year.

Admission application forms will be forwarded to all parents as outlined within the Admission Policy (Appendix A). Parents may express a preference for a school of their choice. Every effort will be made to comply with this preference; however, it may not always be possible. If this is the case an alternative school will be offered.

Admissions to community schools can only be offered/confirmed by the local authority and not individual schools/Headteachers.

**When can my child leave school?**

Pupils may leave school on the last Friday in June in the school year in which they reach the age of 16.

**Where can my child go to school?**

Most children go to their local school. A place may be available for your child at a Welsh medium school serving your area should you wish him/her to be educated through the medium of Welsh.

When it is getting near the time for your child to go to school you should contact the local authority admissions officer for an application form. You may also wish to contact the school in the area of your choice to arrange a visit.



The Welsh Government Schools Admissions Code-005/2013 issued in July 2013 sets out the requirements on the local authority and governing bodies in relation to school admissions and school admission appeals. Parents can apply for a school place online (excluding nursery places) at [www.npt.gov.uk](http://www.npt.gov.uk) or by completing and returning an application form. For nursery places parents must contact the admissions team for an application form.

The names, addresses and telephone numbers of all schools can be found in Appendix C of this handbook. They can also be found on the website: [www.npt.gov.uk](http://www.npt.gov.uk)

You may wish to choose a school other than the local English or Welsh medium school. If you do, you need to know that places are not guaranteed and that your child will only be admitted if there is room available. You will also be responsible for the cost of transport to the school.

All Schools in Neath Port Talbot are co-educational; that is a school in which both boys and girls are admitted to all classes in the school.

### **What if I would like my child to be educated through the medium of Welsh?**

Without doubt, giving your child two languages is giving your child a bright future and a flying start. Having two languages will give your child a head start in the work place and open doors for them as they will benefit from opportunities which are available through the medium of both Welsh and English.

There are currently 10 Welsh-medium primary schools and 1 dual site Welsh-medium all-through (3-18) school in Neath Port Talbot.

At primary level at least 70% of the teaching and learning is delivered through the medium of Welsh and opportunities are provided for all pupils to become confident Welsh language learners. Welsh-medium education is an option for all pupils from both Welsh speaking and non-Welsh speaking homes.

Opportunities are provided for primary pupils to attend residential Welsh language courses to improve their Welsh language skills and the Local Authority has a specialist Language Centre to support pupils who will benefit from intensive Welsh language support.

At secondary level, education through the medium of Welsh is available at Ysgol Gymraeg Ystalyfera – Bro Dur, an all-through Welsh-medium

community school for pupils aged 3 - 18. The school has two campuses, one in Ystalyfera in the north of the county and the other in the south at Sandfields.

Ysgol Gymraeg Ystalyfera – Bro Dur organises an annual programme of Welsh language activities for all Y5 and Y6 pupils in the cluster. This ensures that every pupil benefits from Welsh language support prior to transfer into Y7.

These activities have a positive impact on pupils' confidence and achievement in the Welsh language and secure successful transition for Y6 pupils from the 9 Welsh medium partner primaries in the Ysgol Gymraeg Ystalyfera – Bro Dur cluster.

Teaching and learning at KS3 is through the medium of Welsh and all KS3 pupils can access a range of Welsh-medium extra-curricular activities.

Pupils' Welsh language skills are further developed throughout Key Stage 4 and in the Sixth Form. A wide range of academic, vocational and extra-curricular courses are on offer. Further details are available from the school.

Welsh-medium education at Ysgol Gymraeg Ystalyfera – Bro Dur is an option for all pupils from both Welsh speaking and non-Welsh speaking homes. Approximately 86% of pupils are from non-Welsh speaking backgrounds.

Our schools work closely with Menter Iaith Castell-nedd Port Talbot who support parents who do not speak Welsh and are concerned about how they can help their child with school work. This is, of course, in addition to the support provided by schools when your child becomes a pupil within the Welsh medium sector.

### **What if I would like my child to be educated at a church (voluntary aided) school?**

There are two Church-in-Wales primary schools; one Roman Catholic infant school, one Roman Catholic junior school and two Roman Catholic primary schools in the County Borough. At secondary level, faith school education is available at St. Joseph's Catholic School and 6<sup>th</sup> Form Centre, Port Talbot. Copies of each of the faith school's admissions policies are attached as Appendix B.

Information about faith school education is also available directly from: **Church in Wales** - The Head of Education, Diocese of Llandaff, Diocesan Office (Education), The Court, Coychurch, Bridgend, CF35 5EH. (Contact tel: 01656 868868)

**Roman Catholic** – The Diocesan Director of Education, Menevia Diocese, Education Office, 27 Convent Street, Swansea, SA1 2BX. (contact Mr. Paul White on tel: 01792 644017 or [education@menevia.org](mailto:education@menevia.org)).

### **How do I register my child at a school?**

When you have chosen a school for your child, you will need to apply online at [www.npt.gov.uk](http://www.npt.gov.uk) or complete a school admission application form.

**Arrangements for school admissions can be found in Appendix A of this handbook. This tells you how decisions are reached when places at schools are allocated.**

### **How can I get more information about schools in the area?**

All schools publish a school prospectus, which provides information on how the school is organised, the curriculum and teaching and learning. A list of schools, with addresses and telephone numbers, is available in Appendix B of this handbook. The list is also available on the web site: [www.npt.gov.uk](http://www.npt.gov.uk)

The majority of Neath Port Talbot schools also have their own dedicated websites. These can be accessed via the web site: [www.npt.gov.uk](http://www.npt.gov.uk)

If you would like further information and advice regarding admissions to schools, contact: School Admissions Officer, Child and Family Support Team, Port Talbot Civic Centre, Port Talbot, SA13 1PJ email: [admissions@npt.gov.uk](mailto:admissions@npt.gov.uk) or tel. 01639 763730/763580.

### **Can my child be educated outside Neath Port Talbot County Borough?**

If you wish to send your child to a school outside the County Borough you should make contact with the relevant Local Authority where the school is located. Please note it is likely you will be responsible for the cost of the transport to and from the school. Neath Port Talbot County Borough does not offer free or assisted places at any independent school.

### **What if my child has Additional Learning Needs?**

A child with Additional Learning Needs (ALN) has a significantly greater difficulty in learning than the majority of others of the same age and/ or has a disability, which hinders them from the making use of facilities for education of a kind generally provided for others of the same age in mainstream school. There is a wide range of learning difficulties or disabilities, but they can be broadly classified into the following four areas:

- Communication and interaction;
- Cognition and learning;

- Behaviour, emotional and social development;
- Sensory and/ or physical.

A child with ALN will require Additional Learning Provision (ALP), in order to ensure their needs are met and any barriers to learning are removed. It is important that children with ALN are identified early in their school career, so appropriate intervention can be put in place at the earliest opportunity. Class teachers have a key role in this identification process.

Each school within Neath Port Talbot has a financial allocation within their budget to help meet the needs of pupils who have ALN. Each school is also required to have an Additional Learning Needs Coordinator (ALNCo), who has responsibility for coordinating provision for learners with ALN.

All schools in Neath Port Talbot also have regular access to support and advice from the Inclusion Service, which consists of a range of professionals who have expertise in supporting Children and Young People with ALN. This includes Advisory Teachers, Educational Psychologists, Speech and Language Therapists, Occupational Therapists and Wellbeing Practitioners. The aim of the Inclusion Service is to promote achievement and wellbeing for all Children and Young People and in line with the [United Nations Convention on the Rights of the Child \(UNCRC\)](#), the service is committed to ensuring every Child or Young Person has an equal opportunity to make the most of their lives and talents. As a result, Person Centred Practice (PCP) underpins the work of the service and ensures that Children, Young People and their Parents / Carers have their views, wishes and feelings heard.

The majority of learners with ALN will have their needs met through school based support and provision. However, in some instances, enhanced support from the Local Authority will be required. These include instances where the learner:

- Has a low incidence condition / rare condition which requires specialism that the
- School cannot provide;
- Requires regular advice and support from external agencies which is over and above that which can be reasonably arranged and accessed by the school;
- Requires equipment that can only be used by one pupil or cannot be re-used or is
- beyond the reasonable resources of the school; or
- Requires very intensive daily support which cannot be reasonably funded or secured by the school's budget.

If you are concerned that your child may have ALN, the first step is to talk to the class teacher or the school's ALNCo. You can also contact the Local Authority's Additional Learning Needs Support Service at [alnst@npt.gov.uk](mailto:alnst@npt.gov.uk)

**What help is there for pupils from Ethnic Minority (EM) backgrounds and for pupils who are learning English as an Additional Language (EAL), learners from the Gypsy Traveller (GT) community and learners from Armed Forces families?**

The Vulnerable Learners Service (VLS) provides specialist support for learners of English as an Additional Language (EAL), Ethnic Minority (EM) Groups, learners from the Gypsy Traveller (GT) Community and Service Children (SC). We recognize the importance of these specific groups given these learners are less likely to achieve academically within our education system and are more at risk of becoming NEET (not in Education, Employment or Training).

The VLS provides a range of support and interventions for EM/EAL/GT/SC learners in Neath Port Talbot schools in order to ensure their participation, achievement, attainment and wellbeing. You can contact the Service by emailing Mark New on [m.new@npt.gov.uk](mailto:m.new@npt.gov.uk) or telephoning 01639 686841.

**How can the Education Welfare Service help?**

Children need to attend school if they are to benefit from the educational opportunities available locally. The Education Welfare Service can help with problems that may prevent children from attending school regularly. The service is available to pupils, parents and teachers. It provides an important link between home and school and helps parents and teachers work in partnership. You can contact the Education Welfare Service through your child's school.

**Parent partnerships and SNAP**

The Liaison Officer within the Additional Learning Needs Support Team can provide information about a range of organisations that support parents. For further information, please telephone 01639 763158.

SNAP Cymru is an organisation providing an independent parental support service to families of children and young people who have, or may have, special educational needs. The service is free to families and is confidential.

SNAP Cymru seeks to promote partnership and participation in planning and decision making. It can also provide you with help in completing paperwork and support you in meetings with professionals.

**What safeguarding arrangements are in place?**

The care and well-being of pupils is a principal concern of all schools. Schools must have a clear Safeguarding and Child Protection policy in place that staff must follow in order to safeguard and promote the welfare of children. Each school has a named, designated, teacher who is responsible for all safeguarding matters

and handling individual cases of suspected abuse. You will find the details of this person in your child's school. Where abuse is suspected the school is obliged to refer the matter to Social Services for investigation. In order to protect and safeguard a child it will sometimes be necessary to make referrals without seeking the consent of or informing parents; the school has a statutory duty to act in the best interests of the child. This is a sensitive area of work and the support of parents is important when schools take action to safeguard children.

Please be assured that school staff are working with the well-being of children firmly in mind.

Any actions undertaken by schools must comply with the Wales Safeguarding Procedures, in line with the Social Services and Wellbeing (Wales) Act 2014

### **What about my child's health?**

All schools have a named school doctor and nurse. They visit all schools and arrange for health screening of children for vision and growth. The health professionals provide advice for parents and teachers to ensure that any health difficulties in the school setting are addressed and appropriate help and support is arranged.

For more information about the Schools Health Service ask for the policy statement for school health services, available from your child's Headteacher or the Consultant Community Paediatrician, Community Office, Children's Centre, Neath Port Talbot Hospital on 01639 862713.

### **Will school meals be available?**

Freshly cooked meals are provided at every school and the Authority is committed to providing a healthy balanced meal that children will eat and enjoy.

Our Primary School Meal Service provides food and drink in primary schools that is compliant with the Welsh Government's Healthy Eating in Schools (Wales) Regulations 2013, which set out the types of food and drink that can and cannot be provided during the school day and defines the nutrient content of school lunches.'

The primary school menu has been nutritionally analysed to ensure it meets the legislation. Special diets such as vegetarian, coeliac, diabetic etc. will be catered for and free milk is available for all infant school pupils.

By choosing a school meal for your child you can be sure that you are making a healthy choice for them.

Welsh Government have announced universal free school meals for all reception aged children, and it has been agreed that all primary aged children across Wales will receive a free school meal from September 2024.

We are currently offering Universal Free School Meals to all Reception, Year 1 , Year 2 , Year 3 and Year 4 pupils thus ensuring that our youngest pupils can benefit from a free school meal.

By September 2024 all primary school children in state schools in Wales will be eligible for free school meals.

50 infant, junior and primary schools in Neath Port Talbot participate in the free breakfast scheme, funded by Welsh Government. We maintain a school meal/breakfast club website where all primary school menus can be accessed at [www.broccolibob.co.uk](http://www.broccolibob.co.uk) or on the individual school website. This website will tell you which schools participate in the free breakfast scheme, including many links relating to health and wellbeing.

For primary school meals/primary school breakfast club enquiries please contact us by telephone 01639 763036/763738 or e mail: [ams@npt.gov.uk](mailto:ams@npt.gov.uk) For secondary school meals enquiries please contact the individual school for any enquiries.

Parents in receipt of additional government assistance may qualify for free school meals for their children. Applying for free school meals is straightforward. Parents can apply Online at [www.npt.gov.uk](http://www.npt.gov.uk), also forms are available from your child's school or from the School and Family Support Team. For further information contact the team on 01639 763515 or [fsm@npt.gov.uk](mailto:fsm@npt.gov.uk) or visit [www.npt.gov.uk](http://www.npt.gov.uk)

### **Will my child get transport to school?**

It is the parent/carer's responsibility to get their child to school, however in some circumstances your child may be eligible for home to school travel assistance.

Criteria for accessing eligibility for home to school travel assistance includes:

- Child must be attending their catchment or nearest suitable school to the home address
- The home address must be 2 miles or more from the catchment or nearest suitable primary school
- The home address must be 3 miles or more from the catchment or nearest suitable secondary school
- There is no suitable walking route between the home and catchment or nearest suitable primary/secondary school

- The Council has provided a place for a child with additional learning needs in a specialised education provision which is 2 / 3 miles or more from the home address or there is no suitable walking route available between the home and the specialised education provision
- It is determined that due to exceptional circumstances arising as a result of the child's specific needs travel assistance must be provided in order for the child to attend their place of education

If you believe that your child qualifies for home to school travel assistance, you may submit an on-line application. Transport applications must be submitted by the **30th of June**.

Home to school travel assistance is provided from the beginning of the school year in which your child reaches 5 years of age.

If your child receives travel assistance it remains your responsibility to ensure your child is delivered to, and received from, the school transport vehicle. Additionally, the provision of home to school travel assistance is subject to signing up to the "Travel Behaviour Code".

For further details on the Council's home to school travel assistance service, please visit the Council's website at [www.npt.gov.uk/School Transport](http://www.npt.gov.uk/School Transport)

If you have any queries relating to eligibility under the Council's Home to School Travel Policy, please e-mail your query to [educationtransport@npt.gov.uk](mailto:educationtransport@npt.gov.uk)

If you have any queries in respect of the transport vehicles and routes, please e-mail [passengertransport@npt.gov.uk](mailto:passengertransport@npt.gov.uk)

### **Will my child wear school uniform?**

#### ***Pupil Development Grant – Access***

Welsh Government has introduced a School Essentials Grant (previously PDG Access Grant). The purpose of which is to provide grant assistance to families on low incomes for the purchase of:

- School uniform including coats and shoes;
- School sports kit including footwear;
- IT Equipment: laptop and tablets ONLY (School Essentials should only be used in limited situations where a school is unable to loan equipment to the family);
- Uniform for enrichment activities, including but not limited to, scouts; guides; cadets; martial arts; performing arts or dance;



- Equipment e.g. school bags and stationery;
- Specialist equipment where new curriculum activities begin such as design and technology; and
- Equipment for out of school hour's trips such as outdoor learning e.g. waterproofs.

We advise families to contact their child's school/setting to discuss loaning equipment before purchasing.

Parents need to keep receipts for audit purposes.

### **Who is eligible?**

*We are awaiting confirmation from Welsh Government regarding the eligibility criteria for the School Essential Grant for the 2024/2025 academic year.*

**Only one claim per school year is permitted.**

**Pupils who receive Free School Meals due to transitional protection arrangements do not qualify for this funding.**

Any queries please contact the Child and Family Support Team on 01639 763515 or email: [fsm@npt.gov.uk](mailto:fsm@npt.gov.uk)

All information was correct at the time of printing and is subject to change by Welsh Government.

### **What charges might I have to pay?**

During your child's time at school, the majority of the activities offered are free of charge. However, there are occasions when you will be asked to make a contribution towards costs. Details of charges and remissions are available from your child's school.

A charge is made for accommodation and food if your child is involved in an overnight stay with the school. However, this may be waived for an agreed residential course or camp if you are in receipt of additional benefits of any kind.

### **What should I know about the insurance arrangements for my child?**

The County Borough Council insures its buildings and their contents for fire damage. If your child's personal property is damaged in a fire in a Neath Port Talbot school, it might be possible for a claim to be made against your own household policy.

It is recommended that you consider seeking your own insurance protection for loss or damage to all your child's personal property and this can normally be arranged through a standard household contents policy by way of an extension. The County Borough Council is not obliged to arrange personal accident insurance for pupils attending its schools. You are advised to consider whether you should seek to arrange your own insurance for personal accidents to your child.

For more advice on insurance matters, contact the Authority's Insurance Section tel: 01639 763711 or [Insurance@npt.gov.uk](mailto:Insurance@npt.gov.uk)

### **When will my child get careers information and guidance?**

Impartial careers information, advice and guidance is available to secondary age pupils and their parents to help with decisions about career paths through Careers Wales. Careers Advisers work in schools with pupils in Key Stages 3 and 4, especially at key transition times including Year 9 when pupils are choosing their subject options and in Years 11 and 13 when options for further and higher education or training and employment are being considered.

There is an experienced team of Additional Learning Needs Advisers to help clients who may need additional help to develop their career plans. They will help draw up a transition plan to prepare children with statements of special educational needs for life after school.

Pupils, students and parents can also access information, advice and guidance from Careers Advisers via the Careers Wales Connect Helpline 0800 028 4844. You can also chat online to our Careers Advisers at [www.careerswales.com](http://www.careerswales.com). The website also provides the opportunity to search for information on careers, courses, training and job vacancies anywhere in Wales, get tips and support to help you manage your career planning, use interactive games and quizzes, create your own personal e-portfolio and lots more, too.

You can gain further information by contacting your local Careers Wales Office at: Neath Careers Centre, 7 Water Street, Neath, SA11 3EP or Port Talbot Careers Centre, Work Station (outreach centre), Water Street, Port Talbot, SA12 6LF.

### **What public examinations will my child take?**

The decision to enter your child for public examinations is taken by the school. There is a fee to be paid for each examination. The school meets the cost of this fee when your child is entered for the first time. If your child misses an exam without a valid medical reason then you will be liable for the fee. The school will be able to provide you with further details.

All schools will provide you with details of their public examination results if you ask them.

### **How does my child's school know who to keep informed?**

When your child starts at a school you will be asked for important information that will help the school keep in touch. Along with your child's details, you will give contact names and telephone numbers for use in an emergency and information about you as parent and any other person who has parental responsibility. If any of the details that you give to the school later change, it is very important for you to inform the school as soon as possible.

A school needs to know who is to be kept informed about your child's progress and who needs to be contacted when decisions need to be taken about your child's education or when permission is needed for your child to take part in a school activity.

For a school, a parent can be the natural parent (whether married or not), any person who has care of a child (this means the person the child lives with, even if they are unrelated), and any person who has parental responsibility.

### **What education is available when my child is over 16?**

The majority of mainstream secondary schools in Neath Port Talbot cater for pupils aged 11–16 and, therefore, do not have a sixth form. There are two exceptions, St. Joseph's Catholic School and 6<sup>th</sup> Form Centre and Ysgol Gymraeg Ystalyfera – Bro Dur, whose sixth forms offer a range of academic and vocational post 16 courses.

Pupils attending a school without a sixth form can transfer to Neath Port Talbot College to continue their education.

### **What financial help is available when my child starts sixth form or college?**

Young people from low income households who are continuing in further education can get up to £40 a week under the Welsh Government's Education Maintenance Allowance (EMA) Scheme. EMAs are available to 16-18 year olds.

For full details, please visit [Student Finance Wales](#)

### **14-19 Learning Pathway**

All young people are unique, they all act differently, think differently and they all have different talents. To support young people develop these talents the Welsh Government has developed Learning Pathways for all 14-19 young people in education and training. Over the coming years all 14-19 year olds will be able to

plan their own Learning Pathway as they progress through school, college or training.

Learning Pathways offers a lot more choice than students had in the past. With the support of their teachers, tutors and parents/guardians they will be given the chance to design their own personal pathway to success. Learning Pathways gives young people the opportunity to broaden their options and provide them with a chance to study a wider range of subjects. Young people entering year 10 now have access to at least 30 options over a range of curriculum areas which will either be provided by their school or by other local education and training providers. These Options will include a number of vocational courses that may be studied at school, the local college or with training providers and local employers and will help young people prepare for further education, university or employment. Learning Pathways will give each young person the opportunity to get the most out of school and to leave with worthwhile qualifications.

To help support young people in making their choices all schools have trained staff that will be available to students who may need some extra support while making their choices. These will work alongside young people's teachers and their careers advisor to help them plan their Learning Pathway and offer advice and support. Young people will also be able to get help with any personal issues that may affect them.

### **Is the Duke of Edinburgh's Award available to my child?**

The Duke of Edinburgh's Award offers a programme of activities for young people between the ages of 14 and 25 and is available in all secondary schools.

It offers young people an opportunity to take up challenges and experience new and exciting activities, gaining a sense of achievement and self-esteem, in a non-competitive environment.

The Award is at three levels, Bronze, Silver and Gold. The highest, Gold, involves undertaking a residential project designed to develop social and organisational skills. Should you want more information about the Award, enquire at your child's school or contact the Duke of Edinburgh Development Officer, Llangatwg Comprehensive School, Cadoxton, Neath tel: 07818 443884 or online at [www.nptdofe.co.uk](http://www.nptdofe.co.uk) or [www.dofe.org](http://www.dofe.org)

### **What youth services are available?**

The Youth Service provides a wide range of services and activities to young people aged 11 - 25. Services include 14 community based youth clubs and a Welsh Language youth club for young people aged 11 – 18, health initiatives and relationship

advice, a Youth Council, work with unemployed young people and young people who are at risk of disengaging from school. The service also provide accredited programmes and courses such as food hygiene and First Aid, Duke of Edinburgh Awards Scheme.

The Youth Service also works with vulnerable young people on a one to one basis and with group activities and we also engage with specialist groups such as young carers, LGBT young people and young people with speech language and communication needs. Youth workers will also provide non-clinical youth work support for young people with issues such as loneliness and isolation and also raise awareness on youth homelessness to schools and youth groups.

For further information please contact the Youth Service Tel: 01639 763030 and keep up to date with service activities on Facebook ([facebook.com/nptyouthservice](https://facebook.com/nptyouthservice)) and Twitter (@npt\_ys).

### **Can my child have a part-time job?**

Many school children have a part-time job. The employment of children is strictly regulated by law and there are limits to the hours children may work on school days, at weekends and during holidays, restrictions on the type of work that can be undertaken and the age at which they can work.

If your child would like a part-time job you will need to apply for a permit. Application forms, obtainable from your child's school, must be completed by both you and the employer. If the employment is approved, a permit will be issued which your child should carry whilst working. An explanatory leaflet is available from the school or Child and Family Support Team, Education Department, Civic Centre, Port Talbot SA13 1PJ email [sfs@npt.gov.uk](mailto:sfs@npt.gov.uk) Tel: 01639 763600 or by downloading online at [www.npt.gov.uk](http://www.npt.gov.uk)

### **What if my child wants to get involved with entertainment productions?**

Some children have the opportunity to take part in the world of entertainment, such as on stage or in films and television. A performance licence is needed for this and, as with part-time employment, there are conditions to follow. The person arranging the production is responsible for applying for a performance licence and this needs to be done at least 21 days before the first day of the performance. There is a section of the application form for the parent to complete and if your child is involved in an entertainment production you will need to make sure that a licence has been issued. Licence application forms are available from Child and Family Support Team, Education Department, Civic Centre, Port Talbot SA13 1PJ email [sfs@npt.gov.uk](mailto:sfs@npt.gov.uk) Tel: 01639 763000 or by downloading online at [www.npt.gov.uk](http://www.npt.gov.uk)

### **Is there a local library for my child?**

Neath Port Talbot Library Service operates eight main libraries and one mobile library across the county. These main Branch libraries are located at Baglan, Cwmafan, Glynneath, Neath, Pontardawe, Port Talbot, Sandfields and Skewen. The Mobile Library visits smaller communities on a three-weekly basis. In addition they support six community run libraries which are managed mainly by volunteers.

### **Why should my child join the library?**

- It is FREE to join
- There are thousands of amazing books for children which will help your child develop a love of reading
- Your child can access, for FREE, our online resources. These include ebooks, emagazines, eaudiobooks
- There are NO FINES for any books that are returned late
- There are skilled and helpful staff who can support your child with their homework and reading needs
- Access to wide range of FREE online information services which can be used at the library or from home

### **What else does the library provide?**

- FREE internet access
- Printing, including Wi-Fi printing, and photocopying\* (\*for a small fee)
- Study spaces where children can catch up on school work
- A regular programme of events and activities
- Regular song and rhyme sessions for the under 5s
- A range of clubs that your child can be part of e.g. Lego Clubs
- A safe space where children are always welcome

### **What can my child do in the school holidays at his/her local library?**

Your child can take part in the Summer Reading Challenge or enjoy many of the activities being held at libraries.

For more information about what goes on in Neath Port Talbot libraries, visit our website at [www.npt.gov.uk/libraries](http://www.npt.gov.uk/libraries) find us on Facebook at [www.facebook.com/nptlibraries](http://www.facebook.com/nptlibraries) on Instagram [www.instagram.com/nptlibraries](http://www.instagram.com/nptlibraries) and discover us on YouTube.

For further information please contact Library Headquarters, Neath Road, Briton Ferry, Neath Tel: 01639 899829 or E Mail: [npt.libhq@npt.gov.uk](mailto:npt.libhq@npt.gov.uk)

## **What cultural and leisure facilities are available to my child?**

There are many cultural and leisure facilities available in the County Borough, offering opportunities for children and young people to participate in or to enjoy watching sport, the arts, heritage or cultural activities. There are 5 swimming pools plus the outdoor Aquasplash paddling pool on Aberavon Beach, five sport and leisure centres, a range of parks and playing fields with adventure playgrounds and play areas, museums, arts centres and the county parks at Margam, Gnoll Estate and Afan Argoed. During the school holidays, many of the cultural and leisure facilities offer special activity programmes for children and young people.

For more General Enquiries about your local leisure centre please contact 0800 0 434343 or visit [www.celticleisure.org](http://www.celticleisure.org)

The Princess Royal Theatre's impressive capacity and large stage has enabled it to host some of the highest profile events and artists to have visited the county. It has featured huge comedy names such as Frankie Boyle, Rhod Gilbert, and Alan Carr, as well as housing an annual pantomime. The theatre has also become a reputable venue for stage productions of CITV children's shows.

Pontardawe Arts Centre has built a reputation as one of the finest cultural venues in South Wales. The traditional theatre, with in-house cinema, offers something for everyone with high caliber professional events from classical music to world music and blues, dance and drama to children's theatre, and even nationally renowned comedians.

In 2012 the refurbished Gwyn Hall re-opened its doors. Celtic Community Leisure working in partnership with Neath Port Talbot County Borough Council look forward to welcoming you to this magnificent facility offering a range of exceptional activities which will include live entertainment and the latest 3D and digital Cinema.

For more information on Cultural Service please visit [www.npttheatres.co.uk](http://www.npttheatres.co.uk)

Margam Country Park is set in 1000 acres of glorious parklands and offers natural beauty, history and wildlife and a range of fun activities and facilities to make it one of the best days out in Wales and for all the family. It has surprises around every corner, from the magnificent 18th Century Orangery, an impressive picturesque Tudor-Gothic style Victorian Mansion House, a 12th Century Chapter House, ornamental gardens and the best deer herd in Wales.

The narrow gauge railway, children's adventure playground, farm trail, Fairytale Land and the splendid walks are some of the features which contribute to the experience of Margam Country Park, together with a mixed course fishery including a new junior angling club at Furzemill Pond and a programme of seasonal events for all to enjoy. In addition, new activities that opened recently include the Go Ape high rope adventure course and Margam Adventurous Activities which offers the opportunity to participate in Mountain Biking, Canoeing, orienteering and Nordic Walking.

The Discovery Centre, situated within the Park, is managed by the Field Studies Council and offers residential and day courses on heritage and environmental aspects in the national curriculum. Participation on these courses is organised through individual schools and operates throughout the year.

For information of Margam Park contact 01639 881635 or visit [www.npt.gov.uk](http://www.npt.gov.uk)

The Active Young People team are responsible for developing and delivering physical activity and sport opportunities across the County Borough.

The AYP team works with a number of different partners to ensure the programme can reach as many as possible. Strong links have been made with all schools, this has ensured positive and regular communication and delivery of activity to young people. For information Telephone: 01639 861100

### **Local History & Museum Collections**

The museum collection holds artefacts from fossils to the Bronze Age, from the Roman auxiliary fort, Welsh Lordships and hillforts, the Medieval Neath Abbey, Victorian homes and industry to twentieth century life.

The Heritage Education Officer works closely with schools, heritage organisations, local history and community groups maintaining a proactive learning experience for residents and visitors. Our outreach services include exhibitions, talks, school visits, object handling & reminiscence sessions. The Young Archaeologists' Club based at Neath library meets once a month on a Saturday afternoon from 1-3.

The club is open to everyone aged 8–16 years, YAC members get involved in all sorts of activities, including visiting and investigating archaeological sites and historic places, trying out traditional crafts, taking part in excavations, and lots more.

If you'd like to get involved with NPT YAC or find out more about how the club is run, get in touch with the team using the details below

Why not contact us to find out more? [heritage@npt.gov.uk](mailto:heritage@npt.gov.uk)



Heritage Education Officer – Harriet Eaton is based at Library Headquarters and can be contacted by emailing: [h.eaton@npt.gov.uk](mailto:h.eaton@npt.gov.uk)

### **How are physical activity and sport supported locally?**

There are many opportunities for young people to enjoy a more active and healthy lifestyle locally. The Physical Activity & Sport Service (P.A.S.S.) supports and delivers many different projects/initiatives working in Partnership with the Sports Wales, Disability Sport Wales, Governing Bodies of Sport, the Voluntary Sector Clubs, and Schools. We aim to provide opportunities to enable the Community to become more active and enjoy healthier lifestyles. P.A.S.S delivers the Active Young People program which includes officers working within the cluster of their Secondary school to develop inclusive after school provision and community based activities at little or no cost. PASS deliver a wide range of holiday activities across NPT and target outreach areas to provide opportunities for all children. Focus sports such as Mountain Biking, Badminton, Tennis and a Junior Netball league are also run by the team using local schools as Community clubs and facilities for matches.

We also offer the opportunity in schools for volunteering via our Young Ambassador scheme. Neath Port Talbot Physical activity and Sport Service are currently working with over 200 young ambassadors throughout our schools, these include bronze ambassadors based in primary schools, silvers based in comprehensive schools and Gold ambassadors that are NPT college students. The Young Ambassador scheme is a Sport Wales initiative and operates in each local authority. Every year Neath Port Talbot provides the Young Ambassadors with an annual training day to ensure that the young people are equipped to deliver inclusive activities within their schools..

To find out how we can help you become more physically active and enjoy a healthier lifestyle contact PASS tel: 01639 861143 or e-mail: [m.hall12@npt.gov.uk](mailto:m.hall12@npt.gov.uk); website: [www.npt.gov.uk/pass](http://www.npt.gov.uk/pass) Social media handles- Search @nptpass on Facebook, Instagram, Twitter and You Tube

### **What are school governors?**

Every school has a governing body that works closely with the Headteacher to promote excellence in all aspects of school life. Governors are not involved in the day to day running of the school; that is the Headteacher's responsibility. The Headteacher would normally deal with general queries and matters concerning pupils and staff. The governing body decides on the ethos and culture of the school and draws up policies on such things as the curriculum, behaviour and attendance. Each year the Governors provide a written report to parents on what has been happening at the school during the previous year and to share the governing body's plans for promoting high standards of educational achievement.

If enough parents make a request to meet with Governors regarding an issue affecting the whole of the school, then all parents will be invited to this meeting. Parents can request to meet with Governors up to three times in a school year, providing certain criteria are met.

When your child starts school you should find out who the parent governors are, the school will be able to help you. You can speak to them if you have any comments about the general running of the school.

### **Can I become a school Governor?**

All sorts of people become school governors. Governors don't need particular qualifications or experience, many governors are not experts in education, but can offer time and other expertise to help improve the school. Most schools have between ten and twenty governors; the bigger the school, the more governors it has.

The governing body will always include:

- parents, chosen by other parents at the school
- staff, chosen by their colleagues at the school
- people chosen by the governing body
- people chosen by the County Borough Council
- in voluntary aided schools – people chosen by the church authorities

Every four years (or sooner, if there is a vacancy) the school has to hold an election for parent governors. All parents can put themselves forward for election. If you can give some time to help your school and the next generation, then you could stand for election as a parent governor. To help school governors with their work regular training is provided. Training for new Governors is now mandatory.

If you would like to know more about school governing bodies, or find out how to become a governor, contact School and Family Support Team, email [governors@npt.gov.uk](mailto:governors@npt.gov.uk) tel. 01639 763600.

### **How can parents influence the decisions of the County Borough Council?**

The County Borough Council has two parent governor representatives on its education scrutiny committee who are also invited to join the Neath Port Talbot Governors Association Management Committee.

The parent governor representatives express the views and concerns of parents when important decisions affecting education are taken. Parent governors from schools in the area choose the representatives.

### **What can I do if I am not satisfied with my child's education or have a complaint?**

If you have any concern about your child's education, first try to resolve the matter on an informal basis through discussion with staff at your child's school.

If you feel that your complaint has not been resolved, you can approach the Headteacher with your complaint, which you may be asked to put in writing.

If the problem is still unresolved you may refer your complaint to the governing body's complaints committee. Your child's school will be able to give you full details of the general complaints procedure. If your complaint is about a member of staff of the local authority you may have recourse to the Council's Complaints Procedure.

### **Strategic School Improvement Programme (SSIP)**

The Council is committed to providing high quality education for all children and young people across the County Borough. It has implemented a Strategic School Improvement Programme (SSIP) that will help ensure that the right schools are in the right places and that they are capable of delivering an education fit for children and young people in the 21<sup>st</sup> Century. The Strategic School Improvement Programme (SSIP) also informs the planning and decision making processes that will enable the Council to secure first class schools, delivering high standards of teaching and learning – for now and into the future.

### **Why is the School Improvement Programme (SSIP) necessary?**

At the heart of the programme is the delivery of quality educational experiences that encourage and support pupil development - experiences that meet the aspirations of young learners, enhancing and enriching their lives and their life opportunities.

### **What changes will be seen?**

Implementing the Strategic School Improvement Programme (SSIP) involves reviewing existing educational provision and determining the number and type of schools needed to deliver education effectively and efficiently across the County Borough. As a result of this, there is likely to be changes which will involve opening new schools, closing existing schools, merging or amalgamating schools, federating schools and promoting new initiatives that support collaborative working between schools. The changes will be necessary to improve standards of education, reduce surplus places, reduce large building repair bills and ensure the right schools in the right places for both English and Welsh medium education.

The Council has already brought about some of these changes and you are able to view all current and past proposals on the dedicated Strategic School Improvement Programme (SSIP) webpage. To access go to: [www.npt.gov.uk](http://www.npt.gov.uk) and click on the Quick Links menu bar on the home-page, click on Schools then, click on School Improvement on the left menu bar.

Changes that have recently taken place include:

- The completion and occupation of a replacement brand new 21<sup>st</sup> Century school at Cefn Saeson Comprehensive including the demolition of the old school buildings to make way for external sports facilities including grassed and floodlit artificial playing surfaces.
- The completion and occupation of a replacement brand new 21<sup>st</sup> Century school for Abbey Primary which previously operated across three separate locations. The new single site school also provides a Learning Support Centre and a Childcare setting.
- The completion and occupation of a final phase of 21<sup>st</sup> Century build at YG Ystalyfera comprising general classrooms, new kitchen/dining facilities and a Performance Hall.
- The completion and occupation of a significant refurbishment and new build extension that provides additional Welsh-medium pupil places and improved Childcare facilities at YGG Pontardawe.
- The opening of a new Welsh-medium starter school in Neath Abbey. YGG Tregeles opened to nursery pupils in January 2023

**Do you have any suggestions about this booklet?**

If you have any suggestions for improvements to this booklet, please contact the Child and Family Support Team, Neath Port Talbot County Borough Council, Education Leisure & Lifelong Learning, Civic Centre, Port Talbot, SA13 1PJ, or email [sfs@npt.gov.uk](mailto:sfs@npt.gov.uk) or tel: 01639 763600.



## **Admission to Community Schools 2023/2024**

### **1. Introduction**

The Council is the admission authority for all community maintained schools in the County Borough. As admission authority, the Council determines the criteria that will be applied when allocating places at community schools. This document sets out the admission arrangements that will apply during 2024/2025 for: nursery classes based at community primary schools; community primary schools; community secondary schools; and the Welsh medium sixth form at a community secondary school.

For voluntary aided (i.e. Faith) schools, it is each school's governing body that determines the admission arrangements, details of which can be obtained from the respective governing body.

This policy document sets out the principles underpinning the admission arrangements for community schools together with the procedures and the timetables for admission during the 2024/2025 school year (appendices 1, 2, 3 & 4). Further details to assist parents in applying for a school place choosing a school for their child will be set out in the 'Information for Parents Handbook 2024/2025' which will be available to parents in October 2023, prior to the application date. The handbook will contain important information about schools in the County Borough including their admission numbers, the catchment areas they serve together and their partner school arrangements. The handbook also contains the published admission arrangements for individual voluntary aided (i.e. Faith) schools. In this respect, the 'Information for Parents Handbook 2024/2025 forms an integral part of the information available to parents on school admission.

### **2. Context**

Neath Port Talbot County Borough Council aspires to deliver an inclusive education service that celebrates diversity and respects everyone's right to education. The Council provides access to high quality learning experiences for every child and young person by encouraging and supporting individuals to realise their ambitions, achieve their potential and become active and responsible members of society.

To meet the educational needs of children, the County Borough Council delivers a range of provision, including:

- **part-time nursery education, available** in all primary and 'all-through' 3-16/3-18 schools. Successful learning begins in the nursery where children have access to rich experiences in a secure environment;
- **primary phase education** at primary and 'all-through' 3-16/3-18 schools (including Welsh medium and voluntary aided schools), providing a broad education based on practical experiences designed to meet individual needs, including national curriculum areas of study.
- **secondary phase education** at secondary and 'all-through' 3-16/3-18 schools, (including Welsh medium and a Roman Catholic school), setting high standards in examinations, sport and cultural activities, and personal and social education. Pupils in all schools have access to a wide range of curricular opportunities and the national curriculum;
- **special schools**, providing rich and stimulating learning experiences for pupils with severe and complex difficulties. All pupils attending these schools have a statement of special educational needs. Specialist support for primary and secondary age pupils with emotional and behavioural difficulties is available within the County Borough.
- **learning support centres**, based at a number of primary, secondary and 'all-through' schools, provide specialist support in mainstream schools for pupils with statements of special educational needs.

The Council's admission arrangements for community schools ensure that admission procedures do not unfairly advantage or disadvantage any groups through the application of the Welsh Government School Admissions Code 005/2013.

### **3. Admission to nursery classes at community primary and 'all-through' 3-16/3-18 schools**

The Council is the admission authority for all nursery classes in community primary and 'all-through' 3-16/3-18 schools.

Children can access a part-time nursery place from the start of the term following their third birthday. Parents/carers who require a place in a nursery class will be required to submit an admission application. Application forms are available from (and, when completed, to be returned to) the Admissions Officer, Child and Family Support Team, Port Talbot Civic Centre, Port Talbot SA13 1PJ.

Parents/carers can apply for a place at the catchment school or express a preference for a placement at an alternative school.

Admission to a nursery class prior to the start of the term following the child's third birthday can only be agreed in consultation with the Admissions Officer.

The number of nursery places available may differ to the admission number of full-time year groups within a school (Reception).

Children who are in receipt of a statement of special educational needs/LA Maintained IDP which identifies mainstream nursery education within a community school will be guaranteed a place at that setting. Schools have a duty to admit children with a Statement of Special Educational Needs/IDP who have been placed in a school by the LA and these pupils are counted towards the number of pupils to be admitted unless their placement is within a school based Learning Support Centre.

The Council will consider each individual application received. If the number of applications exceeds the number of places available, places will be allocated according to the oversubscription criteria below, listed in priority order.

– ***Oversubscription Criteria***

a) Children looked after<sup>1</sup> or previously looked after by a local authority in Wales, as defined in section 74 of the Social Services and Well-being (Wales) Act 2014 or England as defined in Section 22 of the Children Act 1989.

b) Children who live within the catchment area of the nursery class for which an application is made.

c) Children who have an older sibling who will be on the register at the school at which the nursery class is based when they are admitted. A "sibling" is defined as a full sibling, a half sibling (i.e. one shared parent), a step sibling (i.e. the child of a person co-habiting with a parent), a fostered sibling or an adopted sibling. In each case, at the time of the application the sibling must reside at the same address as the child or young person. Any sibling connection must be clearly stated in the

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<sup>1</sup> A looked after child refers to a child who is looked after by the local authority, in accordance with section 74 of the Social Services and Well-being (Wales) Act 2014 or under Section 22(1) of the Children Act 1989 at the time an application to a school is made and who the local authority has confirmed will still be looked after at the time of admission to the school. Previously looked after children: looked after children who cease to be so because they were adopted or become subject to a residence order, or special guardianship order immediately following having been looked after.

application. In the case of multiple births, if it is not possible to offer all children a place in the nursery class, the parents will be asked to decide which child should be offered a place first or the parents may wish to consider an alternative setting for all children.

If children are equally entitled to a place in the nursery in categories a) to c) above, priority will be given to the child living nearest. This is measured by the shortest walking/travel route between the home and the school. The Council uses a Geographical Information System to calculate the shortest distance.

In all cases evidence of permanent residence of the pupil at time of application must be supplied.

Once an offer of a school place has been made the Council will only withdraw that offer where the place offered has been on the basis of a fraudulent or intentionally misleading application from a parent (for example, a false claim to residence in a catchment area) which effectively denied a place to a child with a stronger claim. A school place will not be withdrawn once a child or young person has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child had been at the school will be taken into account. Where a place is withdrawn on the basis of misleading information, the application will be considered afresh, and a right of appeal offered if a place is refused.

The home address is considered to be the child's along with their parents' principal place of residence on the published date, i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than fostering arrangements) the friends or relatives address will not be considered in relation to application for admission to schools in Neath Port Talbot.

Where parents have shared responsibility for a child and the child lives with each parent for part of the school week then the home address will be determined as the address where the child lives for the majority of the school week, e.g. 3 out of 5 days. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

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

Only applications received by the published closing date for receipt of application forms will be processed in the initial round of allocation of places. Application forms



received after the closing date will be considered as late applications. These will be considered on a weekly basis once the initial allocation is complete and places will be allocated in accordance with availability.

As nursery education is a non-statutory provision parents have no statutory right of appeal. If they are unsuccessful in gaining a nursery place, wherever possible, children will be offered a place within two miles of the child's place of residence.

**Attendance at a nursery class does not automatically entitle a child to a place at a reception class in the same school. A separate application will have to be submitted for admission to the reception class at the school the parent wishes their child to attend.**

Although a separate policy provision, the Council recognises the inter-relationship between admission and home to school transport and advises parents to refer to the Council's Home to School Travel policy when applying for a place at a school for their child. The policy is available at [www.npt.gov.uk](http://www.npt.gov.uk)

#### **4. Admission to community primary, secondary and 'all-through' schools**

The County Borough Council is the admission authority for all community maintained primary, secondary and 'all-through' schools, (including Welsh-medium schools and sixth form provision).

All admissions to mainstream schools are approved by the Admissions Officer, Child and Family Support Team. Children are admitted to reception classes in the September following their fourth birthday. The Local Authority is obliged to ensure that any offer of a school place is held for parents who wish for their child's admission into Reception to be deferred until later in the academic year. A parent, however, is not able to defer entry beyond the term following the child's fifth birthday, nor beyond the school year for which the original application was accepted. Children transfer to secondary phase education in the September following their eleventh birthday.

Application forms are available from the School Admissions Section, Neath Port Talbot County Borough Council which the parent should complete and return to the Admissions Officer, Child and Family Support Team, Port Talbot Civic Centre, Port Talbot SA13 1PJ or parents can apply online at [www.npt.gov.uk](http://www.npt.gov.uk). Requests for a place will be granted unless to do so would prejudice the provision of efficient education or the efficient use of resources.

Those parents who apply on time for a place at any school will be given priority over

those who apply late.

The closing date for applications is 24th November 2023.

Parents of pupils due to transfer from one educational phase to another at the end of the academic year will be sent an admission application letter by the Council during the Autumn Term. Parents will be advised of their child's allocated secondary phase education place on 1<sup>st</sup> March 2024 and primary phase education place on 16<sup>th</sup> April 2024.

Attendance at a nursery class does not automatically entitle a child to a reception class place in the same school.

Children who are in receipt of a statement of special educational needs/ IDP which identifies mainstream education within a community school will be guaranteed a place at that school.

- ***Oversubscription criteria primary phase education***

Parents have the right to express a preference which will be considered individually and complied with wherever possible. Some schools have more requests for places than there are places available. Where a school is oversubscribed preferences will still be considered but the priorities set by the Council will be applied. In deciding which children to admit to a school the Council applies the criteria set out below in the order of priority shown - a) being the highest priority.

The Council will only admit up to a school's admission number and will not breach the Infant Class Size Regulations of 30 or less, save exceptional circumstances.

- a) Children looked after or previously looked after by a local authority in Wales, section as defined in 74 of the Social Services and Well-being (Wales) Act 2014 or England as defined in Section 22 of the Children Act 1989.
- b) Children who live within the catchment area of the school for which an application is made.
- c) Children who have an older sibling / a sibling of statutory school age (statutory school age is defined as pupils who are between the age of 5 and 16 i.e. pupils in any year group between and including reception to year 11) who will be on the register at the school at which the nursery class is based when they are admitted. A "sibling" is defined as a full sibling, a half sibling (i.e. one shared parent), a step sibling (i.e. the child of a person co-habiting with a parent), a fostered sibling or

an adopted sibling. In each case, at the time of the application the sibling must reside at the same address as the child or young person. Any sibling connection must be clearly stated in the application. In the case of multiple births, if it is not possible to offer all children a place in the school, the parents will be asked to decide which child should be offered a place first or the parents may wish to consider an alternative setting for all children.

d) Children who live outside the preferred school's catchment area

If children are equally entitled to a place in the school in categories - a) to d) above, then priority will be given to the child living nearest. This is measured by the shortest suitable walking/travel route between the home and the school. The Council uses a Geographical Information System to calculate the shortest distance.

Only applications received by the published closing date for receipt of application forms will be considered in the initial round of allocation of places. Application forms received after the closing date will be considered as late applications. These will be considered on a weekly basis once the initial allocation is complete and places will be allocated in accordance with availability.

In all cases evidence of permanent residence of the pupil at time of application must be supplied.

Once an offer of a school place has been made the Council will only withdraw that offer where the place offered has been on the basis of a fraudulent or intentionally misleading application from a parent or young person (for example, a false claim to residence in a catchment area) which effectively denied a place to a child or young person with a stronger claim. A school place will not be withdrawn once a child or young person has started at the school except where that place was fraudulently obtained. In deciding whether to withdraw the place the length of time that the child had been at the school will be taken into account. Where a place is withdrawn on the basis of misleading information the application will be considered afresh and a right of appeal offered if a place is refused.

The home address is considered to be the child's along with their parents' principal place of residence on the published date, i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than fostering arrangements) the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a child and the child lives with both parents for part of the school week then the home address will be determined as

the address where the child lives for the majority of the school week, e.g. 3 out of 5 days. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

### **Right of Appeal**

Parents/carers will be informed, in writing, as to whether their application has been successful. Where their application has been refused parents/carers will be informed in writing that they have right of appeal to an Independent Admission Appeals Panel. In the case of Primary phase education admission appeals to be submitted by **14<sup>th</sup> May 2024**. Any decision made by the Panel being binding on the Council. If the appeal is not successful a further application for a place at the same school will not be considered for the same academic year unless the Admissions Officer, Child and Family Support Team, determines that there are significant and material changes to the circumstances.

### **Waiting lists**

The Council will keep a waiting list of unsuccessful applicants ranked in order of priority according to the Council's oversubscription criteria. As places become available these will be offered on the basis of the ranked order of priority. A waiting list will be maintained until 30<sup>th</sup> September in the school year in which the applicants applied.

Although a separate policy provision, the Council recognises the inter-relationship between admission and home to school transport and advises parents to refer to the Council's Home to School Travel policy when applying for a place at a school for their child. The policy is available at [www.npt.gov.uk](http://www.npt.gov.uk)

#### ***- Oversubscription criteria secondary phase education***

Parents have the right to express a preference which will be considered individually and complied with wherever possible. Some schools have more requests for places than there are places available. Where a school is oversubscribed preferences will still be considered but the priorities set by the Council will be applied.

In deciding which children to admit to a school the Council applies the criteria set out below in the order of priority shown - a) being the highest priority.

The Council will only admit up to a school's admission number.

Parents/carers can apply for a place at the catchment school or express a preference for a placement at an alternative school. Requests for a place will be granted unless to do so would prejudice the provision of efficient education or the efficient use of

resources.

Those parents who apply on time for a place at any school will be given priority over those who apply late.

- a) Children and young people looked after or previously looked after by a local authority in Wales as defined in section 74 of the Social Services and Well-being (Wales) Act 2014 or England as defined in Section 22 of the Children Act 1989.
- b) Children and young people attending a partner primary school<sup>2</sup> who live within the catchment area of the school for which the application is made.
- c) Other children and young people who live within the catchment area of the school for which the application is made but do not attend a partner primary school.
- d) Children and young people who have an older sibling who will be on register at the school when they are admitted. A “sibling” is defined as a full sibling, a half sibling (i.e. one shared parent), a step sibling (i.e. the child of a person co-habiting with a parent), a fostered sibling or an adopted sibling. In each case, at the time of the application the sibling must reside at the same address as the child or young person. Any sibling connection must be clearly stated in the application. In the case of multiple births, if it is not possible to offer all children a place in the school, parents will be asked to decide which child should be offered a place first or parents may wish to consider an alternative setting for all children.
- e) Children and young people attending a partner primary school<sup>3</sup>, but who live outside the catchment area of the school for which the application is made.

If children are equally entitled to a place in the school in categories - a) to e) above, then priority will be given to the child living nearest. This is measured by the shortest suitable walking/travel route between the home and the school. The Council uses a Geographical Information System to calculate the shortest distance.

Only applications received by the published closing date for receipt of application forms will be considered in the initial round of allocation of places. Application forms received after the closing date will be considered as late applications. These

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<sup>2</sup> Reference to a partner primary school is in relation to the school for which the application is made. For the definition of a partner primary school see para. 8

<sup>3</sup> Reference to a partner primary school is in relation to the school for which the application is made. For the definition of a partner primary school see para. 8

will be considered on a weekly basis once the initial allocation is complete and places will be allocated in accordance with availability.

In all cases evidence of permanent residence of the pupil at time of application must be supplied.

Once an offer of a school place has been made the Council will only withdraw that offer where the place offered has been on the basis of a fraudulent or intentionally misleading application from a parent or young person (for example, a false claim to residence in a catchment area) which effectively denied a place to a child or young person with a stronger claim. A school place will not be withdrawn once a child or young person has started at the school except where that place was fraudulently obtained. In deciding whether to withdraw the place the length of time that the child had been at the school will be taken into account. Where a place is withdrawn on the basis of misleading information the application will be considered afresh and a right of appeal offered if a place is refused.

The home address is considered to be the child's along with their parents' principal place of residence on the published date, i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than fostering arrangements) the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a child/young person and the child/young person lives with both parents for part of the school week then the home address will be determined as the address where the child lives for the majority of the school week, e.g. 3 out of 5 days. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

### **Right of Appeal**

Parents/carers will be informed, in writing, as to whether their application has been successful. Where their application has been refused parents/carers will be informed in writing that they have right of appeal to an Independent Admission Appeals Panel. In the case of Secondary phase education admission appeals to be submitted by **28th March 2024**. Any decision made by the Panel being binding on the Council. If the appeal is not successful a further application for a place at the same school will not be considered for the same academic year unless the Admissions Officer, Child and Family Support Team, determines that there are significant and material changes to the circumstances.

The Council will keep a waiting list of unsuccessful applicants ranked in order of priority according to the Council's oversubscription criteria. As places become available these will be offered on the basis of the ranked order of priority. A waiting list will be maintained until 30<sup>th</sup> September in the school year in which the applicants applied.

The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements.

Although a separate policy provision, the Council recognises the inter-relationship between admission and home to school transport and advises parents to refer to the Council's Home to School Travel policy when applying for a place at a school for their child. The policy is available at [www.npt.gov.uk](http://www.npt.gov.uk)

## **5. Admission to Sixth Form**

There are two sixth forms within the County Borough - a community school Welsh-medium sixth form at Ysgol Gymraeg Ystalyfera Bro Dur for which the Council is the admission authority and a voluntary aided school sixth form at St Joseph's RC School & 6<sup>th</sup> Form Centre for which the school's governing body is the admission authority

Young people who are in receipt of a statement of special educational needs which identifies a particular sixth form provision will be guaranteed a place at that school.

### *- Oversubscription criteria (Welsh-medium 6<sup>th</sup> Form)*

Parents and pupils have the right to express a preference which will be considered individually and complied with wherever possible. In the event of the number of requests for places exceeding the number of places available, preferences will still be considered but the priorities set by the Council will be applied. In deciding which young people to admit to the sixth form, the Council applies the criteria set out below in the order of priority shown - a) being the highest priority. The Council will not normally exceed the sixth form's admission number.

- a) Young people looked after or previously looked after by a local authority in Wales, as defined in section 74 of the Social Services and Well-being (Wales) Act 2014 or, or England as defined in Section 22 of the Children Act 1989.
- b) Young people who have an older sibling who will be on register at the sixth form when they are admitted. A "sibling" is defined as a full sibling, a half sibling (i.e. one shared parent), a step sibling (i.e. the child of a person co-habiting with a parent), a fostered sibling or an adopted sibling. In each case, at the time of the application the sibling must reside at the same address as the child or young

person. Any sibling connection must be clearly stated in the application. In the case of multiple births, if it is not possible to offer all young people a place in the sixth form, the parents will be asked to decide which young person should be offered a place first or parents may wish to consider an alternative setting for all young people.

If young people are equally entitled to a place in the sixth form in categories a) and b) above then priority will be given to the young person living nearest. This is measured by the shortest suitable walking/travel route between the home and the sixth form. The Council uses a Geographical Information System to calculate the shortest distance.

Only applications received by the published closing date for receipt of application forms will be considered in the initial round of allocation of places. Application forms received after the closing date will be considered as late applications. These will be considered on a weekly basis once the initial allocation is complete and places will be allocated in accordance with availability.

In all cases evidence of permanent residence of the pupil at time of application must be supplied if required.

Once an offer of a school place has been made the Council will only withdraw that offer where the place offered has been on the basis of a fraudulent or intentionally misleading application from a parent or young person (for example, a false claim to residence in a catchment area) which effectively denied a place to a child with a stronger claim. A school place will not be withdrawn once a child or young person has started at the school except where that place was fraudulently obtained. In deciding whether to withdraw the place the length of time that the child had been at the school will be taken into account. Where a place is withdrawn on the basis of misleading information the application will be considered afresh and a right of appeal offered if a place is refused.

The home address is considered to be the young person's along with their parent's principal place of residence (or the young person's alone if they are living independently) on the published date, i.e. where they are normally and regularly living. If a young person is resident with friends or relatives (for reasons other than fostering arrangements) the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a young person and the young person lives with both parents for part of the school week then the home address will be determined as the address where the young person lives for the majority of the



school week, e.g. 3 out of 5 days. Parents and young people living independently will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If a parent or young person is dissatisfied with the result of an application for a particular sixth form an appeal may be submitted to the independent Admission Appeals Panel by **28<sup>th</sup> March 2024**. Any decision made by the Panel being binding on the Council. If the appeal is not successful, further applications for a place at the same sixth form will not be considered for the same academic year unless the Admissions Officer, Child and Family Support Team determines that there are significant and material changes the circumstances.

Although a separate policy provision, the Council recognises the inter-relationship between admission and home to school transport and advises parents to refer to the Council's Home to School Travel policy when applying for a place a school for their child. The policy is available at [www.npt.gov.uk](http://www.npt.gov.uk)

## **6. Admission during the academic year**

Requests for children and young people to transfer between schools at periods other than at the normal transfer age will be determined by applying the above arrangements. Application forms are available from the School Admissions Section, Neath Port Talbot County Borough Council which the parent (or young person in the case of a sixth form application) should complete and return to the Admissions Officer, Child and Family Support Team, Port Talbot Civic Centre, Port Talbot SA13 1PJ. Successful applicants will receive a leaving date from the school at which they are currently enrolled and a start date for the receiving school. Moving children and young people during the academic year is not encouraged and, unless otherwise stated, admission to the receiving school will be from the beginning of the following term.

Transfer into a school within the County Borough from another local authority, or a change of school necessitated by a change of address, will be authorised as soon as possible but within 15 school days or 28 calendar days whichever is the sooner.

Children and young people who transfer due to being in receipt of a statement of special educational needs will be admitted into the named school as soon as possible but within 15 working days.

## **7. Admission outside the normal age group**

Although most children will be admitted to a school with their own chronological age group, from time-to-time parents seek places outside their normal age group for gifted 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, the Council will consider these requests carefully and make decisions 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 also be given to the Educational Psychologist's report where available, and clear reasons will need to be established for such a decision to be made. 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

## **8. Admission number and class sizes – community schools**

The admission number means the number of pupils that the Council can admit to a school. Each school has an admission number which is calculated using the Welsh Government's 'Measuring the capacity of schools in Wales' assessment. Admission to a school cannot be refused unless the admission number has been reached (appendix 5)

Legislation requires the class size for classes containing pupils the majority of whom will attain the age of 5, 6 and 7 during the course of the school year not to exceed 30 pupils save for 'excepted pupils' as specified by Regulation. The relevant age group is the group at which children and young people are normally admitted, i.e. reception for primary schools and Y7 for secondary schools.

## **9. Catchment areas and partner schools – community schools**

For the purpose of admission to community schools, the term catchment area is defined as the geographical area served by a school, as determined by the Council.

For the purpose of admission to community schools, the term 'partner' school is defined as a school that has a catchment area in common with another school of the same category, e.g. an English-medium community primary with an English-medium community secondary or a Welsh-medium community primary with a Welsh-medium community secondary (voluntary aided schools excepted). An indicative list

as at 1<sup>st</sup> September 2023 is attached as appendix 4.

Copies of school catchment area maps may be obtained from the Admissions Officer, Child and Family Support Team.

## **10. Admission Process overview - Community Schools**

All applications for admission into a community school (including sixth form) within the County Borough **must** be made on the appropriate form to the Council and **not** to the school. Parents can apply online at [www.npt.gov.uk](http://www.npt.gov.uk)

Head teachers do not have the authority to admit children to their school. Applications have to be made to the admission authority which, for community schools, is the Council / LA.

All parents of children known to the Council and residing within the County Borough will be forwarded an admission application letter and accompanying admission arrangement notes during the Autumn Term prior to entry into school in September of the following academic year.

Parents should request an admission application form and, when completed, return it to the Admissions Officer or apply online, by the date given on the admission arrangements.

The outcome of all admission applications will be notified to parents in writing or by email as appropriate, with all outcomes sent from the central office on the date given on the admission arrangements.

Parents who are satisfied with the placement offered should confirm acceptance of the offer in writing to the Council or via the school admission website. Unfilled places will be allocated to children and young people whose parents have applied for admission ahead of those who have not formally accepted the initial offer of a place.

Parents who are not satisfied with the placement offered have a right of appeal.

Information regarding appeals will be within the contents of the letter received. Appeals will be heard by an Independent Appeal Panel constituted for the sole purpose of hearing appeals.

Requests for admission to the relevant age group submitted on or before the administrative closing date will be processed collectively. In this respect, no

advantage shall be gained from the early submission of an admission request. Requests submitted after the closing date will be processed on a weekly basis.

Admissions will not be determined on the basis of selection criteria involving the sitting of tests, viewing of school reports, interviewing pupils, with or without parents for the purpose of assessing ability or aptitude.

Where requests for admission exceed the number of places available, places will be allocated by applying the Council's oversubscription criteria.

The Council will keep a waiting list of unsuccessful applicants ranked in order of priority according to the Council's oversubscription criteria. As places become available, these will be offered on the basis of the ranked order of priority. A waiting list will be maintained until 30<sup>th</sup> September in the school year in which applications were received applied.

### **Right of Appeal**

Parents/carers will be informed, in writing, as to whether their application has been successful. Where their application has been refused parents/carers will be informed in writing that they have right of appeal to an Independent Admission Appeals Panel. In the case of primary phase education admission appeals to be submitted by **14<sup>th</sup> May 2024**. Any decision made by the Panel being binding on the Council. If the appeal is not successful a further application for a place at the same school will not be considered for the same academic year unless the Admissions Officer, Child and Family Support Team, determines that there are significant and material changes to the circumstances.

Children attending the nursery class will not have an automatic right of admission to full time education at the same school. Similarly, children transferring from primary phase education to secondary phase education do not have an automatic right of admission to any school<sup>4</sup>.

The Council will be under no duty to comply with preferences expressed otherwise than in accordance with its arrangements.

Separate admission arrangements apply to pupils for whom the Council holds a statement of special educational need/IDP. Pupils with a statement of educational needs must be admitted to the school named on their statement/IDP.

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<sup>4</sup> Children admitted to the primary phase of an 'all-through' school do not have to apply for a place at the same school at secondary transfer.

Looked after and previously looked after children must, after children with a statement of educational needs, be given first priority in the case of oversubscription.

## **11. Admission to Voluntary Aided (i.e. Faith) Schools**

Although voluntary aided (i.e. Faith) schools are their own admission authority, through its on-line application system the Council assists the application process for St Joseph's RC School & 6<sup>th</sup> Form Centre (this applies to year 7 applications only). Requests for admission will be determined by reference to admission criteria set by the governing body (the governing bodies of Voluntary Aided Schools are responsible for determining their own admission arrangements).

**Schedule of Events**  
**Community Schools**  
**Secondary Phase Education & Sixth Form Admission 2024/25**

**2<sup>nd</sup> October 2023**

Application forms / School Prospectus / Information for Parents Handbook distributed to parents. Parents of young people entering a new school (Year 7) have a minimum of 6 weeks to apply to a school of their choice.

**Application forms to be returned to:**

Mrs H Lewis, Schools Admissions Officer, Neath Port Talbot County Borough Council, Port Talbot Civic Centre, Port Talbot SA13 1PJ

**24<sup>th</sup> November 2023**

Closing date of submission of Admission Application Forms.  
Applications processed.

**1<sup>st</sup> February 2024**

Children with statements of special educational needs/LA Maintained IDP have placements confirmed.

**1<sup>st</sup> March 2024**

Parents and schools informed of allocation of secondary places to mainstream pupils.

**18<sup>th</sup> March 2024**

Appeals against refusal to admit.

**Schedule of Events**  
**Community Schools**  
**Primary Phase Education Admission 2024/25**

**2<sup>nd</sup> October 2023**

Application forms / School Prospectus, Information for Parents Handbook distributed to parents. Parents of children entering a new school (Reception) have a minimum of 6 weeks to apply to a school of their choice.

Application forms to be returned to:  
Mrs H Lewis, Schools Admissions Officer, Neath Port Talbot County Borough Council, Port Talbot Civic Centre, Port Talbot SA13 1PJ

**24<sup>th</sup> November 2023**

Closing date of submission of Admission Application Forms.  
Applications processed.

**1<sup>st</sup> February 2024**

Children with statements of special educational needs/ LA Maintained IDP have placements confirmed.

**16<sup>th</sup> April 2024**

Parents and schools informed of allocation of primary places to mainstream pupils.

**14<sup>th</sup> May 2024**

Appeals against refusal to admit.

**Schedule of Events for**  
**Community Schools**  
**Nursery Class Admission 2023/24**

**2<sup>nd</sup> October 2023**

Application forms distributed to parents.

Application forms to be returned to:

Mrs H Lewis, Schools Admissions Officer, Neath Port Talbot County Borough  
Council, Port Talbot Civic Centre, Port Talbot SA13 1PJ

**15<sup>th</sup> March 2024**

Closing date of submission of Admission Application Forms.  
Applications processed.

**13<sup>th</sup> May 2024**

Parents and schools informed of allocation of nursery places.



**Partner Community Schools  
(Indicative list as at 01/09/23)**

<b>PARTNER COMMUNITY SCHOOLS</b>	
<b>Secondary</b>	<b>Primary</b>
<b>CEFN SAESON</b>	Crynallt Primary, Gnoll Primary, Melin Primary, Tonnau Primary.
<b>CWMTAWE</b>	Alltwen Primary, Godre’rgraig Primary, Llangiwg Primary, Rhos Primary, Rhydyfro Primary, Tairgwaith Primary.
<b>DWR Y FELIN</b>	Abbey Primary, Blaenhonddan Primary, Coedffranc Primary, Crymlyn Primary, Waunceirch Primary.
<b>LLANGATWG</b>	Blaendulais Primary, Blaengwrach Primary, Catwg Primary, Cilffriw Primary, Creunant Primary, Cwmnedd Primary, Maesmarchog Primary, Ynysfach Primary.
<b>YSGOL BAE BAGLAN</b>	Awel Y Mor Primary, Ysgol Carreg Hir, Baglan Primary, Blaenbaglan Primary, Sandfields Primary, Tywyn Primary.
<b>YSGOL CWM BROMBIL</b>	Central Primary, Coed Hirwaun Primary, Cwmafan Primary, Eastern Primary, Croeserw Primary, Cymer Afan Primary, Glyncorrgw Primary, Pen Afan Primary.
<b>YSGOL GYMRAEG YSTALYFERA – BRO DUR</b>	YGG Blaendulais, YGG Castell-Nedd, YGG Cwmllynfell, YGG Cwmnedd, YGG Gwaun Cae Gurwen, YGG Pontardawe, YGG Rhosafan, YGG Trebannws, YGG Tregales, YGG Tyle’r Ynn.

**NB: Attendance at a partner school does not guarantee a place at the preferred school nor does it prevent parents applying to alternative schools of their choice.**

**This table does not include voluntary aided schools which are subject to separate admission arrangements.**

**Admission Numbers<sup>5</sup>**  
**September 2022**

Name of school	Primary Phase
	Admission Number
Abbey Primary	53
Alderman Davies CIW Primary	59
Alltwen Primary	34
Awel Y Mor Primary	42
Baglan Primary	38
Blaenbaglan Primary	40
Blaendulais Primary	23
Blaengwrach Primary	20
Blaenhonddan Primary	32
Bryncoch CIW Primary	31
Catwg Primary	29
Central Primary	55
Cilffriw Primary	30
Coed Hirwaun Primary	22
Coedffranc Primary	62
Creunant Primary	19
Croeserw Primary	25
Crymlyn Primary	12
Crynallt Primary	57
Cwmafan Primary	60
Cwmnedd Primary	30
Cymer Afan Primary	12
Eastern Primary	26
Glyncorrwg Primary	19
Gnoll Primary	48
Godre'rgraig Primary	23
Llangiwg Primary	21
Maesmarchog Primary	16
Melin Primary	34
Pen Afan Primary	18
Rhos Primary	25
Rhydyfro Primary	24
Sandfields Primary	53

St Joseph's Infant	34
St Joseph's Junior	39
St Joseph's Primary	29
St Therese's Primary	28
Tairgwaith Primary	21
Tonnau Primary	30
Tywyn Primary	52
Wauceirch Primary	30
Ysgol Bae Baglan Primary Phase	40
Ynysfach Primary	25
Ysgol Carreg Hir	60
Ysgol Cwm Brombil Primary Phase	30
Ysgol Gymraeg Ystalyfera Bro Dur Primary Phase	26
YGG Blaendulais	17
YGG Castell Nedd	48
YGG Cwm Nedd	26
YGG Gwaun Cae Gurwen	25
YGG Pontardawe	51
YGG Rhosafan	45
YGG Tyle'r Ynn	29
YGG Cwmllynfell	13
YGG Trebannws	18
YGG Treges	30

Name of School	Secondary Phase	Sixth Form
	Admission Number	
Cefn Saeson Comprehensive	184	
Cwmtawe Community	256	
Dwr-y-Felin Comprehensive	220	
Ysgol Cwm Brombil Secondary Phase	210	
Llangatwg Community	233	
St Joseph's RC School and 6 <sup>th</sup> Form Centre	144	143
Ysgol Bae Baglan Secondary Phase	220	
Ysgol Gymraeg Ystalyfera Bro Dur	240	130

**School admissions and appeals****Sep-23**

<b>Name of school</b>	<b>School Capacity</b>	<b>Admission Number</b>	<b>Number of applications</b>	<b>Number of successful applications</b>	<b>Number of appeals</b>	<b>Number of successful appeals</b>
<b>Primary</b>						
Abbey Primary	372	53	61	61	0	0
Alltwen Primary	239	34	26	26	0	0
Awel Y Mor	300	42	33	33	0	0
Baglan Primary	270	38	26	26	0	0
Blaenbaglan Primary	282	40	17	17	0	0
Blaendulais Primary	162	23	8	8	0	0
Blaengwrach Primary	154	20	10	10	0	0
Blaenhonddan Primary	226	32	34	34	0	0
Ysgol Carreg Hir	420	60	41	41	0	0
Catwg Primary	204	29	16	16	0	0
Central Primary	388	55	54	54	0	0
Cilffriw Primary	213	30	19	19	0	0
Coed Hirwaun Primary	159	22	17	17	0	0
Coedffranc Primary	435	62	50	50	0	0
Creunant Primary	134	19	10	10	0	0
Croeserw Primary	178	25	18	18	0	0
Crymlyn Primary	90	12	15	15	0	0
Crynallt Primary	399	57	49	49	0	0
Cwmafan Primary	363	60	53	53	0	0
Cwmnedd Primary	216	30	18	18	0	0

Cymer Afan Primary	90	12	15	15	0	0
Eastern Primary	182	26	18	18	0	0
Glyncorrwg Primary	137	19	11	11	0	0
Gnoll Primary	338	48	45	45	0	0
Godre'rgraig Primary	161	23	15	15	0	0
Ysgol Cwm Brombil						
Primary Phase	194	30	30	30	0	0
Llangiwg Primary	139	25	7	7	0	0
Maesmarchog Primary	112	16	8	8	0	0
Melin Primary	238	34	29	29	0	0
Pen Afan Primary	135	19	7	7	0	0
Rhos Primary	180	25	20	20	0	0
Rhydyfro Primary	168	24	17	17	0	0
Sandfields Primary	372	53	24	24	0	0
Tairgwaith Primary	150	21	12	12	0	0
Tonnau Primary	210	30	24	24	0	0
Tywyn Primary	366	52	51	51	0	0
Wauanceirch Primary	211	30	24	24	0	0
Ynysfach Primary	176	25	11	11	0	0
Ysgol Bae Baglan						
Primary Phase	252	40	30	30	0	0
<b>Welsh Medium</b>						
YGG Blaendulais	124	17	15	15	0	0
YGG Castell Nedd	340	48	60	60	0	0
YGGD Cwmllynfell	92	13	3	3	0	0
YGG Cwm Nedd	185	26	15	15	0	0

YGG Gwauncaegurwen	178	25	21	21	0	0
YGG Pontardawe	359	51	45	45	0	0
YGG Rhosafan	318	48	40	40	0	0
YGG Tyle'r Ynn	236	29	35	35	0	0
YGG Trebannws	132	18	13	13	0	0
Ysgol Gymraeg						
Ystalyera Bro Dur	180	26	16	16	0	0
YGG Tregeles	210	30	2	2	0	0

### **Secondary**

Cefn Saeson						
Comprehensive	924	184	161	161	0	0
Cwmtawe Community	1284	256	186	186	0	0
Dwr-y-Felin						
Comprehensive	1100	220	266	241	0	0
Ysgol Cwm Brombil						
Secondary Phase	1200	210	221	221	0	0
Llangatwg Community	1169	233	156	156	0	0
Ysgol Gymraeg						
Ystalyera Bro Dur	1330	240	241	241	0	0
Ysgol Bae Baglan						
Secondary Phase	1100	220	172	172	0	0

### **Faith Schools**

Alderman Davies CIW	417	59	20	20	0	0
Bryncoch CIW	219	31	12	12	0	0
St Joseph's Infants	104	34	30	30	0	0

St Joseph's Jnr School	156	39	50	50	0	0
St Joseph's Primary	205	29	9	9	0	0
St Therese's	196	28	26	26	0	0
St Joseph's RC School and 6th Form	910	144	135	135	0	0



# Alderman Davies

Church in Wales Primary School

St. David's Street

Neath

SA11 3AA

Phone: 01639 769772

E-mail: ads@npt.school

Website: <https://alderman-davies-ciw-primary-school.j2bloggy.com/>

## **ADMISSIONS POLICY: 2024/25**

### **Introduction**

The Governing Body of Alderman Davies Church in Wales Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. We are an inclusive school that welcomes children from all backgrounds and abilities. All applications will be treated on merit and in a sensitive manner.

The Governors of this school admit all children whose parents wish them to attend a Church Aided School, provided accommodation is available.

The planned admission limit is the number of admissions that the Governing Body would not wish to exceed. The planned admission limit for this school is 59.

For classes 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 save for 'excepted pupils' as specified by Regulation.

If the number of applications exceeds the available accommodation, the Governors will give priority in the following order:-

1. A child who worships regularly\* in the Church in Wales or a Church in Communion with it, within the Rectorial Benefice of Neath. A child who is



in the care of the Local Authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989).

2. A child who has a brother or sister already in the school. This includes adopted/step/foster siblings.
3. A child who worships regularly in the Church in Wales, or a Church in Communion with it, living outside of the Rectorial Benefice of Neath.
4. A child who worships regularly at a Christian place of worship.
5. A child of any faith who worships regularly.
6. Applications on compassionate grounds, will be considered on their own merit, and at the discretion of the Governors.

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.

The application period will open for parents/carers on 2<sup>nd</sup> October, 2023, and will close on 24<sup>th</sup> November, 2023.

The offer date of placements at this school will be 16<sup>th</sup> April, 2024.

Should your application be unsuccessful, you have the right to appeal. If you exercise that right, the appeal must be forwarded to the Chair of Governors of Alderman Davies Church in Wales Primary School. Any appeals for unsuccessful applications must be made no later than 14<sup>th</sup> May 2024.

**Review:**

This policy is required to be reviewed annually in time for a period of formal consultation.

*\*In this instance regular means at least twice a calendar month for the past year.*



# **Bryncoch Church in Wales Primary School** **Ysgol Gynradd yr Eglwys yng Nghymru** **Bryncoch**

## **ADMISSIONS POLICY**

The Planned Admission Number is the number of pupils that the Governing Body will admit to a year group in the school. The Planned Admission Number for this school calculated by the Local Education Authority is 31. The Governing Body has resolved that the maximum capacity of each year group in the school will be 31 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 2022/2023), the class size must not exceed 30 pupils, unless it included “excepted pupils” as specified by Regulation.

### **“Looked after” children and children with Special Educational Needs**

The Governing Body will give first priority to applications for admission for children looked after or previously looked after by a local authority in Wales, as defined in section 74 of the Social Services and Well-being (Wales) Act 2014 or England as defined in Section 22 of the Children Act 1989. 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.

### **Oversubscription Criteria**

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

1. A child who with their family worships regularly in the Church in Wales, within the Parish of Dyffryn.
2. A child who has a brother or sister already in the school. This included adopted/step/foster siblings.
3. A child who with their family worships regularly in the Church in Wales, living outside of the Parish of Dyffryn.
4. A child who worships regularly at a Christian place of worship.

5. A child of any faith who worships regularly,
6. Children whose parents wish them to be educated in a school with a religious character.
7. Other children who live in the Parish of Dyffryn
8. Applications on compassionate grounds, will be considered on their own merit, and at the discretion of the Governors.

When dealing with applications based on faith commitment, parish priests or local ministers may be contacted to verify application details.

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 school's 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 Llandaff Diocesan Board of Education, according to the Welsh Assembly Government's Code of Practice on School Admission Appeals.

### **Definition of a sibling**

For the sibling criteria to be applicable one of the following conditions must exist:

- A brother and/or sister is to be permanently resident at the same address
- A stepbrother and /or stepsister (including half brother/sisters) is to be permanently resident at the same address.

**Distance from School**

Distance to school will be measured in a straight line from the main entrance of the family home to the main gate of the school, using the system adopted by Neath Port Talbot Council for all maintained schools within the county borough.

**Place of Residence**

The child’s ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person, and those persons reside in separate properties, the child’s ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

Chair of Governors .....

Review Date: .....

# **St. Joseph's Catholic INFANT SCHOOL**



## **ADMISSIONS POLICY 2024-2025**

### **STATUTORY POLICY**

**THIS POLICY WAS REVIEWED/ADOPTED:**

**Spring 2023**

**This Policy will be reviewed Spring 2024**

**Catholic Infant School**  
**Admission Policy 2024-25**

1. St. Josephs' Infant School is a Catholic Infant School situated in the Diocese of Menevia and is maintained by Neath Port Talbot Local Education Authority.
2. The Governing Body is responsible for determining and administrating the policy relating to admission of pupils to the school. It is guided in that responsibility by:
  - a) the requirement of the law.
  - b) the advice of the Diocesan Trustees on the nature and purpose of its duties and in fulfillment of its Trust Deed and Instrument of Government.
  - c) its duty towards the school and Catholic community it serves.
  - d) the Catholic character of the school and its Mission Statement.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. We ask all parents applying for a place here to support and respect this ethos, its importance to the school community and the education it provides. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The School's Admission Number for the school year beginning in September 2024 is 30

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below). If there is oversubscription within a category, the governors will give priority to children living closest to the school determined by the shortest distance (see Note 4).

3. The school serves in the first instance Baptised Catholic children living in the parishes of St. Joseph's Port Talbot, Our Lady of Margam, Our Lady of the Assumption, Briton Ferry.
4. Applications for a place in the school must be made on the enclosed form and returned to the school no later than 26<sup>th</sup> November 2023.
5. 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.

6. Pupils who are admitted to the school will enter the Reception class in September 2024.
7. If an application for admission has been turned down by the Governing Body, parents 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.

If the school is named in a statement of Special Educational Needs, the Governing Body has a duty to admit the child to the school.

As required by law the Governing Body will not admit more than 30 pupils to any one Reception or Infant class.

St. Joseph's Catholic Infant School  
Admissions Criteria

Where the number of applications exceeds the number of places available the Governing Body will apply the following over - subscription criteria in priority order.

1. Baptised Catholic 'Looked After' and 'Previously Looked After' children, who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents), or who have a Special Needs Statement naming the school, within the parishes served by the school.
2. 'Looked After Children' and 'Previously Looked After' who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents) or who have a Special Needs Statement naming the school.
3. Baptised Catholic children within the parishes served by the school.
4. Other Baptised Catholic children.
5. Children who have a brother or a sister at the school at the time of likely admission.
6. Children of other Christian Denominations.
7. Other children who have a brother or sister in the school at the time of admission.
8. Children of other faiths whose parents seek Catholic schooling.
9. Other children whose parents seek Catholic education for their child.
10. Children for whom the LEA has specifically asked for a place at the school.

In event of any over-subscription in the number of applications made under any of the categories above then the Admissions Committee will offer places first to children living nearest to the school by the shortest walking distance using public highways. All Christian applicants will be required to produce baptismal certificates.



## **NOTES (these notes form part of the over-subscription criteria)**

### Note 1.

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. This includes the Eastern Catholic Churches. Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest. Parents making an application for a Catholic child should also complete a supplementary information form (SIF). Failure to complete the SIF/provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

### Note 2.

Looked After Children from Catholic Families has a dual meaning. It could mean the child themselves who are baptised Catholic or it could be the family who are caring for the child that is Catholic. If it is the child who is baptised catholic normal rules apply. If the child is placed with a Catholic family who wish the child to have a Catholic education this should be evidenced by a baptism certificate of either parent carer.

### Note 3.

Children with a Statement of Special Educational Needs who name the school must be admitted. This will reduce the number of places available to applicants.

### Note 4.

For Catholic and non-Catholic children the definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children

The children must be living permanently in the same household

### Note 5.

Where a family of twins, or triplets request admission and if one sibling has been offered the 30<sup>th</sup> or last place the 'excepted pupil' rule comes in and the other twin/triplets are offered a place.

In all categories "live" means the child's permanent address. A child is normally regarded as living with a parent or guardian and the address of the parent or guardian will be used for admission purposes. When a child lives with more than one parent/guardian, at different addresses, we will use the preference

expressed by the parent/guardian at the address where the child lives the majority of the time during the school week as the main place of residence.

Distances are calculated on the basis of a safest route between the applicant's home address and a point decided by the school, usually the front gate. The local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address within this system. The LEA will provide this information.

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place.

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

#### Note 6.

Admissions to the Nursery classes does not necessarily secure admissions to the Infant School.

The Governing Body reserve the right to admit children with proven and exceptional medical and social needs where admission to the Nursery class may best satisfy those exceptional needs, providing that such an application is submitted with appropriate evidence or report from the doctor or social worker. If the school is named in a statement of special educational needs the Governing Body has a duty to admit the child to the school. All Catholic/Christian applicants will be required to produce baptismal certificates.

A decorative graphic consisting of three blue circles of varying sizes and three thin blue lines. One line connects the top-left edge of the largest circle to the top-left edge of the medium circle. Another line connects the top-left edge of the medium circle to the top-left edge of the smallest circle. A third line connects the top-left edge of the smallest circle to the top-left edge of the largest circle. The circles are arranged in a roughly triangular pattern, with the largest circle at the top, the medium circle in the middle, and the smallest circle at the bottom.

# **St. Joseph's Junior School**

Admission Policy – Adopted  
November 2022

**2024-2025**

## **St Joseph's Catholic Junior School Admission Policy 2024-25**

1. St Joseph's Junior School is a Catholic Junior School situated in the Diocese of Menevia and is maintained by Neath Port Talbot Local Education Authority.
2. The Governing Body is responsible for determining and administering the policy relating to admission of pupils to the school. It is guided in that responsibility by:
  - a) the requirement of the law.
  - b) the advice of the Diocesan Trustees on the nature and purpose of its duties and in fulfilment of its Trust Deed and Instrument of Government.
  - c) its duty towards the school and Catholic community it serves.
  - d) the Catholic character of the school and its Mission Statement.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. We ask all parents applying for a place here to support and respect this ethos, its importance to the school community and the education it provides. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The School's Admission Number for year 3 – 6, according to capacity calculation is 159; equivalent to 39 per year group. However, when considering applications, Governors will take into account current class structures and the number of teachers, Health & Safety implications due to classroom sizes, and work/life balance of class teachers due to workload.

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below). If there is oversubscription within a category, the governors will give priority to children living closest to the school determined by the shortest distance (see Note 4).

3. The school serves in the first instance Baptised Catholic children living in the parishes of St Joseph's Port Talbot, Our Lady of Margam, Our Lady of the Assumption, Briton Ferry.
4. Applications for a place in the school must be made on the enclosed form and returned to the school.

5. 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.
6. Pupils from the Y2 cohort will enter the Y3 class the following September. The Admissions Sub Committee will meet as and when required when an application is received mid-term.
7. If an application for admission has been turned down by the Governing Body, parents 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.

If the school is named in a statement of Special Educational Needs, the Governing Body has a duty to admit the child to the school.

St. Josephs Catholic Junior School  
Admissions Criteria

Where the number of applications exceeds the number of places available the Governing Body will apply the following over-subscription criteria in priority order.

1. Baptised Catholic 'Looked After' and 'Previously Looked After' children, who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents), or who have a Special Needs Statement naming the school, within the parishes served by the school.
2. 'Looked After' Children' and 'Previously Looked After' who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents) or who have a Special Needs Statement naming the school.
3. Baptised Catholic children within the parishes served by the school.
4. Other Baptised Catholic children.
5. Children who have a brother or a sister at the school at the time of likely admission.
6. Children of other Christian Denominations.
7. Other children who have a brother or sister in the school at the time of admission.
8. Children of other faiths whose parents seek Catholic schooling.
9. Other children whose parents seek Catholic education for their child.
10. Children for whom the LEA has specifically asked for a place at the school.

In event of any over-subscription in the number of applications made under any of the categories above then the Admissions Committee will offer places first to children living nearest to the school by the shortest walking distance using public highways.

All Christian applicants will be required to produce baptismal certificates.

## **NOTES (these notes form part of the over-subscription criteria)**

### Note 1.

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. This includes the Eastern Catholic Churches. Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest. Parents making an application for a Catholic child should also complete a supplementary information form (SIF). Failure to complete the SIF/provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

### Note 2.

Looked After Children from Catholic Families has a dual meaning. It could mean the child themselves who are baptised Catholic or it could be the family who are caring for the child that is Catholic. If it is the child who is baptised catholic normal rules apply. If the child is placed with a Catholic family who wish the child to have a Catholic education this should be evidenced by a baptism certificate of either parent carer.

### Note 3.

Children with a Statement of Special Educational Needs who name the school must be admitted. This will reduce the number of places available to applicants.

### Note 4.

For Catholic and non-Catholic children the definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children

The children must be living permanently in the same household.

### Note 5.

Where a family of twins, or triplets request admission and if one sibling has been offered the 30<sup>th</sup> or last place the 'excepted pupil' rule comes in and the other twin/triplets are offered a place.

In all categories “live” means the child’s permanent address. A child is normally regarded as living with a parent or guardian and the address of the parent or guardian will be used for admission purposes. When a child lives with more than one parent/guardian, at different addresses, we will use the preference expressed by the parent/guardian at the address where the child lives the majority of the time during the school week as the main place of residence.

Distances are calculated on the basis of a safest route between the applicant’s home address and a point decided by the school, usually the front gate. The local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot an applicant’s home address within this system. The Local Authority will provide this information.

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place.

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child’s only or main residence for the majority of the school week. Documentary evidence may be required.



# Saint Joseph's Catholic Primary School Ysgol Gynradd Catholig San Joseff



## Admissions Policy 2024-2025

### STATUTORY POLICY

**THIS POLICY WAS ADOPTED: January 2023**

**This Policy will be reviewed: November 2023**

## Vision Statement

St. Joseph's provides a small, caring, nurturing Catholic environment where all pupils receive encouragement and guidance to develop their abilities and talents to the full; reflecting our Mission statement, "One Family, Many Gifts", whilst living out the Gospel Values.

We aim to create an inclusive environment where pupils are encouraged to form healthy relationships, be happy, literate, numerate and digitally competent, creative, confident and resilient learners; proud of their Welsh heritage. We challenge our pupils to reach their full potential, equipping them with the skills necessary to continue on their journey of life-long learning and to leave our school with happy memories of their formative years.

Catholic Primary School  
Admission Policy 2024-25

1. St. Josephs' Primary School is a Catholic Primary School situated in the Diocese of Menevia and is maintained by Neath Port Talbot Local Education Authority.
2. The Governing Body is responsible for determining and administrating the policy relating to admission of pupils to the school. It is guided in that responsibility by:
  - the requirement of the law
  - the advice of the Diocesan Trustees on the nature and purpose of its duties and in fulfillment of its Trust Deed and Instrument of Government
  - its duty towards the school and Catholic community it serves
  - the Catholic character of the school and its Mission Statement.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. We ask all parents applying for a place here to support and respect this ethos, its importance to the school community and the education it provides. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The School's Admission Number for the school year beginning in September 2024 is 29.

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below). If there is oversubscription within a category, the governors will give priority to children living closest to the school determined by the shortest distance (see Note 4).

3. The school serves in the first instance Baptised Catholic children living in the parishes of St. Joseph's Neath, St. John Kemble Glynneath and Our Lady of the Assumption, Briton Ferry.
4. Applications for a place in the school must be made on the enclosed form and returned to the school no later than 24th November 2023.
5. 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.
6. Pupils who are admitted to the school will enter the Reception class in September 2024.
7. If an application for admission has been turned down by the Governing Body, parents 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.

If the school is named in a statement of Special Educational Needs, the Governing Body has a duty to admit the child to the school.

As required by law the Governing Body will not admit more than 29 pupils to any one Reception or Infant class.

## St. Joseph's Catholic Primary School

### Admissions Criteria

Where the number of applications exceeds the number of places available the Governing Body will apply the following over - subscription criteria in priority order.

1. Baptised Catholic 'Looked After' and 'Previously Looked After' children, who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents), or who have a Special Needs Statement naming the school, within the parishes served by the school.
2. 'Looked After Children' and 'Previously Looked After' who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents) or who have a Special Needs Statement naming the school.
3. Baptised Catholic children within the parishes served by the school.
4. Other Baptised Catholic children.
5. Children who have a brother or a sister at the school at the time of likely admission.
6. Children of other Christian Denominations.
7. Other children who have a brother or sister in the school at the time of admission.
8. Children of other faiths whose parents seek Catholic schooling.
9. Other children whose parents seek Catholic education for their child.
10. Children for whom the LEA has specifically asked for a place at the school.

In event of any over-subscription in the number of applications made under any of the categories above then the Admissions Committee will offer places first to children living nearest to the school by the shortest walking distance using public highways.

All Christian applicants will be required to produce baptismal certificates.

## **NOTES (these notes form part of the over-subscription criteria)**

### Note 1.

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. This includes the Eastern Catholic Churches. Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a supplementary information form (SIF). Failure to complete the SIF/provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

### Note 2.

Looked After Children from Catholic Families has a dual meaning. It could mean the child themselves who are baptised Catholic or it could be the family who are caring for the child that is Catholic. If it is the child who is baptised catholic normal rules apply. If the child is placed with a Catholic family who wish the child to have a Catholic education this should be evidenced by a baptism certificate of either parent carer.

### Note 3.

Children with a Statement of Special Educational Needs who name the school must be admitted. This will reduce the number of places available to applicants.

### Note 4.

For Catholic and non-Catholic children the definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children

The children must be living permanently in the same household

### Note 5.

Where a family of twins, or triplets request admission and if one sibling has been offered the 30<sup>th</sup> or last place the 'excepted pupil' rule comes in and the other twin/triplets are offered a place.

In all categories "live" means the child's permanent address. A child is normally regarded as living with a parent or guardian and the address of the parent or guardian will be used for admission purposes. When a child lives with more than one parent/guardian, at different addresses, we will use the preference expressed by the parent/guardian at the address where the child lives the majority of the time during the school week as the main place of residence.

Distances are calculated on the basis of a safest route between the applicant's home address and a point decided by the school, usually the front gate. The local authority uses a computerised system, which measures all distances in metres.

Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address within this system. The LEA will provide this information. In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place.

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

**NOTE 6.**

- a) Admissions to the Nursery classes does not necessarily secure admissions to the School (Reception class).
  - b) The Governing Body reserve the right to admit children with proven and exceptional medical and social needs where admission to the Nursery class may best satisfy those exceptional needs, providing that such an application is submitted with appropriate evidence or report from the doctor or social worker. If the school is named in a statement of special educational needs the Governing Body has a duty to admit the child to the school. All Catholic/Christian applicants will be required to produce baptismal certificates.
-



A copy of the Application Form, together with the contract is shown below:

**YOU HAVE REQUESTED ADMISSION OF YOUR CHILD INTO ST JOSEPH'S PRIMARY SCHOOL. THE PROCEDURE IS AS FOLLOWS.**

***St Joseph's Roman Catholic Primary School  
Neath***

1. Please fill in this form completely. Information must be put against every item. Leaving anything blank will delay the process of your application.
2. Please obtain child's Baptismal Certificate.
3. You will be invited to a meeting after the above documents have been obtained. The application will be considered by the Admissions Sub-Committee and signed by the Chair of Governors.

**Part 1**

Name and surname of child .....

Child's date of birth .....

Address .....

.....

Telephone Number .....

Denomination .....

Church/Parish of child's Baptism .....

Date of child's Baptism .....

**Part 2**

Father's name ..... Catholic: Yes/No

Mother's name ..... Catholic: Yes/No

Carer's name (if applicable) ..... Catholic: Yes/No

Church attended by Parents/Carer .....

Name and address of  
Priest/Minister.....

Names of other children in the family (please give dates of birth)



.....  
.....  
Reason for Preferred Placement (if applicable) .....  
.....

**Part 3**

In cases of relocation:

Name of previous Headteacher .....  
Name and address of previous school .....  
.....  
Reason for relocation .....

**Part 4**

I declare that the information I have given is correct.

If my son/daughter is admitted to St Joseph's Roman Catholic Primary School, I agree that he/she will take part in all Assemblies and Celebrations of the Eucharist as well as normal Religious Education lessons in keeping with the ethos and beliefs of the School.

Signature of Parent/Carer .....

Date .....

**N.B. The signing of this document does not guarantee an offer of a place.**

**Acceptance**

*This section to be completed by the Governing Body of the School*

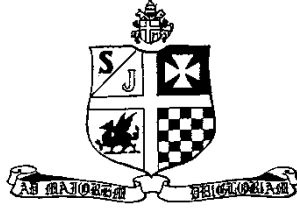
Baptismal Certificate received Yes/No

Child to be accepted Yes/No

Signature of Chair of Governors .....

Date .....

**ST JOSEPH'S CATHOLIC PRIMARY SCHOOL**  
**YSGOL GATHOLIG SAN JOSEFF**



Cook Rees Avenue  
Westernmoor  
NEATH  
SA11 1UR

Tel: 01639 635099

*“One Family .....Many Gifts”*  
*“Un Teulu ..... Anrhegion Di-ri”*

Date: 2<sup>nd</sup> October 2023

Dear Parent/Carer,

SCHOOL ADMISSIONS

\_\_\_\_\_ (Child's Name)

The Welsh Assembly Government has introduced a new 'Code for the Admissions of pupils to Schools'. In line with this 'Code' you are now asked to complete an Application Form for your child to attend **full time education** at St. Joseph's Catholic Primary School, in September, 2023. The Application form is attached to this letter and should be completed and returned to St. Joseph's Catholic Primary School by **Friday 25<sup>th</sup> November 2022**.

Parents will be notified in writing of their child's acceptance on **17<sup>th</sup> April 2023**.

Yours sincerely,

Mrs. P. Brookes – Headteacher



A copy of the Application Form, together with the contract is shown below:

**YOU HAVE REQUESTED ADMISSION OF YOUR CHILD INTO ST JOSEPH'S PRIMARY SCHOOL. THE PROCEDURE IS AS FOLLOWS.**

***St Joseph's Roman Catholic Primary School  
Neath***

1. Please fill in this form completely. Information must be put against every item. Leaving anything blank will delay the process of your application.
2. Please obtain child's Baptismal Certificate.
3. You will be invited to a meeting after the above documents have been obtained. The application will be considered by the Admissions Sub-Committee and signed by the Chair of Governors.

**Part 1**

Name and surname of child .....

Child's date of birth .....

Address .....

.....

Telephone Number .....

Denomination .....

Church/Parish of child's Baptism .....

Date of child's Baptism .....

**Part 2**

Father's name ..... Catholic: Yes/No

Mother's name ..... Catholic: Yes/No

Carer's name (if applicable) ..... Catholic: Yes/No

Church attended by Parents/Carer .....

Name and address of  
Priest/Minister.....

Names of other children in the family (please give dates of birth)

.....  
Reason for Preferred Placement (if applicable) .....

**Part 3**

In cases of relocation:

Name of previous Headteacher .....

Name and address of previous school .....

Reason for relocation .....

**Part 4**

I declare that the information I have given is correct.

If my son/daughter is admitted to St Joseph's Roman Catholic Primary School, I agree that he/she will take part in all Assemblies and Celebrations of the Eucharist as well as normal Religious Education lessons in keeping with the ethos and beliefs of the School.

Signature of Parent/Carer .....

Date .....

**N.B. The signing of this document does not guarantee an offer of a place.**

**Acceptance**

*This section to be completed by the Governing Body of the School*

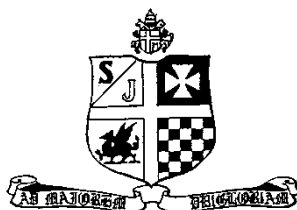
Baptismal Certificate received Yes/No

Child to be accepted Yes/No

Signature of Chair of Governors .....

Date .....

**ST JOSEPH'S CATHOLIC PRIMARY SCHOOL**  
**YSGOL GATHOLIG SAN JOSEFF**



Cook Rees Avenue  
Westernmoor  
NEATH  
SA11 1UR

Tel: 01639 635099

*“One Family .....Many Gifts”*  
*“Un Teulu ..... Anrhegion Di-ri”*

17<sup>th</sup> April 2024

Dear Parent,

**ADMISSION TO ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL**

The Governors of St. Joseph's Catholic Primary School are writing to inform you that your child has been granted a place in Reception from September, 2023. Please sign the acceptance form and return to school. You will be invited to a meeting during the Summer Term. Please note that the School Prospectus is available on the school website.

Yours sincerely,

Mrs P. Brookes

---

**ACCEPTANCE FORM**

We/I accept the place from September 2024  
offered for my child

\_\_\_\_\_ (Insert child's name)

at St Joseph's Catholic Primary School Port Talbot.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return this form by the 10<sup>th</sup> May 2024.

St. Joseph's Catholic School & Sixth Form Centre  
Ysgol Gatholig San Joseff

**Admissions Policy**

For admission in the academic year starting September 2024



This policy is modelled on the Diocese of Menevia Secondary Model Admission Policy.

**Signed by Chair**

A handwritten signature in black ink, appearing to read 'P. Wellingham', is written over a light grey rectangular background.

**Date: 28/03/2023**

## **Name of School: St Joseph's Catholic School & Sixth Form Centre**

The Admission Policy of the Governors of St Joseph's is as follows:

1. The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos 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 and be considered for a place here.
2. The School's Admission Number for the school year 2024/25 is 144 (NPT Secondary School Capacity Calculation, summer 2021).
3. If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below).
4. In all categories the governors will give priority to those who have a brother or sister (see Note 3 below) attending St Joseph's at the time of admission and then to those children living closest to the school determined by shortest distance (see Note 5).
5. Baptised Catholic children (see Note 2 below) who are (or who have ever been) in the care of the local authority (children in care) or provided with accommodation by the local authority (e.g. children with foster parents) (Section 22 of the Children Act 1989); and baptised Catholic children who are adopted or who are the children of military personnel.
6. Non-Catholic children who are (or who have ever been) in the care of a local authority (children in care) or provided with accommodation by the local authority (e.g. children with foster parents) (Section 22 of the Children Act 1989); and children who are adopted or who are the children of military personnel.
7. Baptised Catholic children who currently attend a designated Catholic feeder school (see Note 4 below).
8. Baptised Catholic children who currently live in the parish area of a designated Catholic feeder school who are not currently attending the designated Catholic feeder school (see note 4 below).
9. Other Baptised Catholic children.
10. Non-Catholic children who currently attend a designated Catholic feeder school.
11. Other Non-Catholic children.

## NOTES

### Note 1

Children with a Statement of Special Educational Needs that name the school must be admitted. This will reduce the number of places available to other applicants.

### Note 2

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of baptism should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a supplementary information form (SIF). Failure to complete the SIF may affect the criterion the child's name is placed in.

### Note 3

For Catholic and non-Catholic children the definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Adopted or fostered children

The children must be living permanently in the same household.

### Note 4

The designated feeder schools for St Joseph's Catholic School & Sixth Form Centre are:

St. Joseph's Catholic Junior School, Port Talbot;  
St. Therese's Catholic Primary School, Sandfields;  
St. Joseph's Catholic Primary School, Neath.

***N.B.*** Traditionally some Catholic pupils from Neath-Port Talbot attend St. Joseph's in Clydach and may choose to return to educational provision in their own local authority by electing to attend St. Joseph's Catholic School & Sixth Form Centre.

The parish areas for the feeder schools are as follows:

St. Joseph, Port Talbot;  
St. Philip Evans, Cwmavon;  
St. Therese of Lisieux, Sandfields;  
Our Lady of Margam, Margam;  
St Joseph, Cymer;  
St. Joseph, Neath;  
Our Lady of the Assumption, Briton Ferry;  
St. John Kemble, Glynneath;  
St. Benedict, Clydach;  
Sacred Heart, Ystradgynlais.

Parish maps are available in the parishes and at the schools or by post on request.



## **Note 5**

Distances are calculated on the basis of nearest suitable walking distance between the applicant's home address and a point decided by the school, usually the front gate. The local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address within this system.

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place and proof may be requested.

## **APPLICATIONS**

Applications may be made via NPT's online process or by means of a written application form (obtainable from the school and printable from the school's website). In accordance with the new statutory code letters confirming secondary places will be issued on the same date, the common offer date for the local authority.

## **APPEALS**

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to Chair of Governors. Appeals will be heard by an independent panel.

## **REPEAT APPLICATIONS**

Unless there are significant and material changes in the circumstances of a parent's application for their child or the school, the governors will not consider a repeat application in the same academic year.

## **LATE APPLICATIONS**

Late applications will be dealt with according to the local authority co-ordinated scheme.

## **CHANGE OF PREFERENCE**

Once parent/carers have submitted their preferences they will not be allowed to change them without an exceptional change in circumstances, for example, if the family has recently moved address or an older sibling has changed schools.

All requests to change preferences should be made in writing to the Local Authority.

Any parent/carer who submits an application for a change of preference for an oversubscribed school, without an exceptional change in their circumstances, will have that application refused.

## **APPLICATIONS OTHER THAN THE NORMAL INTAKE TO Y7**

For transfers for other schools in NPTCBC, applications should be made to the local authority who will need to consult with the school. For transfers from out of county (or from abroad), applicants may contact the local authority, who will contact the school, or directly to the school.

## **WAITING LISTS**

Parents whose children have not been offered their preferred school will be informed of their right of appeal and will be added to their preferred school's waiting list.

The Local Authority will send voluntary aided and foundation schools their waiting lists following the offer of school places.

Waiting lists for admission will remain open until the 30 September and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded.

Waiting lists will not be fixed following the offer of places. They will be held in accordance with the order of priority for allocating places and are therefore subject to change. This means that a child's position on the waiting list could go up or down. Any late applicants accepted will be added to the school's list in accordance with the order of priority for allocating places.

Inclusion on a school's waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

## **IN YEAR FAIR ACCESS PROTOCOL**

The governing body has adopted the LA fair access protocol for admission of previously excluded or hard to place children.

## **YEAR 12 ADMISSIONS POLICY**

The School's Admission Number for year 12 for 2023 – 24 is 143 (NPT Secondary School Capacity Calculation, summer 2021).

Students who are already on roll at St. Joseph's Catholic School & Sixth Form Centre do not need to apply (though they will be asked to indicate whether or not they intend to remain and if so, will state their preferred subject options). If the number of applications exceeds 143, the governors will give priority to applications in accordance with the same criteria set out for Year 7 entry.

There is no charge or cost related to the admission of a child to St. Joseph's Catholic School & Sixth Form Centre.

## Appendix

### DEFINITION OF A “BAPTISED CATHOLIC”

A “Baptised Catholic” is one who:

Has been baptised into full communion (Cf. *Catechism of the Catholic Church*, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church*, 1203). Written evidence\* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law*, 877 & 878).

Or

Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Right of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation*, 399).

### WRITTEN EVIDENCE OF BAPTISM

*The Governing bodies of Catholic schools will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.*

*Those who would have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Judicial Vicar, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.*

*Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear, the destruction of the church and the original records, or where baptism was administered validly but not in the Parish church where records are kept.*

*Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)*



*Be Joyful, Learn and Keep the Faith*  
*Byddwch yn Hapus, Dysgwch a Chadwch y Ffydd*



# St Therese's Catholic Primary School



## ADMISSION POLICY (including Appeals Procedures) Academic Year 2024-2025

Date Reviewed by Governing Body: \_\_\_\_\_

Signature of Chair: \_\_\_\_\_

Signature of Headteacher: \_\_\_\_\_

Date to be further reviewed: \_\_\_\_\_

## **St Therese's Catholic Primary School - Admission Policy**

1. St Therese's is a Catholic Primary School situated in the Diocese of Menevia and is maintained by the Neath Port Talbot Local Education Authority.
2. The Governing Body is responsible for determining and administering the policy relating to admission of pupils to the school. It is guided in that responsibility by:
  - a) the requirement of the law;
  - b) the advice of the Diocesan Trustees on the nature and purpose of its duties and in fulfilment of its Trust Deed and Instrument of Government;
  - c) its duty towards the school and Catholic community it serves;
  - d) the Catholic character of the school and its Mission Statement.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. We ask all parents applying for a place here to support and respect this ethos, its importance to the school community and the education it provides. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The School's Admission Number for the school year beginning in September is 30.

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below). If there is oversubscription within a category, the governors will give priority to children living closest to the school determined by the shortest distance (see Note 4).

3. The school serves in the first instance Baptised Catholic children living in the parishes of St Therese's, St Joseph's Port Talbot, Our Lady of The Assumption, Briton Ferry and Our Lady of Margam.
4. Applications for a place in the school must be made on the enclosed form and returned to the school no later than April prior to child starting school.
5. 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.
6. Pupils who are admitted to the school will enter the Reception class in the month of September.
7. If an application for admission has been turned down by the Governing Body, parents 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.

If the school is named in a statement of Special Educational Needs, the Governing Body has a duty to admit the child to the school.

As required by law the Governing Body will not admit more than 30 pupils to any one Reception or Infant class.

## Admissions Criteria

Where the number of applications exceeds the number of places available, the Governing Body will apply the following over-subscription criteria in priority order:

1. Baptised Catholic 'Looked After' children (or previously looked after), in the care of a local authority, within the parishes served by the school.
2. Looked After Children (or previously looked after) who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents)
3. Baptised Catholic children within the parishes served by the school.
4. Other Baptised Catholic children.
5. Baptised Catholic children who have a brother or a sister at the school at the time of likely admission.
6. Any other children who have a brother or sister in the school at the time of admission.
7. Children of other Christian Denominations whose parents seek Catholic schooling.
8. Children of other faiths whose parents seek Catholic education for their child.
9. Any other children whose parents seek Catholic education for their child.
10. Children for whom the LEA has specifically asked for a place at the school.

### **Tie breaker for all categories**

In the event of a tie breaker being required in any of the categories above, the governors will admit those applicants who live nearest the school. In the case of a child whose parents have joint/shared responsibility the parent who has the greater responsibility during the school week and whose residence is nearer the school will be the determining factor. Proof of residency will be required in the form of one of the following:

- Current council tax notification letter for the address on the application
- Current child tax credit note
- Current child benefit notification letter
- Current income support notification
- Current pension award notification
- Current housing benefit notification

The governors will use the shortest walking route calculated using Ordnance Survey customised route data from the front door of the school to the front door of the house or flat of the applicant. Where necessary, the governors will request assistance from the local authority to determine the shortest route.

### **Waiting List**

A waiting list of unsuccessful applications will be maintained. If a place becomes available, the governors will consider those on the waiting list on the basis of the published oversubscription criteria, not on the date the application was received. If the governors place an application on the waiting list it will not affect the parent's right of appeal. The waiting list will be maintained until 30<sup>th</sup> September in the school year that the application was made. After that date, the parent must inform the school that the application should be taken forward to the next academic year.

## **NOTES**

### **Note 1.**

Children with a Statement of Special Educational Needs who name the school must be admitted. This will reduce the number of places available to applicants.

### **Note 2.**

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 for a Catholic child should also complete a supplementary information form (SIF). Failure to complete the SIF/provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

### **Note 3.**

For Catholic and non-Catholic children the definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children

The children must be living permanently in the same household.

### **Note 4.**

Distances are calculated on the basis of a straight-line measurement between the applicant's home address and a point decided by the school, usually the front gate. The local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system.

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place.

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place and proof may be requested.

### **Note 5**

- a) Admissions to the Nursery classes do not necessarily secure admissions to the Primary School.
- b) The Governing Body reserve the right to admit children with proven and exceptional medical and social needs where admission to the Nursery class may best satisfy those exceptional needs, providing that such an application is submitted with appropriate evidence or report from the doctor or social worker. If the school is named in a statement of special educational needs the Governing Body has a duty to admit the child to the school. All Christian applicants will be required to produce baptismal certificates.
- c) The decision with regard to the allocation of a morning or afternoon place rests with the Headteacher.

### **How to apply for academic year 2024 - 2025?**

Prospective parents may ring or call into the school to fill out an application form.  
Applications open from the first day of September and close Friday 24<sup>th</sup> November.

The school will need to see the full original birth certificate.





*Be Joyful, Learn and Keep the Faith*  
*Byddwch yn Hapus, Dysgwch a Chadwch y Ffydd*



## St Therese's Catholic Primary School Ysgol Catholig San Therese



E-mail: [stthereses@npt.school](mailto:stthereses@npt.school)

Website: <http://st-thereses-catholic-primary-school.j2bloggy.com/>

### ADMISSION APPLICATION AND HOME-SCHOOL-PUPIL-AGREEMENT

#### As a Parent/Guardian I will:

- Support the school in its efforts to live, learn and grow as a Catholic Christian community
- Ensure that my child attends school regularly, on time, properly equipped and in school uniform
- Inform the school of any concerns or problems that might affect my child's well-being, work or behaviour
- Support the school's policies and guidelines, including those relating to behaviour
- Support my child in homework and other opportunities for home learning
- Attend Parents' Evenings on designated dates and any discussions about my child's progress
- Provide a note of explanation if my child is absent and consider carefully the effects of missing school before booking family holidays during term

time

#### As a School we will:

- Encourage children to achieve their full potential in a secure and stimulating environment informed by Catholic Christian values
- Contact parents if there is a problem with attendance, punctuality or equipment
- Arrange Parents' Evenings during which progress will be discussed and any problems that affect your child's work, behaviour or well being
- Keep parents informed about school life through termly newsletters, regular letters and notices about special events
- Set, mark and monitor homework

#### As a pupil I will:

- As a member of a Christian Community show respect, care and concern to children, staff and visitors alike
- Attend school regularly, on time and in uniform
- Do all my classwork and homework to the best of my ability and hand it in on time
- Follow the school's Code of Conduct and rules for good behaviour
- Take home newsletters, school letters and notices about special events

▪ Name of Pupil.....(Male/Female)

▪

▪ Date.....

▪

▪ Signed.....(Parent)

▪

▪ Signed.....(Pupil – Key Stage 2 only)

▪

Signed..... (Headteacher)



*Be Joyful, Learn and Keep the Faith  
Byddwch yn Hapus, Dysgwch a Chadwch y Ffydd*



**You have requested admission of your child into St Therese's Catholic Primary School. The procedure is as follows:**

1. Please fill in the form as completely as possible.
2. If your child was baptised at St Therese's and you are attending this Church, please make an appointment to see Father Paul Brophy to confirm facts. His telephone number is 01639 - 884791.
3. The application will be considered by the Admissions Panel and signed by the Chair of Governors.

**Name of Child**.....(Male/Female)

**Full Address**.....

**Post Code**.....

**Telephone Number**.....

**Father's Full Name**.....

**Mother's Full Name**.....

**Child's Date of Birth**.....

**Church of Child's Baptism**.....

**Date of Child's Baptism**.....

**Signature of Parish Priest where child was baptized (if applicable)**  
.....

**Signature of Chairman of Governors**.....

**Medical Information: please give any information which the school needs to be aware of:**  
.....

**Declaration:** (\*delete as appropriate)  
\*We/I agree to abide by the above rules of St Therese's Catholic Primary School.

**Signed**.....(parent)

**Date**.....

**Child's Name**.....

**Signed**.....(Pupil – Key Stage 2 only)

**Cyngor Bwrdeistref Sirol  
Castell-nedd Port Talbot  
(Rhestr Ysgolion)**

**Neath Port Talbot  
County Borough Council  
(School List)**



Andrew D Thomas  
Cyfarwyddwr Addysg Hamdden a Dysgu Hyd Oes  
Cyngor Bwrdeistref Sirol Castell-nedd Port Talbot  
Y Ganolfan Ddinesig  
Port Talbot  
SA13 1PJ

Andrew D Thomas  
Director of Education, Leisure & Lifelong Learning  
Neath Port Talbot County Borough Council  
Civic Centre  
Port Talbot  
SA13 1PJ

Ysgolion Cynradd (Primary schools)

6712239	Abbey Primary School, Heol Penlan, Neath Abbey, Neath, SA10 7LB abbeyprimary@npt.school	Mr Kevin Hodder	3-11	427.5	467	01792 812202
6712100	Alltwen Primary School, Alltwen Hill, Pontardawe, Swansea, SA8 3AB alltwenprimary@npt.school	Mrs Gayle Herbert	3-11	208.5	225	01792 863275
6712235	Awel y Môr Primary School, Ffordd Ysgol, Sandfields, Port Talbot, SA12 6TP awelymor@npt.school	Mr Sam Greasley	3-11	300.5	323	01639 875100
6712119	Baglan Primary School, Elmwood Road, Baglan, Port Talbot, SA12 8TF baglanprimary@npt.school	Mrs Nicola Morgan	3-11	244.0	261	01639 813112
6712191	Blaenbaglan Primary School, Maes Ty Canol, Baglan, Port Talbot, SA12 8YF blaenbaglan@npt.school	Mr David Burrows	3-11	273.5	289	01639 769775
6712101	Blaendulais Primary School, Seven Sisters, Neath, SA10 9AA blaendulaisprimary@npt.school	Mrs Cathryn Wheadon	3-11	104.0	110	01639 700261
6712106	Blaengwrach Primary School, Heol Wenallt, Cymgwrach, Neath, SA11 5PS blaengwrachprimary@npt.school	Ms Louise Williams	3-11	131.0	137	01639 720342
6712110	Blaenhonddan Primary School, Main Road, Bryncoch, Neath, SA10 7PE blaenhonddanprimary@npt.school	Mrs Gayle Major	3-11	230.0	252	01639 644366
6712150	Catwg Primary School, Main Road, Cadoxton, Neath, SA10 8BL office@catwg.npt.school	Mr Gareth Phillips	3-11	199.0	210	01639 642731
6712238	Central Primary School, Theodore Road, Port Talbot, SA13 1SP centralprimary@npt.school	Mrs Samantha Hopkins	3-11	433.5	468	01639 882866

Cenlith Cymorth Dysgu (CCD) & Cenlith Asesu Cymysgion (CAC) - ysgol ag adnoddau ychwanegol ydd i lleddu ar gyfer disgyblion ag Anghyflwr Dysgu Ychwanegol. Cytundeb ag Amser Llawn (CaAL) Nifer ar y Gofrestr (NaG) - cyfanswm disgyblion Amser Llawn a disgyblion Rhan-amser, yn unig i Charfistad Ysgolion Ebrwyddol ar Lefel Disgyblion Llywodraeth Cymru 17/01/2023

Learning Support Centre (LSC) & Inclusion Assessment Centre (IAC) - enhanced resourced schools with places for pupils with Additional Learning Needs Full Time Equivalent (FTE) Number on Roll (NOR) - count of Full Time plus Part Time pupils, as per Welsh Government Pupil Level Annual School Census 17/01/2023

Ysgolion Cynradd (Primary schools)

6712230	Cilffriw Primary School, Pencoed, Cilfrew, Neath, SA10 8LF cilffriw@npt.school	Mr Mark McLean-Quin	3-11	184.5	194	01639 630816
6712232	Coed Hirwaun Primary School, Cwrt y Carw, Margam, Port Talbot, SA13 2TS office@coedhirwaunprimary.npt.school	Mrs Sian Jefford	3-11	164.5	174	01656 747830
6712233	Coedffranc Primary School, Stanley Road, Skewen, Neath, SA10 6LP coedffrancprimary@npt.school	Mr Tim Richards	3-11	388.0	418	01792 813504
6712129	Creunant Primary School, School Road, Creunant, Neath, SA10 8NS creunant@npt.school	Mrs Mel Teague	3-11	121.0	129	01639 750224
6712173	Croeserw Primary School, Bryn Siroi, Cymmer, Port Talbot, SA13 3PL croeserwprimary@npt.school	Mr Rob Appleby	3-11	145.5	157	01639 850265
6712134	Crymlyn Primary School, School Road, Jersey Marine, Neath, SA10 6JJ office@crymlynprimary.npt.school	Mr Gary Clement	3-11	105.5	114	01792 812285
6712236	Crynallt Primary School, Afan Valley Road, Cynlla, Neath, SA11 3AZ crynalltprimary@npt.school	Mrs Nicola Bridgman	3-11	379.0	409	01639 635256
6712237	Cwmafan Primary School, Tŷt Owen Row, Cwmafan, Port Talbot, SA12 9BB cwmafanprimary@npt.school	Ms Lisa George	3-11	368.5	403	01639 896312
6712137	Cwmnedd Primary School, New Street, Glynneath, Neath, SA11 5AA cwmnedd@npt.school	Mrs Sarah Harwood	3-11	180.0	192	01639 720220
6712138	Cymer Afan Primary School, Margam Street, Cymmer, Port Talbot, SA13 3EE cymerafanprimary@npt.school	Mr Rob Appleby	3-11	91.0	102	01639 850739

Ysgolion Cynradd (Primary schools)

6712142	Eastern Primary School, Incline Row, Taibach, Port Talbot, SA13 1TT easternprimary@npt.school	Ms Melissa Woodham	3-11	168.5	177	01639 882819
6712148	Glyncorrwg Primary School, Bridge Street, Glyncorrwg, Port Talbot, SA13 3BB glyncorrwgprimary@npt.school	Mr Rob Appleby	3-11	78.0	85	01639 850323
6712144	Gnoll Primary School, Wellfield Avenue, Neath, SA11 1AQ gnoll@npt.school	Miss Faye Evans	3-11	318.0	342	01639 642938
6712140	Godre'rgraig Primary School, Ffordd Parc Ynysdery, Pontardawe, Swansea, SA8 4EG godrergraigprimary@npt.school	Miss Penny Argyll Mr Gary Cole	3-11	120.5	128	01792 860048
6712178	Llangiwg Primary School, New Road, Ynysmeudwy, Pontardawe, Swansea, SA8 4PJ llangiwg@npt.school	Mrs Sharon Jones	3-11	97.5	101	01792 863274
6712155	Maesmarchog Community Primary, School Road, Dyffryn Cellywen, Neath, SA10 9LB maesmarchogprimary@npt.school	Mrs Carolyn Jones	3-11	96.0	101	01639 700228
6712240	Melin Primary School, Mile End Row, Neath, SA11 2ED melinprimary@npt.school	Ms Danielle Harris	3-11	215.0	234	01639 645414
6712234	Pen Afan Primary, Western Terrace, Blaengwynfi, Port Talbot, SA13 3YE penafanprimary@npt.school	Mr Rob Appleby	3-11	104.5	111	01639 850316
6712200	Rhos Primary School, Neath Road, Rhos, Pontardawe, Swansea, SA8 3EB rhosprimary@npt.school	Mrs S Ceri Cole	3-11	134.0	147	01792 862177
6712203	Rhydyfro Primary School, Waun Penlan, Pontardawe, Swansea, SA8 3BB rhydyfro@npt.school	Mrs Louise Garland	3-11	155.5	167	01792 862200

Cenllys Cymorth Dysgu (CCD) & Cenllys Asesu Cychwyn (CAC) - ysgol ag adnoddau rhwyngol trwm a lloedd ar gyfer dysgwyr ag Anghenion Dysgu Ychydigol Cymorth ag Amser Llawn (CaAL)  
Nifer ar y Gofrestr (NaG) - cyfanswm dysgwyrion Amser Llawn a dysgwyrion Rhan-amser, yn unol â Chyfrifiad Ysgolion Blyrdol ar Lefel Dysgwyrion Llwyddraeth Cymru 17/01/2023

Learning Support Centre (LSC) & Inclusion Assessment Centre (IAC) - enhanced resourced schools with places for pupils with Additional Learning Needs Full Time Equivalent (FTE)  
Number on Roll (NOR) - count of Full Time plus Part Time pupils, as per Welsh Government Pupil Level Annual School Census 17/01/2023

Ysgolion Cynradd (Primary schools)

6712161	Sandfields Primary School, Lilian Street, Aberavon, Port Talbot, SA12 6AJ sandfieldsprimary@npt.school	Mr Mark Dennis	3-11	279.0	295	01639 882355
6712206	Tairgwaith Primary School, Llywncelyn Road, Tairgwaith, Ammanford, SA18 1UU tairgwaith@npt.school	Mr Nigel Thomas	3-11	98.5	104	01269 823258
6712181	Tonnau Primary Community School, School Road, Tonna, Neath, SA11 3EJ tonnau@npt.school	Mrs Nicola Richards	3-11	198.0	212	01639 637062
6712175	Tywyn Primary School, Channel View, Sandfields, Port Talbot, SA12 6JF tywyn@npt.school	Ms Sarah McHugh	3-11	423.5	454	01639 790883
6712221	Waunceirch Primary School, Dwr Y Felin Road, Waunceirch, Neath, SA10 7RW waunceirchprimary@npt.school	Ms Louise Williams	3-11	176.0	191	01639 636084
6712187	Ynysfach Primary School, Resolven, Neath, SA11 4AB ynysfachprimary@npt.school	Mr Paul Morgan Ms Karen Thomas	3-11	160.5	168	01639 710238
6712241	Ysgol Carreg Hir, Old Road, Briton Ferry, Neath, SA11 2ET carreghir@npt.school	Mrs Lesley Hynes	3-11	355.0	381	01639 502892

Ysgolion Cynradd Gymraeg (Welsh Primary schools)

6712202	YGG Blaendulais, Seven Sisters, Neath, SA10 9AA yggblaendulais@npt.school	Mrs Kathryn Penhale	3-11	88.0	96	01639 700342
6712168	YGG Castell-nedd, Woodland Road, Neath, SA11 3AL yggcastellnedd@npt.school	Mrs Lois Loader	3-11	387.5	424	01639 637701
6712205	YGG Cwm Nedd, New Street, Glynneath, Neath, SA11 5AG yggcwmnedd@npt.school	Mrs Christine Evans	3-11	120.0	130	01639 720530
6712128	YGG Cwmllynfell, Bryn Road, Cwmllynfell, Swansea, SA9 2FJ yggcwmllynfell@npt.school	Mrs Lynne Brier	3-11	51.5	55	01639 830630
6712149	YGG Gwaun Cae Gurwen, New Road, Gwaun Cae Gurwen, Ammanford, SA18 1UN ysgolgcg@npt.school	Mr Rhys Griffiths	3-11	177.5	192	01269 822238
6712218	YGG Pontardawe, Alltcham Drive, Pontardawe, Swansea, SA8 4JR yggpontardawe@npt.school	Mr R Martin Evans	3-11	314.0	344	01792 862136
6712158	YGG Rhosafan, Marine Drive, Sandfields, Port Talbot, SA12 7NN yggghosafan@npt.school	Mrs Julia Griffiths	3-11	350.5	380	01639 896338
6712208	YGG Trebannws, Swansea Road, Trebanos, Pontardawe, Swansea, SA8 4BL yggtrebannws@npt.school	Mrs Rhian Evans	3-11	94.0	102	01792 864004
6712242	YGG Tregales, St Johns Terrace, Neath Abbey, Neath, SA10 7ND swyddfa@yggtregeles.npt.school	Mrs Lianne Vaughan	3-11	0.5	1	01792 966655
6712231	YGG Tyle'r Ynn, Llansawel Crescent, Briton Ferry, Neath, SA11 2UN yggtylerynn@npt.school	Mr Cerith Humphreys	3-11	236.5	260	01639 812229

Ganolfan Cymorth Ddisgu (CCD) & Ganolfan Asesu Cymhleustiant (CAC) - ysgol ag adnoddau rhannwngol erdd i broffdi ar grŵp disgyblion ag Anghyson Ddisgu Ychwanegol Cefnwrth ag Amser Llawn (CaAL)  
Nifer ar y Gofrestr (NaG) - cyfanswm disgyblion Amser Llawn a disgyblion Rhann-wngol, yn uwch i Gyfrifed Ysgolion Eiddadol ar Lefel Disgyblion Llunodwrth Cymru 17/01/2023

Learning Support Centre (LSC) & Inclusion Assessment Centre (IAC) - enhanced resourced schools with places for pupils with Additional Learning Needs Full Time Equivalent (FTE)  
Number on Roll (NOR) - count of Full Time plus Part Time pupils, as per Welsh Government Pupil Level Annual School Census 17/01/2023



Ysgolion Cynradd Gwirfoddol a Gynorthwyr (Voluntary Aided Primary schools)

6713313	Alderman Davies CIW Primary School, St David's Street, Neath, SA11 3AA ads@npt.school	Mrs Kathryn Phillips	3-11	280.0	292	01639 769772
6713311	Bryncoch CIW Primary School, Furzeland Drive, Bryncoch, Neath, SA10 7UG bryncochciwprimary@npt.school	Mrs Ffion Rose	3-11	138.5	146	01639 643359
6713309	St Joseph's Catholic Primary School, Cook Rees Avenue, Neath, SA11 1UR stjosephsprimary@npt.school	Mrs Philippa Brooks	3-11	113.5	119	01639 635099
6713314	St Therese's Catholic Primary, Southdown Road, Sandfields, Port Talbot, SA12 7HL stthereses@npt.school	Ms Ruth Lewis	3-11	216.0	235	01639 882797

Ysgolion Babanod Gwirfoddol dan Gymorth (Voluntary Aided Infant schools)

6713310	St Joseph's Catholic Infant School, Water Street, Aberavon, Port Talbot, SA12 6LF stjosinf@npt.school	Ms Julie Beaumont Rees	3-7	123.0	137	01639 882579
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Ysgolion Iau Gwirfoddol a Gynorthwyr (Voluntary Aided Junior schools)

6713316	St Joseph's Catholic Junior School, Nobel Avenue, Aberavon, Port Talbot, SA12 6YN stjosephsjunior@npt.school	Mrs Caroline May	7-11	136.0	136	01639 769743
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Ysgolion Uwchradd Gwirfoddol a Gynorthwyr (Voluntary Aided Secondary schools)

6714601	St Joseph's RC School & 6th Form, Newton Avenue, Aberavon, Port Talbot, SA12 6EY stjoescomp@hwbcymru.net	Mr Eugene Scourfield	11-18	895.0	895	01639 884305
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Ysgolion Uwchradd (Secondary schools)

6714064	Cefn Saeson Comprehensive School, Afan Valley Road, <u>Cimla</u> , Neath, SA11 3TA cefnsaeson@hwbcymru.net	Mr David Cole	11-16	852.0	852	01639 791300
6714065	Cwmtawe Community School, Ffordd Parc <u>Ynysdery</u> , Pontardawe, Swansea, SA8 4EG cwmtaweschool@hwbcymru.net	Mr C Lee Hitchings	11-16	1170.0	1170	01792 863200
6714067	Dwr y Felin Comprehensive School, Dwr y Felin Road, Neath, SA10 7RE dwr-y-felin@npt.school	Mrs Penny Peet	11-16	1119.0	1119	01639 635161
6714066	Llangatwg Community School, Main Road, <u>Cadoxton</u> , Neath, SA10 8DB llangatwg@npt.school	Mr Alan Rowlands	11-16	755.0	755	01639 634700

Ysgolion Canol (Middle schools)

6715500	Ysgol Bae Baglan, Seaway Parade, Sandfields, Port Talbot, SA12 7BL mail@baebaglan.school	Mr Richard Rees	3-16	1474.0	1494	01639 508540
6715502	Ysgol Cwm Brombil, Bertha Road, Margam, Port Talbot, SA13 2AN ysgolcwmbrombil@npt.school	Mr Shaun Clarke	3-16	1374.5	1391	01639 760110
6715501	Ysgol Gymraeg Ystalyfera-Bro Dur, <u>Ynysydarren</u> Road, Ystalyfera, Swansea, SA9 2DY ysgolystalyferauwchradd@npt.school	Ms Laurel Davies	3-18	1542.5	1552	01639 842129

Ysgolion Arbennig (Special schools)

6717008	Ysgol Hendrefelin, Heol Hendre, Bryncoch, Neath, SA10 7TY ysgolhendrefelin@npt.school	Mr Lyndon Lewis	3-16	154.0	154	01639 642786
6717006	Ysgol Maes Y Coed, Heol Hendre, Bryncoch, Neath, SA10 7TY maesycoedspecial@npt.school	Mrs Helen Glover	2-19	117.0	117	01639 643648

Canolfan Aseu Cynhwysiant (Inclusion Assessment Centre)

Awel y Môr Primary School, PIAC, Ffordd Ysgol, Sandfields, Port Talbot, SA12 6TP awelymor@npt.school	Mr Sam Greasley	3-11	-	01639 875100
Cefn Saeson Comprehensive School, SENC, Afan Valley Road, Cimla, Neath, SA11 3TA cefnsaeson@hwbcymru.net	Mr David Cole	11-16	-	01639 791300
Coedffranc Primary School, PIAC (Phoenix centre), Stanley Road, Skewen, Neath, SA10 6LP coedffrancprimary@npt.school	Mr Tim Richards	3-11	-	01792 813504

Canolfan Cymorth Dysgu - Aseiad Blynyddoedd Cynnar (LSC - Early Years Assessment)

Abbey Primary, EYA LSC, Heol Penlan, Longford, Neath, SA10 7LD abbeyprimary@npt.school	Mr Kevin Hodder	3-5	-	01792 812202
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Canolfan Cymorth Dysgu - Nam ar y Synhwyrau (LSC - Sensory Impairment)

Catwg Primary School, Sensory LSC, Main Road, Cadoxton, Neath, SA10 8BL office@catwg.npt.school	Mr Gareth Phillips	3-11	-	01639 642731
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Canolfan Cymorth Dysgu - Nam ar y Clyw (LSC - Hearing Impairment)

Ysgol Bae Baglan, HI LSC, Seaway Parade, Sandfields, Port Talbot, SA12 7BL  
mail@baebaglan.school

Mr Richard Rees 11-16 - 01639 508540

Canolfan Cymorth Dysgu - Nam ar y Golwg (LSC - Visual Impairment)

Cefn Saeson Comprehensive School, VI LSC, Afan Valley Road, Cimla, Neath, SA11 3TA  
cefnsaeson@hwbcymru.net

Mr David Cole 11-16 - 01639 791300

Canolfan Cymorth Dysgu - Anawsterau Lleferydd, Iaith a Chyfathrebu (LSC - Speech Language Communication Difficulty)

Blaenbaglan Primary School, SLCD LSC, Maes Ty Canol Baglan, Port Talbot, SA12 8YF  
Blaenbaglan@npt.school

Mr David Burrows 3-11 - 01639 769775

Cilffriw Primary School, SLCD LSC, Pencroft, Cilffriw, Neath, SA10 8LF  
cilffriw@npt.school

Mr Mark McLean-Quin 3-11 - 01639 630816

Ysgol Bae Baglan, SLCD LSC, Seaway Parade, Sandfields, Port Talbot, SA12 7BL  
mail@baebaglan.school

Mr Richard Rees 11-16 - 01639 508540

Canolfan Cymorth Dysgu - Anawsterau Dysgu Difrifol/Dwys a Lluosog (LSC - Severe/Profound Multiple Learning Difficulty)

Tywyn Primary School, SLD/PMLD LSC, Channel View, Sandfields, Port Talbot, SA12 6JF  
tywyn@npt.school

Mrs Hayley Burrows 3-11 - 01639 790883

Ysgol Bae Baglan, SLD/PMLD LSC, Seaway Parade, Sandfields, Port Talbot, SA12 7BL  
mail@baebaglan.school

Mr Richard Rees 11-16 - 01639 508540

Canolfan Cymorth Dysgu (CCD) & Canolfan Asesu Cymhwysiant (CAC) - ysgol ag adnoddau rhannwngol sydd â lleoedd ar gyfer disgrffion ag Awstheion Dysgu Ychwanegol Cyfrifeddi ag Amser Llawn (CaAL)  
Nifer ar y Golwg (NaG) - cyfrifeddi disgrffion Amser Llawn a disgrffion Rhan-amser, yn eiddo i Gyfrifeddi Ysgolion Stryddol ar Lefel Disgrffion Llywodraeth Cymru 17/01/2023

Learning Support Centre (LSC) & Inclusion Assessment Centre (IAC) - enhanced resourced schools with places for pupils with Additional Learning Needs Full Time Equivalent (FTE)  
Number on Roll (NOR) - count of Full Time plus Part Time pupils, as per Welsh Government Pupil Level Annual School Census 17/01/2023

Canolfan Cymorth Dysgu - Anawsterau Cymdeithasol, Emosïonol ac Ymddygiadol (LSC - Social Emotional Behavioural Difficulty)

Crynant Primary School, SEBD LSC, Afan Valley Road, Cymra, Neath, SA11 3AZ  
crynantprimary@npt.school Mrs Nicola Bridgman 3-11 - 01639 635256

Canolfan Cymorth Dysgu - Anhwylderau'r Spectrwm Awtistig (LSC - Autistic Spectrum Disorder)

Cwmtawe Community School, ASD LSC, Ffordd Parc Ynyrdery, Pontardawe, Swansea, SA8 4EG  
cwmtaweschool@hwbcymru.net Mr C Lee Hitchings 11-16 - 01792 863200

Dwr y Felin Comprehensive School, ASD LSC, Dwr y Felin Road, Neath, SA10 7RE  
dwryfelin@npt.school Mrs Penny Peet 11-16 - 01639 635161

Gnoll Primary School, ASD LSC, Wellfield Avenue, Neath, SA11 1AQ  
gnoll@npt.school Miss Faye Evans 3-11 - 01639 642938

Maesmarchog Community Primary, ASD LSC, School Road, Dyffryn Cellwen, Neath, SA10 9LB  
maesmarchogprimary@npt.school Mrs H Katrina Winston 3-11 - 01639 700228

Wauceirch Primary School, ASD LSC, Dwr Y Felin Road, Wauceirch, Neath, SA10 7RW  
wauceirchprimary@npt.school Ms Louise Williams 3-11 - 01639 636084

Ysgol Bae Baglan, ASD LSC, Seaway Parade, Sandfields, Port Talbot, SA12 7BL  
mail@baebaglan.school Mr Richard Rees 11-16 - 01639 508540

Canolfan Cymorth Dysgu - Anawsterau Dysgu Penodol (LSC - Specific Learning Difficulty)

Cwmtawe Community School, SPLD LSC, Ffordd Parc Ynyrdery, Pontardawe, Swansea, SA8 4EG  
cwmtaweschool@hwbcymru.net Mr C Lee Hitchings 11-16 - 01792 863200

Canolfan Cymorth Dysgu - Anawsterau Dysgu Cymedrol (LSC - Moderate Learning Difficulty)

Blaendulais Primary School, MLD LSC, Seven Sisters, Neath, SA10 9AA blaendulaisprimary@npt.school	Mrs Cathryn Wheadon	3-11	-	01639 700261
Blaenhonddan Primary School, MLD LSC, Main Road, Bryncoch, Neath, SA10 7PE blaenhonddanprimary@npt.school	Mrs Gayle Major	7-11	-	01639 644366
Croeserw Primary School, MLD LSC, Bryn Siriol, Cymmer, Port Talbot, SA13 3PL croeserwprimary@npt.school	Mr Rob Appleby	3-11	-	01639 850265
Tywyn Primary School, MLD LSC, Channel View, Sandfields, Port Talbot, SA12 6JF tywyn@npt.school	Mrs Hayley Burrows	3-11	-	01639 790883
YGG Trebannws, MLD LSC, Swansea Road, Trebanos, Pontardawe, Swansea, SA8 4BL yggtrebannws@npt.school	Mrs Rhian Evans	3-11	-	01792 864004
Ysgol Bae Baglan, MLD LSC, Seaway Parade, Sandfields, Port Talbot, SA12 7BL mail@baebaglan.school	Mr Richard Rees	11-16	-	01639 508540

Canolfan Cymorth Dysgu (CCD) & Canolfan Asesu Cychwyniant (CAC) - ysgol ag adnoddau rhwyngol sydd i leddu ar grif disgrifion ag Anghenion Dysgu Ychwanegol Cyfwrth ag Amser Llawn (CaAL)  
Difex ar Gofrestr (NaG) - cyfrifon disgrifion Amser Llawn a disgrifion Rhan-amser, y cyfwrth i Gofrestr Ysgolion Eiddodol ar Lefel Disgrifion Uwchdwyth Cymru 17/01/2023

Learning Support Centre (LSC) & Inclusion Assessment Centre (IAC) - enhanced resourced schools with places for pupils with Additional Learning Needs Full Time Equivalent (FTE)  
Number on Roll (NOR) - count of Full Time plus Part Time pupils, as per Welsh Government Pupil Level Annual School Census 17/01/2023



**School Terms and Holiday Dates**  
**2024/2025 Academic Year**

		Mid Term Holiday			
Term	Term Begins	Begins	Ends	Term Ends	Days
Autumn 2024	Monday 2 <sup>nd</sup> September	Monday 28 <sup>th</sup> October	Friday 1 <sup>st</sup> November	Friday 20 <sup>th</sup> December	<b>75</b>
Spring 2025	Monday 6 <sup>th</sup> January	Monday 24 <sup>th</sup> February	Friday 28 <sup>th</sup> February	Friday 11 <sup>th</sup> April	<b>65</b>
Summer 2025	Monday 28 <sup>th</sup> April	Monday 26 <sup>th</sup> May	Friday 30 <sup>th</sup> May	Monday 21 <sup>st</sup> July	<b>55</b>
				<b>Total</b>	<b>195</b>

**Schools will be closed to pupils for INSET/Staff Preparation on six days between Monday 2<sup>nd</sup> September 2024 and Monday 21<sup>st</sup> July 2025.**

**Bank Holidays**

Good Friday	Friday 29 <sup>th</sup> March 2024
Easter Monday	Monday 1 <sup>st</sup> April 2024
May Bank Holiday	Monday 6 <sup>th</sup> May 2024
Spring Bank Holiday	Monday 27 <sup>th</sup> May 2024