

# PARENTS / CARERS INFORMATION BOOKLET 2018



# School Terms and Holidays

## School Term Dates for 2018/19 Academic Year

School terms and holidays for 2018/2019 **are still under consultation at the time of publication.** Although it is not envisaged that these will change the Authority **reserves the right to make amendments where circumstance dictates.**

TERM	TERM BEGINS	HALF TERM BEGINS	HALF TERM ENDS	TERM ENDS	NO. OF DAYS
AUTUMN	Monday 03-09-2018	Monday 29-10-2018	Friday 02-11-2018	Friday 21-12-2018	75
SPRING	Monday 07-01-2019	Monday 25-02-2019	Friday 01-03-2019	Friday 12-04-2019	65
SUMMER	Monday 29-04-2019	Monday 27-05-2019	Friday 31-05-2019	Monday 22-07-2019	55
<b>Total</b>					<b>195</b>

\* Includes 5 days for teachers' in-service training.

May Day - Monday 6 May 2019

Any closure(s) for election purposes to be balanced during the academic year.

## Catchment Areas

Within the County Borough, each school has an area that it traditionally serves often called the 'catchment area'. These details are on [www.torfaen.gov.uk/Your Location/find your local services](http://www.torfaen.gov.uk/Your Location/find your local services), clicking on the education catchment maps and then entering your postcode. Identify the address and left click on the highlighted marker. In the meantime if you require any further information please refer to the contact details on page 8.

# Key admission dates 2018

## Nursery (September and April)

- Applications sent to parents week commencing 4 September 2017
- Closing date for applications Friday 6 October 2017
- Offer of places is Friday 24 November 2017 (September 2018 4 year olds and January 2018 rising 3')
- Offer of places is Friday 26 January 2018 (April rising 3's)

## Primary

- Applications made available online Monday 11 December 2017 at 9am
- Closing date for applications Friday 26 January 2018 at 12pm
- Offer of places is Monday 16 April 2018
- Primary appeals will be held during May/June 2018

## Secondary

- Applications made available online Monday 2 October 2017 at 9am
- Closing date for application is Thursday 30 November 2017 at 12pm
- Offer of places is Thursday 1 March 2018
- Secondary appeals will be held during May/June 2018

## Faith schools

Closing date for applications:-

- Primary Friday 26 January 2018
- Secondary Thursday 30 November 2017

## Offer dates

- Primary – Monday 16 April 2018
- Secondary – Thursday 1 March 2018

If you require additional information please email: [kath.worwood@torfaen.gov.uk](mailto:kath.worwood@torfaen.gov.uk)

Dear parent/carer,

The following booklet has been produced every year since the introduction of the unitary authority in 1996 which makes this the 22<sup>nd</sup> edition. The booklet contains everything you need to know about our education services and institutions, from pre-school to further education. It also includes information about our arrangements for Welsh Medium and Church Schools.

The Local Authority itself and all schools in its remit are facing close scrutiny and strong challenge from ESTYN, the Inspectorate of schools in Wales, as well as the Welsh Government. The results of school inspections have shown signs of improvement over the last 12 months, and the council itself has strengthened its position. That said we are all acutely aware of the scope for further improvement and continue to work very closely with the South East Wales Education Achievement Service in order to support and improve teaching and learning in all our schools. As always, our children deserve no less than the best that can be offered and I ask for your support to help our schools and your children achieve the possible outcomes.

Best wishes

David Yeowell

Executive member for the education service in Torfaen

[david.yeowell@torfaen.gov.uk](mailto:david.yeowell@torfaen.gov.uk)

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## Introduction

Starting school is a very important event in your child's life. We hope this booklet provides you with all the information you need to make this happen as smoothly as possible. As your child progresses through school this booklet will continue to support you by providing you with lots of information along the way.

Contact details of all schools in Torfaen can be found on pages 79-89 and you will also find a map on page 78 showing where the schools are located. You will also find a wide range of information on our website [www.torfaen.gov.uk](http://www.torfaen.gov.uk). Should you have concerns that you wish to discuss we will always be pleased to meet you at Pearl House in person. Our Admissions Team will be happy to discuss any concerns you may have.

### Contact Details:

The Admissions Team

Pearl House

Pontypool

NP4 6YB

Senior Admissions Officer - Kath Worwood

Tel:- 01495 766915

Fax:- 01495 766904

Email:- [kath.worwood@torfaen.gov.uk](mailto:kath.worwood@torfaen.gov.uk)

Website link:- [www.torfaen.gov.uk/en/EducationLearning/SchoolsColleges/School-Admissions/School-admissions.aspx](http://www.torfaen.gov.uk/en/EducationLearning/SchoolsColleges/School-Admissions/School-admissions.aspx)

## Child Protection

We all want children to be safe and safeguarded and every school in Torfaen is required to follow a set procedure in child protection issues. Headteachers are required to refer any concerns to the Social Care and Housing Service for further investigation so that children at risk can be identified quickly.

This procedure is intended to protect children from abuse. When a school refers a concern about a pupil to the Social Care and Housing Service, it is not accusing the parents of abuse but requesting that further investigation takes place to establish whether a child is at risk.

If you have any questions about this process, please contact Social Care and Housing Service, Tel:- 01495 762200 or Jacqueline Watkins on 01495 766912.

## Looked After Children

The term 'Looked After' refers to children who have been provided with care and accommodation by the Local Authority. This is either led by virtue of a Court Order or young people who are 'accommodated' by the Local Authority on a voluntary basis at the request of, or by agreement with their parents. We refer to these children as 'in care'.

'In Care' means that a court has made the child/young person the subject of a full Interim Court Order, this status provides the Local Authority with parental responsibility and (some) authority to limit the parents exercise of their continuing parental responsibility.

'Section 20 accommodation' is a voluntary agreement by which the Local Authority does not gain parental responsibility and no notice is required for the removal of the child/young person.

The aim is to ensure the health and safety of Looked After Children who often came from families who have experienced extreme hardship and upheaval, whilst working as closely as possible with the birth parents.

Any disruption to home life often means Looked After Children do not achieve their academic potential. Children's Services work alongside education to ensure the educational needs of each child are met.

## Child In Need

A child in need is a young person who is receiving a service from Social Care and Housing. This may involve Social Care and Housing providing children and their carers with advice, guidance or information about statutory or non-statutory services, to enable the child's full potential to be maximised.

Many children/young people move in and out of care or accommodation (see looked after children), some may be on the child protection register and some may be on the disability register. All these children/young people will need an assessment of their needs by one or more support agencies (Education, Health, Social Care and Housing, Voluntary Services). All these children/young people would be known as Children in Need.

For further information on the above, please contact the individual schools for more information.

## Early years and pre-school

Through either the medium of Welsh or English, Flying Start, Childcare and free school breakfast initiatives are just some examples of how we are helping your child get off to a good start in their learning.

Choosing the correct childcare for your child is one of the most important decisions you can make as a parent. Our Family Information Service gives you contact details to help you find registered childcare and services within your area:-

Torfaen Family Information Service  
Cwmbran Integrated Children's Centre  
Ton Road  
Cwmbran  
NP44 7LE

Helpline:- 0800 0196330

Email:- [fis@torfaen.gov.uk](mailto:fis@torfaen.gov.uk)

Web address:- [www.torfaenfis.org.uk](http://www.torfaenfis.org.uk)

## What will your child learn at school?

Once your child is at school you will probably want to know what they will be learning. The school curriculum is flexible, catering to the needs of the child and the school. Each school will teach slightly different things in different ways. Schools must cover a core curriculum, and we have a number of initiatives to enrich and improve school life.

## Phases of education

Your child's formal education may begin at the age of three. From this point until leaving school they will follow the revised curriculum for Wales: a planned route of learning designed for all children.

Between three and seven the Foundation Phase will be the core of your child's learning. This focuses on the ability of your child and not their age. It involves learning through play in safe but stimulating environments.

The Foundation Phase is based on the principle that early years' provision should offer a sound foundation for future learning through a developmentally appropriate curriculum; it brings more consistency and continuity to children's education at such an all-important period in their development.

The Foundation Phase places great emphasis on children learning by doing. Young children will be given more opportunities to gain first hand experiences through play and active involvement rather than by completing exercises in books. They will be given time to develop their speaking and listening skills and to become confident in their reading and writing abilities.

Mathematics will be more practical so that children can see how problems are solved and how important mathematics is in their everyday lives. There will be more emphasis on children understanding how things work and on finding different ways to solve problems.

A series of guidance documents have been developed to support the implementation of the Foundation Phase, available from the Welsh Government website [www.wales.gov.uk/topics/educationandskills/earlyyearshome/foundation\\_phase/?lang=en](http://www.wales.gov.uk/topics/educationandskills/earlyyearshome/foundation_phase/?lang=en)

Until the end of primary school, between 7 and 11, what your child learns is determined by Key Stage 2 of the curriculum.

From 11 years old until 14, while in secondary education, Key Stage 3 will be taught to your child. This involves mandatory subjects including English, Welsh and mathematics.

At the age of 14 your child will need to decide what they want to study. There are a variety of options including GCSEs, the Welsh Baccalaureate and vocational courses. These are taught alongside core subjects.

## Post-compulsory education

Your child will finish with their compulsory education at 16 years of age.

Learning does not need to end at this point and there are many different options available. These may be class-based or work-orientated and cover a wide variety of subjects.

These courses are run by different types of organisations such as schools, colleges of further education, and work based learning training providers. With such a lot of choice it is important to make sure your child goes to the most appropriate education provider.

After taking part in further education, your child may be interested in higher education. This does not just mean a degree, but might instead be a diploma or certificate of higher education. As with other post 16 learning, the choices and opportunities are diverse and give them the chance to study something that really interests them.

Any further guidance or advice can be found on the following link:

<https://www.careerswales.com/en/contact-us/>

Telephone number is 0800 028 4844

Website: [www.careerswales.com](http://www.careerswales.com)

## Applying for a nursery place

When should my child start nursery, reception and secondary school?

### Nursery

Your child can start nursery at the start of the school year in which he/she will be 4 years old. Sometimes it is possible to start the term following their 3rd birthday if there is a place available. For information on place availability please contact Kath Worwood, details as listed on page 8. Places are allocated to maintained nursery settings by the Local Authority.

**The placement of your child in a nursery unit attached to a school does not guarantee a reception place in that school and a fresh application will need to be completed. Please see 'Reception' below.**

### How do I apply?

When you receive an application form you must complete and return this to your chosen nursery, along with proof of your child's date of birth and address, by the closing date. (Medical cards, birth certificates and recent council tax bills are accepted – originals only). The nursery will submit all completed forms to the Local Authority for allocation. (Details of Nursery provision can be found on pages 79-89).

Most parents/carers will receive an application form by post early in September which must be completed and returned to the nursery school/unit **by the closing date which is 6 October 2017**. If parents/carers do not receive a form, one must be obtained from the nursery school/unit or by contacting Kath Worwood on 01495 766915 or email:- [kath.worwood@torfaen.co.uk](mailto:kath.worwood@torfaen.co.uk) and ensure it is returned by the closing date. Parents will be notified of the outcome of their application via the Local Authority by the 24 November 2017 for September 2018 allocations and January 2018 rising 3 allocations and Friday 26th January and for April 2018 rising 3 allocations. Parents/carers choosing a private or voluntary setting should take the application form to the setting of their choice, who will apply for the funding on their behalf.

## Applying for a school place

### Primary (Reception)

Your child will start Reception Class at the start of the school year, ie September, in which he/she will be 5 years old even though the law does not require a child to start school until the start of the term following their fifth birthday.

### How do I apply?

You should receive a letter by Monday 11 December 2017 which will provide you with a unique identification number (UID) for your child. The letters are sent either directly to the child's home address (if the child is not currently attending a Local Authority nursery base) or via pupil post containing the pupils UID number to enable the application to be made online (where applicable) although all parents can apply on line. The UID can be used to apply online by following this link [www.torfaen.gov.uk/primaryadmissions](http://www.torfaen.gov.uk/primaryadmissions) which will take you through the admission application process. However, under certain circumstances the UID Number may not be required in order for an application to be completed for example, if your child does not currently attend a Torfaen Maintained Nursery Base. You will be asked to provide proof of your child's date of birth and address or the Local Authority will take steps to check this information. If however, you would prefer to complete a paper copy please either download a copy from [www.torfaen.gov.uk](http://www.torfaen.gov.uk) or phone 01495 766915. If you complete a paper copy you must complete and return this to your chosen school along with proof of your child's date of birth and address by the closing date. (Medical cards, birth certificates and recent council tax bills are accepted – originals only).

### Secondary

Your child will start secondary school at the start of the school year in which he/she will be 12 years of age. If you wish for your child to attend a school in the Newport area, you will need to contact them direct on 01633 656656 in order to obtain a form.

## How do I apply?

You should receive a letter from your child's primary school week commencing Monday 25 September 2017 which will provide you with a unique identification number (UID) for your child. The UID can be used to apply online by following this link [www.torfaen.gov.uk/secondaryadmissions](http://www.torfaen.gov.uk/secondaryadmissions) which will take you through the admission application process. However, under certain circumstances the UID Number may not be required in order for an application to be completed. If however, you would prefer to complete a paper copy please either download a copy from [www.torfaen.gov.uk](http://www.torfaen.gov.uk) or phone 01495 766915.

If you complete a paper copy you must complete and return this to your child's current primary school along with proof of your child's date of birth and address by the closing date. (Medical cards, birth certificates and recent council tax bills are accepted – originals only).

**It is your responsibility to ensure an application is submitted by the closing date.**

If you do not receive correspondence by Monday 2 October 2017, you must contact the admissions authority in order to obtain the relevant form. Contact details are as above.

## Address Validations

- Parents/Carers are required to submit their Council Tax reference number on their child's Admission application form. The Local Authority will use this information to validate that the address submitted on the application form coincides with the information held on the Local Authority's Council Tax database.
- If the information provided by the parent/ carer does not coincide with the council tax database, a further check will be undertaken using the electoral register. If this does not verify the address, the Local Authority will contact the parent/carer.
- Any offer of a school place will be based upon the applicant being resident at the address declared on the application form, as at the published offer date. Any offer of a school place could be withdrawn if it is found that this is not the case.

- Parents/Carers who are in the process of moving property, which may impact upon the information held on the Local Authority's Council Tax database, will be required to notify the Local Authority at the time of application of the proposed move and submit evidence to validate their new address. Suitable evidence would be a copy of the exchange of contracts (for purchases) or long term tenancy agreement (for rental arrangements), which must be received prior to the published closing date in order to be considered as an "in time" application. Failure to notify the Local Authority that applicants will be moving to a new address prior to the published closing date, will result in the application being Determined as a "late application".
- Where the Local Authority accepts evidence to validate a property move and uses the new property for allocation purposes, any offer of a school place would be based on the applicant being resident at this property at the time of the child's entrance into the School. Any offer of a school place could be withdrawn if it is found that the applicant is not resident at the property at the time of child's entrance into the school.

## Shared residency

In the event that the residency of a child is shared between two parents, the address where the child concerned resides for the majority of the school week will be used for allocation purposes. This is the address that should be declared on the application.

- However, if the residency with both parents during the school week is equal, the address for where the child benefit is paid will be used for allocation purposes

## Who has parental responsibility for the child?

You should be aware that following changes made to the law about children by the Children Act 1989, which became law in October 1991, schools need to know who has "parental responsibility" for each child. This is to ensure that proper authority is given when the school needs parental permission. It will also make sure that persons with parental responsibility who do not live with a child can be provided with school reports and given an opportunity to take part in the child's education. Further changes in the law took place in 2003.

- Mothers always have parental responsibility (unless a Court Order is in place that states she will no longer have the responsibility)
- Fathers who were married to the mother prior to 2003 have parental responsibility
- Fathers also have parental responsibility for a child if the child was born after 2003 and their name is on the child's birth certificate
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatic.

Parents are asked to co-operate with school staff by providing the school with details of the persons with parental responsibility for a pupil. Any changes in the arrangements for parental responsibility or in the day to day care of the child should be notified to the school.

## Voluntary aided school

### How do I apply?

Governing Bodies of Voluntary Aided schools within Torfaen have responsibility for their own admission arrangements and application forms must be requested directly from the school and returned to the school of your choice. Please see pages 36-59 for information on the admission criteria.

## Special schools and resource bases

### How do I apply?

Wherever possible we seek to place children in mainstream settings. However, some children require provision beyond the resources of a mainstream school. Admission to special schools and resource bases which are attached to primary and secondary schools and which cater for children with Additional Learning Needs (ALN) is dealt with by special arrangement through the Local Authority. Particular advice is needed to help parents and pupils with admission appropriate to defined ALN. For any further information, please contact Tracy Tucker, telephone 01495 766998.

## Sixth form admission

### How do I apply?

Torfaen is the admission Authority for all maintained schools within its area, including sixth forms. However, individual schools administer all processes and procedures relating to sixth form Admissions. The schools in Torfaen that offer sixth form education are Croesyceiliog, Cwmbran High , Ysgol Gyfun Gwynllyw and St Albans RC High School as a Voluntary Aided School. Therefore if you wish your child to attend a sixth form, please contact the schools direct.

### Late Applications

Any applications that are received after the respective closing date (primary 26 January 2018) (secondary 30 November 2017) or applications that remain incomplete as at the closing date will be dealt with under the late application arrangements.

A change of preference received by the Local Authority after the published closing date will result in the application being determined as late.

Late applications which are received after the respective closing date but before the respective offer date will be considered and parents informed in the month following the offer day.

Further late applications will then be collated on a monthly basis based upon the month in which they are received. Places are allocated in line with the criteria and parents will be informed of the outcome of their applications within the month after receipt. The arrangements for late applications will continue up until the last week of August. After this date, any admissions received are then processed as an in year transfer of schools.

Please note that applications determined as being late may increase the possibility of not achieving a place at your preferred school(s). This is because all applications submitted with the necessary evidence prior to the closing date will receive priority over those received after the closing date.

## Arrangements for the admission of pupils to community and voluntary controlled Primary and Secondary schools

The admission of children to schools is controlled and administered by an 'Admissions Authority'. In the case of community and voluntary controlled schools, this is recognised as Torfaen County Borough Council (Local Authority). In the case of voluntary aided schools and foundation schools (church schools), the admissions authority is the governing body of the individual school.

The law requires the Local Authority to allow parents/carers the opportunity to express a preference for the school they would wish their child to attend. In the vast majority of cases, parents/carers are quite happy to choose their local school but it is legally necessary for that school to be named on an application form. Those who submit an application form (to express a preference) will have priority over those who do not.

Following the closing date any change of circumstances notified to the Local Authority by the end of February (for primary) and by the end of December (for secondary) will be considered. 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.

Please note that the Local Authority does not operate a policy to accelerate pupils (ie, gifted and talented children) into advanced year groups (those who have experienced problems or missed part of a year due to the child's ill health or earlier year groups) unless there are extenuating circumstances and clear reasons ascertainable for such decisions to be made. Due regard will also be given to an educational psychologist report where available.

Similarly, if parents whose children have a summer term birthday, the admission code indicates that it is not normally appropriate for such children to be admitted to a non-cohort age group. However, the code emphasises the need to consider each case on its merit and the admissions authority would adapt this approach should any cases arise.

When applying, parents/carers may name more than one school in order of preference and the Local Authority will try to comply with at least one of the preferences.

The Local Authority (including the Governing Body of a voluntary aided school) may refuse to comply with parental preference for a period of two years following a second or subsequent exclusion. In such circumstances a parent is unable to appeal against the Local Authority decision.

All maintained schools must admit pupils up to its admission number (AN). The admission number is the number of pupils who should be admitted to a relevant age group if sufficient applications are received.

Where schools are oversubscribed children with a statement of ALN (Additional Learning Needs) naming a school will be admitted to that school before the oversubscription criteria are applied to all other applications.

Where the number of applications exceeds the number of places available, the following oversubscription criteria will be used to determine which applicants would be offered places in the following priority order:-

### Oversubscription Criteria

- **Priority 1:** Children with a statement of Special Educational Needs
- **Priority 2:** Children who are looked after or children who have been previously looked after
- **Priority 3:** Children on medical grounds which are supported by a medical consultant's report, obtained by the parents, specifying the medical advantage of the child attending the preferred school compared with the normal catchment school

#### **N.B. Reports from family doctors are not accepted for this purpose.**

- **Priority 4:** Children residing in the catchment area of their chosen school with siblings
- **Priority 5:** Children residing in the catchment area of their chosen school without siblings
- **Priority 6:** Children residing out of the catchment area of their chosen school with siblings

- **Priority 7:** Children residing out of the catchment area of their chosen school without siblings.

If children have older brothers or sisters at a school at the date of admission, they will be admitted in preference to those not having brothers or sisters at that school.

**N.B. Brothers and sisters, whether full, half, step, foster or adopted will be considered relevant where living together at the same address. This only applies when an older child will definitely be registered at the school when the younger one will be eligible to attend.**

When applying to a comprehensive school parents should be aware that sixth form pupils are not taken into consideration under the siblings criteria.

Where there is more than one such case, priority will be assessed on the basis of those children closest in age to the elder brothers or sisters already at the school at the date of admission

After taking account of the above categories where there is a 'tie break' situation, priority will be based on closeness to the school measured by nearest available walking route. The distance is measured from the point where the child's home meets the highway to the nearest available entrance of the school. Measurement will be undertaken by using a Digital Information Mapping System (Map Info Professional, owned by Pitney Bowes).

Finally, all admissions into any school are dealt with in accordance with the admissions policy of either the Local Authority or a school's admission policy and at no stage are pupils 'selected' or are interviews held to determine admission. Whilst residing within the catchment area for your preferred school forms an element of the oversubscription criteria it does not guarantee a placement on this basis. Addresses provided on an application form are individually checked and verified against the councils school Catchment areas (page 8).

## Legislation

This policy complies with the following legislation and Statutory codes: The School Standards and Framework Act 1998, The School Admissions Code and The School Admission Appeals Code 2013.

It is important to note that Paragraph 3.45 of the School Admission Code 2013 states:

“Statutory limits on class sizes provide that when a single school teacher is present, and subject to certain limited expectations, infant classes (Reception, Year 1 and Year 2) may not contain more than 30 pupils”.

## General admissions information

- Where the Local Authority is unable to offer your child a place in your catchment school, free transport (see pages 95-97 for transport policy) will be provided (if requested) to the nearest school with an available place, subject to the distance criteria laid down in the Authority's transport policy.
- Pupils with defined ALN will in the majority of cases be able to attend their catchment school. In exceptional circumstances, this may not be appropriate for the individual child and a placement in an alternative school would then be considered
- All applications received **by the closing date, Friday 26 January 2018 at 12pm noon (primary) and Thursday 30 November 2017 at 12pm noon (secondary)**, will be considered together and if necessary, the over-subscription criteria will be applied.

### Appeals

In Torfaen we strive to work in partnership and ensure that all parents get their first preference of school for their children. If it is not possible to allocate a place for your child at the school of your choice we will tell you about your right of appeal. We do this because we always want to be fair and transparent. Should you wish to appeal, you may accept a place at an alternative school whilst the appeal is waiting to be heard and will not prejudice the outstanding appeal.

If you choose to appeal this will be to an Independent Appeal Panel and arrangements will be made for this to happen in May/June 2018. Further information about appeals can be obtained from Democratic Services, Civic Centre, Pontypool telephone 01495 766294. (This department will provide advice on who can accompany you at appeal and give advice on what written evidence may be submitted). Should you need to appeal it is important to note that the Local Authority allows parents 10 school days to submit an appeal and if this is not adhered to it is assumed that the right of appeal has failed to be accepted within the time limit and will not be heard.

### Multiple birth children (eg twins / triplets)

If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth then the Local Authority will admit the other sibling(s).

## Children of UK service personnel and other Crown Servants (including diplomats)

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

### Waiting lists

We also keep a waiting list for the admission round in September. We will place your child's name on the waiting list even if you choose another school or decide to take up your right of appeal. Your child's name will stay on the list until 30 September 2018. If a place becomes available during that time we will allocate places to children on the waiting list on the basis of our over subscription criteria and not based on the date the application was added to the schedule.

## Nursery education and other pre-school provision

Within Torfaen there is a range of settings available to Nursery aged children. These are Local Authority Nursery Schools and Nursery Units (known as maintained nurseries) attached to Primary Schools (currently including three Welsh Medium Schools at Ysgol Gymraeg Cwmbran, Ysgol Bryn Onnen in Pontypool and Ysgol Panteg in Griffithstown). There is a centre at Crownbridge Special School which caters for pupils with severe learning difficulties and Nursery Units at St. David's RC Primary School and Our Lady of the Angels RC Primary School to serve Roman Catholic children. Admissions into these schools are dealt with by the Governing Body of the schools. (An Integrated Children's Centre (ICC) is situated in Cwmbran on the Nant Celyn school site).

There are also non maintained early years settings registered to provide education for three and four year olds. Each Nursery School and Nursery Unit serves a specific catchment area. Parents may apply for their child to attend any Local Authority maintained Nursery School or Unit, but where there are more children wishing to attend than there are available places, priority will be given to the children living in the catchment area at the time of admission. Alternatively parents can choose to place their child in a voluntary or private sector early years setting that is a registered education provider.

It is the Local Authority's policy to admit children to its Nursery Schools and Units from the beginning of the term following a child's third birthday if places are available. (Autumn Term is 1 September - 31 December, Spring Term is 1 January - 31 March, Summer Term is 1 April - 31 August). Places are allocated on a part-time basis (morning or afternoon sessions only) for five days per week.

In certain limited circumstances, full-time placements can be offered to 4 year olds (see criteria below). There is no right of appeal against refusal of a nursery placement, however you may wish to choose an alternative nursery placement and should contact Kath Worwood on 01495 766915 for further information.

**Attendance at a nursery class within a primary school does not guarantee a place in the school's reception class and a fresh application will need to be made.**

If you choose for your child to attend a non maintained nursery which is registered as an education provider by the Local Authority the Local Authority will fund your child's placement on a part time basis (minimum of 10 educational hours over four or five days per week or 3 full days) (minimum of 7 hours per day). The level of funding will be comparable with that of a four year old in a maintained provision and this currently equates to £429 per term following a child's third birthday. Where a child attends a Private Day Nursery, parents will be responsible for any additional payments over and above the funding allocated by the Local Authority.

Priority admission to Local Authority provision may be granted in the following circumstances (subject to review):-

### Full-time priority (for four year olds)

- Children who are looked after or have previously been looked after
- Children recommended on specific medical or social grounds by appropriate agencies and children identified as having ALN at the time that the application for admission is made
- Children who are on the Child Protection Register

### Criteria for awarding nursery places

- Full-time priority pupils residing in catchment in order of date of birth
- Part-time pupils residing in catchment in order of date of birth
- Full-time priority pupils residing out of catchment in order of date of birth
- Part-time pupils residing out of catchment in order of date of birth
- Late applicants

Details of nursery provision can be obtained from Headteachers of the School or Primary Schools having Nursery Units. Schools with a Nursery Unit attached are indicated with an asterisk (★) in the Schools' Directory, commencing on pages 79-89.

Details of voluntary and private providers can be obtained from leaders/managers of the playgroup and Private Nurseries. Details are on page 74. Information is also available from the Family Information Service. See telephone number on page 29.

For further details on admission to Playgroups, Cylch Meithrin and Private Day Nurseries, contact the Family Information Service.

## Torfaen Family Information Service

From information on childcare to leisure activities for your children, family support to services for children and young people with special needs, Torfaen Family Information Service can help.

If you would like information on the different types of childcare available in Torfaen and guidance on the childcare most suitable for your needs, contact Torfaen Family Information Service to get a free tailor-made information pack with details of the locations, costs and contact details for local provision.

If you are choosing a nursery education setting for your child, you may be interested to find out about childcare that interacts with nursery provision in Torfaen, such as nursery wraparounds and childminders. Some private and voluntary childcare settings can also offer nursery education places funded by the local authority.

If you are choosing a school, Torfaen Family Information Service can give you information on childcare providing before and after school care for children in Torfaen and childcare for your children during the school holidays suitable for working parents and carers.

The Family Information Service also offers guides on help with the cost of childcare including information regarding Tax Credits and Childcare Vouchers as well as other guides on subjects such as choosing a Welsh medium education for your child.

Parents, carers and professionals working with families in Torfaen can access the Family Information Service for free, impartial and quality information on the above and much more. Contact us with your enquiry via:

- Freephone 0800 0196 330
- Email [fis@torfaen.gov.uk](mailto:fis@torfaen.gov.uk)
- Drop in to see us at Cwmbran Integrated Children's Centre
- Contact us on our social media pages [www.facebook.com/TorfaenFIS](http://www.facebook.com/TorfaenFIS) or [www.twitter.com/TorfaenFIS](http://www.twitter.com/TorfaenFIS)

- Or browse our information and carry out your own search on the Family Information Service website, [www.torfaenfis.org.uk](http://www.torfaenfis.org.uk)

Torfaen Family Information Service is provided by Torfaen County Borough Council and was established to comply with the statutory obligations under the Education Act 2002 and continues to provide information under the statutory duty set out in The Childcare Act 2006.

## Childcare Options

Choosing suitable childcare to meet the needs of your family is one of the most important decisions you can make as a parent or carer. Whatever the age of your child, you will want to feel confident that they are safe, happy and stimulated whilst they are being cared for. Torfaen Family Information Service can offer details of the range of childcare available in Torfaen as well as free guides to choosing childcare, including examples of questions to ask a prospective childcare provider.

Many families find it difficult to juggle work and caring for their children during the school holidays. The Family Information Service can provide information on holiday childcare in Torfaen, including details of locations and costs.

## Help with the Cost of Childcare

Torfaen Childcare Sufficiency Assessment 2017 found that some parents and carers didn't know if they were eligible for help with the cost of childcare.

Parent/Carers can access some funding towards the cost of childcare, however this is dependent on a number of eligibility criteria and the amount of help received can differ between families.

Parents/Carers may qualify for help towards the costs of childcare if the childcare they use is registered. The Care and Social Services Inspectorate Wales (CSSIW) is responsible for the registration and regulation of childcare in Wales. Parent/Carers can check with the Family Information Service if their childcare provider is registered with CSSIW and they can request the registration number directly from their chosen provider.

Current funding available for parent/carers and proposed funding during 2017 includes;

- The Childcare Element of Working Tax Credit
- Childcare Vouchers
- Universal Credit
- Tax Free Childcare Scheme

## The Childcare Element of Working Tax Credit

The Childcare Element of Working Tax Credit is financial help towards the costs of childcare. This is paid to the person who is mainly responsible for caring for the child or children, alongside payments of Child Tax Credit and other elements of Working Tax Credit. The Childcare Element of Working Tax Credit is dependent on household income. However, amounts received may differ due to the number of children using childcare or if the child/ren has a disability.

If eligible, parent/carers could receive up to 70% of their childcare costs, however this can only be claimed if they are in receipt of Working Tax Credit.

There is a limit to the total amount available to eligible parents, this is as follows;

- £175 in costs per week for one child and £300 for two or more children. Any childcare costs that parent/carers pay in excess of these amounts are not used in the calculation.
- Therefore eligible parent/carers could claim £122.50 (70% of £175 for one child) or £210 (70% of £300 for two children) towards their childcare costs per week. Childcare costs exceeding this amount are payable by the parent/carer.

To find out if you are eligible for the Childcare Element of Working Tax Credit/ Universal Credit call the Tax Credits Helpline on 0345 300 3900.

## Childcare Vouchers

Childcare Vouchers are a Government scheme that is offered through employers and allows working parent/carers to pay their childcare costs from a pre-tax salary.

Childcare vouchers are administered through a voucher company (commonly through a 'salary sacrifice' scheme), and could help parent/carers save up to £933.00 per year in tax and National Insurance contributions (based on a maximum available savings for a Basic rate taxpayer).

Childcare Vouchers are taken from a salary before Tax and National Insurance payments. The amount is exempt from Tax and National Insurance contributions up to a value of £55 per week. Employers save by not paying tax and national insurance on the same amount. If parent/carers are a higher rate tax-payer, the amount that is exempt may be lower. Please note that childcare paid for in childcare vouchers must be registered or approved.

Childcare Vouchers will be phased out by 2018 with the introduction of Tax Free Childcare. However parent/ carers who are continuing to using childcare vouchers can do so until their employer stops offering the scheme, and do not necessarily need to convert to Tax-Free Childcare.

## Tax-Free Childcare Scheme

Tax-Free Childcare is a Government initiative which will be gradually introduced to families with children under 4 years during early 2017. This will eventually be available to families with children under 12 (up to 17 years for children with a disability), if they meet the eligibility criteria.

Parent/carers who pay for registered childcare will be able to open an online account which they can pay into to cover the cost of registered childcare. For every 80p parent/carers put into the account, the Government will top up 20p. This potentially offers parent/ carers a maximum saving of £2,000 per year, per child (£4,000 for a child with a disability).

To qualify, parent/carers must be in work and earning at least £120 each per week. The income cap for applying for Tax-Free Childcare is currently based at £100,000. Self-employed parent/carers will also be able to make a claim into Tax-Free Childcare, which is not currently offered through childcare voucher schemes.

Payments into the account can also be made by other individuals such as family members or employers, allowing parent/carers the flexibility to save money into the account for times where childcare needs are greater. If parent/ carers circumstances change, they can withdraw the money saved, minus the governments contributions. For more information visit [www.gov.uk/government/news/tax-free-childcare-10-things-parents-should-know](http://www.gov.uk/government/news/tax-free-childcare-10-things-parents-should-know)

## Universal Credit

Universal Credit is due to be enrolled out to all new claimants during 2017 replacing a number of benefits including Working Tax Credit.

Help towards the cost of childcare may be available for parent/cares who are in paid employed (if part of a couple, both parent /carers must be in paid employment) and use registered childcare.

It is proposed that Universal Credit may help families pay up to 85 % of their childcare costs with a maximum claim of £646 for one child per month, or £1108 for two children (GOV.UK) if they are eligible for Universal Credit, however this will be based on an eligibility criteria and the amount awarded will be based on family circumstances.

Families will only be able to claim for one scheme to help with the cost of childcare.

To find out more about Childcare Vouchers, Tax Credits, Tax-Free Childcare and registered childcare, contact Torfaen Family Information Service on Freephone 0800 0196 330 or email [fis@torfaen.gov.uk](mailto:fis@torfaen.gov.uk)

## Education through the medium of Welsh

If you would like your child to be educated through the medium of Welsh we provide excellent Welsh Medium Education in Torfaen. If your child is nursery age then there is a nursery unit attached to Ysgol Gymraeg Cwmbbran, Ysgol Bryn Onnen and Ysgol Panteg, and also at Meithrin Pontnewydd (contact Kath on 07773246611) and Ysgol Feithrin Pont-y-Pwl (contact Helen on 01495 755616).

There are three Welsh Medium Primary Schools in Torfaen, these are Ysgol Bryn Onnen serving the north of the borough, Ysgol Gymraeg Cwmbbran in Cwmbbran and Ysgol Panteg in Griffithstown, serving mid Torfaen. Ysgol Gyfun Gwynllyw is a Welsh medium secondary school which currently admits pupils from Torfaen, , Blaenau Gwent and Monmouthshire.

Parents themselves do not have to be Welsh speakers in order for their children to benefit from Welsh Medium Education. Children can transfer to Welsh Medium Primary Schools from the English medium nursery sector. If you have any questions you can contact the Head teachers of our Welsh Medium Schools directly as they will be happy to speak with you. Alternatively you can contact the Education Achievement Service (EAS). Tel no:- 01633 415470 (Business Support Team).

Pupils attending a Welsh Medium School will be provided with transport in accordance with the Authority's transport policy.

Contact details of all Welsh Medium Schools can be found on pages 83, 84 and 87.

# St Alban's R.C. High Governing Body

## Admissions Policy

Saint Alban's Roman Catholic High School is part of the Catholic Church. It is a Voluntary Aided School in the Archdiocese of Cardiff and is maintained by Torfaen Local Authority. The Governing Body of Saint Alban's is the Admissions Authority for this school.

Our aim is to provide a high quality Christian Education based on the teachings of Christ in the Gospels, where each individual is a valued member of our community, and is able to develop his or her talent to the full. We aim to promote in all members of our community, faith and religious commitment, in accordance with the rites, practices and teachings of the Catholic Church.

## Admission Number

The Admission Number of new entries as of September 2018 is 145 as per Welsh Government / Local Authority directives.

## Pupils with a Statement of Additional Educational Needs

Children with a statement of AEN naming the school will be admitted before other applicants.

## Oversubscription Criteria and Order of Priority

When the number of applications is equal to or less than the admission number, all pupils will be admitted. When the number of applications exceeds the admission number, the following criteria will be applied to all applications, in priority order:

1. Looked after children (children in public care) and previously looked after children who are baptized members of the Roman Catholic Church, or who have been received into full-communication with the Roman Catholic Church.
2. Children who are baptized members of the Roman Catholic Church, or who have been received into full-communication with the Roman Catholic Church, who currently attend a Roman Catholic Primary School, and who will have a sibling (see definition) attending Saint Alban's Catholic High School, Pontypool when they join.

3. Children who are baptized members of the Roman Catholic Church, or who have been received into full-communication with the Roman Catholic Church, who currently attend a Roman Catholic Primary School.

4. Children who are baptized members of the Roman Catholic Church, or who have been received into full-communication with the Roman Catholic Church, who currently do not attend a Roman Catholic Primary School, but who will have a sibling (see definition) attending Saint Alban's Catholic High School, Pontypool when they join.

5. Children who are baptized members of the Roman Catholic Church, or who have been received into full-communication with the Roman Catholic Church, who currently do not attend a Roman Catholic Primary School.

6. Looked after children (children in public care) and previously looked after children who are not baptized members of the Roman Catholic Church, and who have not been received into full-communication with the Roman Catholic Church.

7. Children who are not baptized members of the Roman Catholic Church, and who have not been received into full-communication with the Roman Catholic Church, who currently attend a Roman Catholic Primary School, and who will have a sibling (see definition) attending Saint Alban's Catholic High School, Pontypool when they join.

8. Children who are not baptized members of the Roman Catholic Church, and who have not been received into full-communication with the Roman Catholic Church, who currently attend a Roman Catholic Primary School.

9. Children attending other Voluntary Aided Christian Primary Schools, who have either been baptized or dedicated in accordance with the practice of their Christian faith tradition, and who will have a sibling (see definition) attending Saint Alban's Catholic High School, Pontypool when they join.

10. Children attending other Voluntary Aided Christian Primary Schools, who have either been baptized or dedicated in accordance with the practice of their Christian faith tradition.

11. Children attending other Voluntary Aided Christian Primary Schools, and who will have a sibling (see definition) attending Saint Alban's Catholic High School, Pontypool when they join.

12. Children attending other Voluntary Aided Christian Primary Schools.

13. Children whose parents seek a Faith-based education, where the child has been baptized or dedicated in accordance with the practice of their faith tradition, and who will have a sibling (see definition) attending Saint Alban's Catholic High School, Pontypool when they join, and who are supported by a letter from their Christian Minister of Religion.

14. Children whose parents seek a Faith-based education, where the child has been baptized or dedicated in accordance with the practice of their faith tradition, and who are supported by a letter from their Christian Minister of Religion.

15. Children whose parents seek a Faith-based education, and who will have a sibling (see definition) attending Saint Alban's Catholic High School, Pontypool when they join, and who are supported by a letter from their Christian Minister of Religion.

16. Children whose parents seek a Faith-based education, and who are supported by a letter from their Christian Minister of Religion.

17. Children of other faiths whose parents seek a Faith-based education, and who will have a sibling (see definition) attending Saint Alban's Catholic High School, Pontypool when they join, and who are supported by a letter from their Minister of Religion or Faith Leader.

18. Children of other faiths whose parents seek a Faith-based education, and who are supported by a letter from their Minister of Religion or Faith Leader.

19. Children whose parents seek a Faith-based education.

## Tie Breaker

Where places are available to some but not all the applicants in any of the categories listed above then preference shall be given to those living furthest away from an alternative school (i.e. a Roman Catholic Voluntary Aided School) with a place available. The distance is measured as the shortest driving route between the home address and the main gate of the alternative school, as calculated by Google Maps. Evidence of residence WILL be required.

## Notes:

a. In all of the above categories where a claim to baptism or dedication is made, written evidence must accompany the application form.

b. In all of the above categories, sibling is to be understood by reference to the following definition: Children who have a sibling on roll at St. Alban's RC High School in the September the applicant would begin school. Priority will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority. Any sibling connection must be stated on the application form. For admission purposes a sibling is a child who is the brother / sister, half-brother / sister (children who share one common parent), step brother / sister where two children are related by marriage. This definition also includes adopted or fostered children at the same address.

c. If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth the governors will admit the other sibling(s).

## Appeals Procedure

Where a child is refused entry to school, the Governing Body will write to the parents giving full details of why the application was refused, in light of the published criteria.

Parents have the right of appeal against the decision to refuse an application. The intention to appeal must be forwarded in writing, within fourteen days of the receipt of the refusal letter, to the Clerk to the Governors, c/o the School. The appeal will be heard by an Independent Appeals Panel.

## Waiting List

A waiting list will be maintained until 30 September. If an additional place becomes available the governors will consider those on the waiting list on the basis of the published oversubscription criteria and not on the date the application was received.

Placing a child's name on the waiting list does not prevent parents from exercising their right to appeal against the decision not to offer a place.

## Late Applications

Any late applications will be considered by the Governors' Admissions Committee using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

## How to apply?

Any parent may apply for his/her child to be admitted to the school. A form of application can be obtained from the School Office. Every application will be considered by reference to the policy herein by the Admissions Sub-Committee of the governing body.

# Henllys Church in Wales Voluntary Aided School

## Admissions Policy and Procedures

The Governing Body of Henllys Church in Wales School welcomes applications from parents who wish for their children to be educated in an Anglican school.

The school caters for children with a home address which is in the catchment area defined as the Rectorial Benefice of Cwmbran. A map and further details on the area which is the Rectorial Benefice of Cwmbran is available at the school and is also sent out with the application form. (see Note 1)

## Capacity

The capacity of the school is the number of pupil places it contains. The number is agreed with the Local Authority and calculated using the Welsh Government guidance 'Measuring the capacity of schools in Wales'. The capacity number of Henllys Church in Wales School is 210.

## Admission Number

The admission number (AN) is the maximum number that the school can admit in its Reception class. Pupils will not be refused a place until the Admission Number is reached. In the case of the Reception Class at Henllys Church in Wales Voluntary Aided School, this number is 30.

Responsibility for admission arrangements is delegated to a sub-committee of the school's Governing Body, known as an 'Admissions Committee'. The school works closely with the Local Authority to co-ordinate closing dates for receiving applications and sending offer letters across the Local Authority area.

## Application Process

The school will send out application forms, to those parents who have expressed an interest, in the November of the year prior to the Reception intake year. When prospective parents return the application forms to the school they will need to provide photocopies of the birth certificate and the Baptism Certificate if appropriate.

## Timetable

All applications received up to and on the closing date will be considered together. The closing date for receipt of application forms is noon, Friday 26 January 2018, and parents will be notified no later than 31 March 2018. The closing date to receive letters appealing against a decision not to offer a place is two weeks after the date notified.

Parents (see Note 2 for definition) will be given a stated period in which to accept an offer. If parents do not respond they will be asked to respond again and informed at that time that the place will be withdrawn if they do not respond.

## Late Applications

Applications received after the closing date will only be considered after all those received by the deadline have been considered. This means that, if no places are left after considering all the applications before the deadline, even if you fulfil a higher criterion than under which places have been offered to other applicants, you will be unsuccessful.

## Parents have the right to appeal against a decision not to offer a place

At Henllys Church in Wales Voluntary Aided School pupils are admitted to the Reception Class at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday.

## Admission outside the normal round

All applications for admission at any time other than the normal entry into Reception should be made on the schools' application form, available from the school and should be sent directly to the school. Applicants will be asked for proof of their address. Places will be offered subject to space being available in the relevant class.

## Over Subscription Criteria

Where the number of applications received up to and including the closing date for applications is less than or equal to the admission number, all children will be offered a place in the Reception Class.

Where the number of applications exceeds the admission number, places will be allocated in accordance with the following oversubscription criteria:

Children with statements of special educational needs naming Henllys Church In Wales Voluntary Aided School will automatically be admitted before the oversubscription criteria is applied.

Where the number of applications exceeds the admission number, places will be allocated in accordance with the following oversubscription criteria:

Children with statements of special educational needs naming Henllys Church In Wales Voluntary Aided School will automatically be admitted before the oversubscription criteria is applied.

1. Looked After Children, or previously Looked After Children, (see Note 3 for definition), who are baptised Anglicans.
2. Children who have been baptised and whose family regularly/habitually worship in a church (see Note 4), that is part of the Rectorial Benefice of Cwmbran, and live within the Rectorial Benefice of Cwmbran. Preference will be given to siblings (see Note 5).
3. Children who have been baptised Anglican and whose family regularly/habitually worship in a church (see Note 4), that is part of the Rectorial Benefice of Cwmbran, and live outside the Rectorial Benefice of Cwmbran. (see Note 4 for a definition). Preference will be given to siblings (see Note 5).
4. Children who have been baptised Anglican and whose family regularly/habitually worship at another Anglican Church (see Note 4 for definition). Preference will be given to siblings (see Note 5).
5. Children whose family regularly/habitually worship at a church of another Christian denomination (see Note 4 for definition). Preference will be given to siblings (see Note 5).

6. Children who have been baptised Anglican but do not regularly attend, and families who do not attend. (over subscription to be applied in the order set out below).

7. Non baptised children who: (over subscription to be applied in the order set out below).

- Are Looked After Children (see Note 3 for definition)
- Have a sibling in the school (see Note 5)
- Have exceptional medical needs, supported by written evidence, normally given by an independent medical officer or other appropriate person (see Note 4 for definition)
- Are living within the Rectorial Benefice of Cwmbran

## Multiple Birth Children (e.g. Twins or Triplets)

If, when applying the oversubscription criteria, the last child to be admitted is one of a multiple birth then the school will admit the other sibling(s).

## Tie Break

Where it is necessary to distinguish between two children who fulfil equal criteria, the proximity of the child's home in relation to the main school gate will be used. This distance by road, will be measured using Google maps, and it will be assumed that the child will be taken to school by car., The child living nearer the school being accorded the highest priority.

## Appeals

Parents of children not offered a place may appeal to an independent appeals panel. Details on the procedure for appeals are available from the school and will be given to parents upon refusal of a place for their child.

## Waiting Lists

Children not offered a place will be placed on a waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription. No account is taken of the length of time on a waiting list. The waiting list will be maintained until 30 September 2018. After this date, parents should make another application for their child to attend the school.

## Explanatory Notes

Note 1: The home address is the place the child spends the majority of the school week (Monday to Friday, including nights), at the time of application for a place at the school. The school reserves the right to check the validity of any address given, by asking for evidence such as inclusion on the Electoral Roll, or a recent utilities bill confirming your name and address.

Where a child's permanent address is not the same as the parents' (e.g. if he or she is resident with a grandparent) the school reserves the right to see official documentation, such as a child benefit book or medical card.

Childcare arrangements are not sufficient reason for listing another address.

If you are moving into the catchment area, we will ask you for evidence of your move, before considering any application for a place. Typical evidence is a letter from your solicitor confirming that you have a legally binding agreement to buy the house or a formal lease agreement.

Note 2: A parent is any person who has parental responsibility for, or is the legal guardian of, the child. If you are in any doubt, please contact the school for advice.

Note 3: A Looked After Child (LAC) is a child who is looked after by a local authority in Wales or in England in accordance with Section 22 of the Children Act 1989 and whom the Local Authority has confirmed will be looked after at the time of the child's admission to the school.

Note 4: Regular/habitual worship is defined as attending worship on at least one Sunday each month over the previous 12 month period. Evidence of this must be provided by a written statement signed by the relevant priest or minister.

Note 5: Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster child, or the child of the parent/carer's partner, who are already in the school and living together at the same address.

Note 6: Churches who accept the doctrine of the Holy Trinity as set out in the covenant.

For further information please contact the school. Contact details are as follows:

Henllys Church in Wales Voluntary Aided School  
Ty Canol Way, Henllys, Cwmbran  
Torfaen. NP44 6JA

Telephone: 01633 877796

Fax: 01633 875942

Email: head.henllysciwprimary@torfaen.gov.uk

## Our Lady of the Angels RC Primary School

Our Lady of the Angels RC Primary School was founded by and is part of the Catholic Church. It is a Voluntary Aided school in the Diocese of Cardiff and is maintained by Torfaen Local Authority. It serves the Roman Catholic community of Our Lady's and St David's Parish. The Governing Body of Our Lady of the Angels RC Primary School is the Admissions authority for this school. The admission number is 30 in the Reception class/group in September 2018. This Admission number applies to all Foundation Phase groups.

The Governing Body will meet in the Spring Term 2018 to consider applications. Please make sure that all requests for admissions are submitted by 31 January 2018.

### Oversubscription Criteria and order of priority

Where the number of applicants for admission exceeds the Admission Number of 30 places available, places will be awarded to applicants in the under mentioned categories in the following order of priority.

#### In each category below:

- a) **Looked After Children/Previously Looked After Children will be given highest priority.**
- b) **Siblings will be given second highest priority.**  
Siblings are: Brothers and sisters, whether half, full, step or adopted or foster will be considered relevant where living in the same household and where an older child will still be registered at the school when the younger one would be eligible to attend.
- c) **Twins/Multiple Births**  
Where a family of twins or triplets request admission and if one sibling has been offered the last place the 'excepted pupil' rule comes in and the other twin/triplets are offered a place.

1. Children baptised into the Roman Catholic faith and reside in the parish of Our Lady and St David's Parish, Cwmbran
2. Other baptised Roman Catholic children
3. Children of other Christian denominations whose parents have demonstrated a wish for a Catholic education
4. Children of other Faith traditions whose parents have demonstrated a wish for a Catholic education
5. Children for whom application is made in special circumstances may be admitted at the Governors' discretion. Each application must be accompanied by a letter from the appropriate professional person. Please supply full details concerning applications. The Governors will treat all information as confidential. Special circumstances include medical and social reasons.
6. Any Other Children

Application from children who are to be considered under criteria (1) – (2) above are asked to provide evidence of Baptism or reception into the Roman Catholic Church

Applications from children to be considered under criteria (3) – (4) are asked to provide a letter of support from their Minister or Faith Leader. The supporting letter must show participation in the faith of which the minister/faith leader is giving advice.

For Christian applicants a Baptismal Certificate should be provided wherever possible.

### Notes:

1. Professional supporting evidence from e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion 'special circumstances'. Evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

2. After taking into account the above categories, priority will be based on the closeness to the school measured by nearest available walking route from the front school gate on Victoria Street. Measurement will be undertaken by the method used by using the shortest safest walking route measured using Torfaen's Digital Geographical Information Mapping System.

### Waiting List

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate until the end of the school year for which the application was made.

Parents have a statutory right of appeal against the non-admission of a child to the school. This will be heard by an Independent Appeals Panel, in which the Governing Body and Headteacher play no role. Details of the appeals process will be made available to parents when they are notified of a refusal of a place (or if they request such information from the governing body).

# Padre Pio Catholic Primary School

## Admission Policy

Padre Pio Catholic Primary School was founded by and is part of the catholic Church. It is a voluntary Aided School in the Archdiocese of Cardiff and is maintained by Torfaen Local Authority. It Serves the Roman Catholic Parish of St. Alban's. The Governing Body of Padre Pio School is the admissions authority for this school.

Our aim is to provide a high quality Christian Education based on the teachings of Christ in the Gospels, where each individual is a valued member of our community, and is able to develop his or her talent to the full. We aim to promote in all members of our community, faith and religious commitment, in accordance with the rites, practices and teachings of the Catholic Church.

## Admission Number

The Admission Numbers of new entries as of September 2018 is 30 as per Welsh Government/Local Authority directives.

## Pupils with a Statement of Special Educational Needs

Children with a statement of SEN naming the school will be admitted before other applicants.

## Oversubscription Criteria and Order of Priority

When the number of applications is equal to or less than the admission number, all pupils will be admitted. When the number of applications exceeds the admission number, the following criteria will be applied, in priority order:

1. Baptised children of practising Catholic parents living in the St. Alban's Parish of North Torfaen.
2. Baptised Catholic children of non-practising parents of the above area.
3. Baptised Catholic children living outside of Saint Alban's Parish.

4. Children who are siblings of pupils already in the school.  
(Siblings are: brothers and sisters, whether half, full, step or adopted or foster will be considered relevant where living in the same household and where an older child will still be registered at the school when the younger one would be eligible to attend.
5. Children of other Christian faiths whose parents desire a specifically Catholic education for their children. These applications should be accompanied by a letter of support from their own faith leader.
6. Children of other faith traditions whose parents desire a specifically Catholic education for their children. These applications should be accompanied by a letter of support from their own faith leader.
7. All other children.

## Tie Breaker

Where places are available to some but not all the applicants in any of the categories listed above then preference shall be given to those living nearest to the school. The distance is measured as the shortest walking route between the home address and the main gate of the school, as calculated by Google maps. Evidence of residence WILL be required.

## Notes

- a. In all of the above categories 'looked after children/ previously looked after children' will take priority.
- b. All Applications from baptised Catholics must be accompanied by their baptism certificate.
- c. Practising Catholic parents are those that attend Sunday Mass weekly as confirmed in writing in the reference from their parish priest.

- d. In the event of multiple birth children meeting the same over subscription criteria, if governors are able to admit one of the siblings then their multiple birth siblings will also be admitted.
- e. In all of the above categories the Governing Body will give consideration to those children who have particular medical or social needs which determine the school being particularly suitable for an individual child. In such a case, strong and relevant evidence must be provided by an appropriate authority, e.g. qualified medical practitioner, education welfare officer, social worker or priest.

### Appeals Procedure

Parents have the right to express their preference for a particular school at which they wish education to be provided for their child/ren, but their preference must be expressed in accordance with the arrangements of the Governors stated under 'The School Governors Admission Policy'. Parents wishing to express the right of appeal should write in the first instance to the Clerk of the Governing Body. The appeal will then be heard by an Independent Appeals Panel.

### Waiting list

Children who have not been offered a place at the school will be placed on a waiting list. The waiting list will be operated using the oversubscription criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. Names will remain on the waiting list until September 30 in the school year in which they have applied.

### Late applications

Any late applications will be considered by the Governors' Admissions Committee, using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

## Ponthir Church in Wales Voluntary Aided school

### Admissions Determination

The Governing Body of Ponthir Church in Wales School is the admissions authority.

All applications for admission must be made by a completed application form provided by the school. Governors will determine applications at the designated time agreed with Torfaen County Council.

### Oversubscription Criteria and order of priority

Places will be allocated up to the school's admission number of 16. Children with a statement of special educational needs naming Ponthir Church in Wales Primary School as the most appropriate school must be admitted. Looked After Children (LAC) and previously Looked After Children i.e. children in the care of the local authority or have been in the care of the LA must also be admitted. Should the number of other applications exceed the number of remaining places the following 'tie breaker' criteria, listed in order of priority, will apply.

In each of the following categories preference will be given to children living nearest to the school by a safe walking distance.

For the purposes of this policy 'Safe walking distance to school' means the route using pavements and footpaths, measured from the front door of the child's home to the main door of the school.

1. Children living within the school's designated catchment area of Ponthir and Llanfrechfa, as defined by local government administrative area boundaries. A map showing the boundaries of the school's catchment area may be viewed at the school. The school will also contact the LA to measure the distance to the school using the LA system called "map info."
2. Children who will have a sibling still attending the school when he/she joins. For the purposes of this policy 'Sibling' means a brother or sister, half-brother or half-sister, step-brother or step-sister, a child adopted by the applicant's parents, or a child being looked after by the local authority (i.e. a 'foster child'), living in the same household.

3. Children whose parents regularly attend services at All Saints Church Llanfrechfa.
4. Children whose parents regularly attend services at another Anglican Church.
5. Children whose parents regularly attend services at a church of any other denomination. For the purposes of this policy 'parent' means a child's natural parent or adoptive parent, step parent or 'foster' parent. Regularly attending services' means attending a service at least once a month over the previous 12 month period. Evidence of this must be supported by a written statement signed by the relevant priest or minister. In the case of multiple birth children (eg twins/triplets) then the school will admit the other sibling(s).

### Admissions Appeals

Parents/Guardians refused a place for their child may appeal in writing within 14 days of notification that their application for a place at the school was unsuccessful, to the Clerk of the Independent Admissions Appeals Panel, c/o The School. Appeals during the timetabled admissions process are heard within 30 school days of the closing date for receipt of appeals; outside that process within 30 school days of receipt.

### Waiting list

If there are more applications than places, once places have been allocated during the normal admission round, names will be placed on a waiting list which will remain open until 30 September of the school year in which they apply. If places became available before then, they must be allocated to those on the waiting list on the basis stated above.

### Admission at all other times

- i. Current legislation decrees that no class at Key Stage 1 shall exceed 30 children. It is the wish of the Welsh Assembly Government and the Governing Body of the school that, class sizes in Key Stage 2 should not exceed 30.
- ii. Should an application be made to a KS1 class that is full the Admissions Panel will convene to assess the application. The parents will be informed of the statutory limitations that apply to this key stage. If parents so wish, their child's name will be placed on a waiting list. Parents also have the right to appeal against a decision not to admit their child.

- iii. III. Should an application be made to a KS2 class that is full, then the Admissions Panel will convene to consider the application, making reference to the Admissions Policy. Parents will be notified, in writing, of the decision of the panel. If the decision goes against the parents, then their child's name can be placed on a waiting list. Parents also have the right to appeal against a decision not to admit their child.
- iv. If places become available and there are children on the waiting list then the place(s) will offered on the basis of the oversubscription criteria.

# St David's RC Nursery and Primary School

St David's RC Primary School was founded by and is part of the Catholic Church. It is a Voluntary Aided school in the Archdiocese of Cardiff and is maintained by Torfaen LA. It serves the Roman Catholic community of Our Lady's and St David's Parish. The Governing Body of St David's RC Primary School is the Admissions authority for this school. The admission number is 30 in the Reception class/group in September 2018. This Admission number applies to all year groups.

The governing Body will meet in the Spring Term to consider applications. Please make sure that all request for admissions are submitted by 26th January 2018.

## Pupils with a statement of Special Educational Needs/ Additional Learning Needs

Children with a statement of SEN/ALN Naming the school will be admitted before other applicants.

## Oversubscription Criteria and Order of Priority

Where the number of applicants exceeds the Admission Number of 30 places available, places will be awarded to applicants in the under mentioned categories in the following order of priority.

In each category below:

a) **Looked after children and previously Looked After Children will be given highest priority**

b) **Siblings will be given second highest priority**

Siblings are: Brothers and sisters, whether half, full, step, adopted or foster will be considered relevant where living in the same household and where an older child will still be registered at the school when the younger one would be eligible to attend.

c) **Twins/ Multiple Births**

Where a family of twins or triplets request admission and if one sibling Has been offered the last place the "expected pupil" rule comes in and the other twin/triplets are offered a place.

1. Children who are baptised in to the Roman Catholic Church of Our Lady and St David's Parish, Cwmbran
2. Other baptised Roman Catholic Children
3. Children of other Christian denominations whose parents have demonstrated a wish for a Catholic education
4. Children of other faith traditions whose parents have demonstrated a wish for Catholic education for their children.
5. Children for whom application is made in special circumstances may be admitted at the Governors discretion. Each application must be accompanied by a letter from the appropriate professional person. Please supply full details concerning applications. The Governor will treat all information as confidential. Special circumstances include medical and social reasons
6. Any other children

Application from children who are to be considered under criteria (1)-(2) above are asked to provide evidence of Baptism or reception in to the Roman Catholic Church along with confirmation of regular attendance at weekly worship from the Parish priest.

Applications from children to be considered under criteria (3) and (4), are asked to provide a letter of support from their Minister or Faith Leader where there is not evidence of Baptism certificate. The supporting letter should show participation in the faith of which the minister/ faith leader is giving advice.

For Christian applicants a Baptismal Certificate must be provided wherever possible.

Professional supporting evidence from e.g doctor, psychologist, social worker, is essential if admission is to be made under the criterion 5. Evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

## Tie Breaker

After taking into account the above categories, priority will be based on the closeness to the school measured by the nearest available walking route from the front school door to the pupil's front door. Measurement will be undertaken using Torfaen Local Authority Digital Information Mapping System. Evidence of residence will be required.

## Nursery

Parents are reminded that an offer of an nursery place does not guarantee the child an automatic place in Reception and parents will need to reapply for a place in Reception.

Unsuccessful applicants to nursery do not have the right to appeal against the decision.

## Waiting List

Where we have more applications than places, children who have been unsuccessful in obtaining a place in the school will have their name placed on a waiting list. The names on this waiting list will be ordered by the application of the oversubscription criteria. The date of application is not a criterion for the order of names on the waiting list. Should there be late applicants for the school they will be assessed against the oversubscription criteria and slotted in accordingly to. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

The waiting list will operate until the end of the school year for which the application was made.

## Appeals

If your application is not successful, you have the right to appeal the decision. Parents wishing to express the right of appeal should contact school to request an appeal form and guidance notes on the appeals procedure. The appeal form should be returned within 14 days of receiving notification that your application has been unsuccessful – the appeal form should be returned to the Clerk to the Governing Body, care of St. David's R.C. Primary School. An independent Appeals Panel will be convened as soon as is practicable to determine the appeal – you will be given at least 14 days' notice of the Appeals Hearing.

## Applications Received Outside the Normal Admission Round

A school application form must be completed – this will be considered by the Governors' Admissions Committee and parents will be notified of the decision to offer or refuse a place within 15 school days or 28 calendar days (whichever is the sooner).

# Helping children with Additional Learning Needs

## Who are children with additional needs?

As parents we know that all children are different. Children learn in different ways and at different speeds. Some of these differences will make it harder for them to learn and we can describe them as having additional learning needs.

## What should I do if I am worried about my child?

If your child is not yet in school you can contact the Inclusion Service on 01495 766929. As a parent you will know your child best. If you have any concerns about your child's learning or behaviour you should first talk things over with your child's class teacher or Headteacher. It is very important that you discuss your worries with school. You can also contact the Special Needs Advisory Project (SNAP), an independent parent support service who will always be happy to provide you with advice (Tel:- 01633 246897).

Quite a lot of children will struggle with their learning and behaviour at some point during their school life and we plan carefully for these through the 'Special Educational Needs Code of Practice'. The Code of Practice tells us that the best way to help your child is for everyone to work together. You are the most important 'helper' but there are others:-

- Doctors/Paediatricians
- Therapists (such as Speech and Language/Occupational Therapy)
- Health Visitors
- Psychologists
- Specialist teachers
- Learning Support Assistants
- Officers from the Education Service

Not all of these people will be involved at the same time but they are available if needed. Your child's school may want to put your child's name on a Special Educational Needs register that is kept in school. This is nothing to worry about, it simply helps the school work out how best to help your child learn.

School may talk with you about setting up an Individual Education Plan (IEP) for your child, which contains targets to help your child.

Your child's school may also talk with you about requesting a 'formal assessment' from the Local Authority. It is a way of the school telling the Local Authority that they have concerns about supporting your child's learning. As a parent you can also write to the Local Authority and ask for a 'formal assessment' for your child. Someone from the Inclusion Service will be available to talk you through what this means.

It should be noted that children with a statement of ALN must be admitted to the school named on their statement.

## Educational Psychology Service

Educational psychologists work with children and young people in the age range 0-16 years or 19 years if they are still in education. In partnership with the children and young people, their parents/carers, Education Service staff, school staff and staff from other agencies, educational psychologists provide support where there is concern about a young person's educational, emotional or social development. They undertake assessments, work directly with the young people and provide advice on the management of difficulties. They also provide training for those who work with children and young people.

Educational psychologists usually see children in school following earlier intervention undertaken by schools and parents/carers in partnership. The Service can however be contacted directly on 01495 748413 or e-mail:- Jennifer.Price@torfaen.gov.uk

## Autism Support Service

The Autism Support Service aims to support children and families through exploring their current situation using a person centered approach. The service can serve as a bridge between the family and school ensuring that parents are partners in the education of their child. Support is provided post diagnosis and through transitions in Early Years settings and both primary and secondary schools.

Training is available to parents post diagnosis and for professionals working with children and young people diagnosed with an autism spectrum disorder or undergoing assessment.

Professionals can refer children and young people (up to the age of 16 years) into the Autism Support Service with parental consent. **For more information contact Cheryl Deneen, Autism Support Officer, telephone 01495 766967 or email [cheryl.deneen@torfaen.gov.uk](mailto:cheryl.deneen@torfaen.gov.uk)**

## Hearing – Impaired Support Service

The Hearing-Impaired Support Service aims to maximise the learning opportunities of all children with a hearing impairment to acquire the necessary skills for life so that they become valuable and valued members of society.

The team of specialist teachers and teaching assistants provides advice, Deaf Awareness training and a variety of support to schools, families, other agencies and professionals for children with a permanent or fluctuating hearing loss from pre-school to college.

Contact details for the Hearing Impaired Support Service is Jo Plant tel: 01633 624270, email:- [joanne.plant@torfaen.gov.uk](mailto:joanne.plant@torfaen.gov.uk)

## Sensory and Communication Support Service

This service comprises specialist advisory teams for children whom are deaf, visual impaired, have a communication and interaction difficulty or who may have a multisensory impairment. We are based at Brecon House in Cwmbran and work in identified schools in Blaenau Gwent, Caerphilly, Monmouth, Newport and Torfaen. The service provides its support to the five local authorities in the South East Wales Consortium through a Service Level Agreement with the Local Education Authorities.

Contact Details:

Brecon House  
William Brown Close  
Llantarnam Business Park  
Cwmbran  
Torfaen  
NP44 3AB

Telephone: 01633 645420

The Service comprises of **three** teams:

### 1) ComIT (communication Intervention Team)

ComIT (Communication Intervention Team) is a school based service set up by the five authorities of the South East Wales Consortium for children with Speech, Language and Communication Needs.

ComIT aims to meet the additional needs of children and young people aged 3-16 with a non- clinical diagnosis and primary need of Speech, Language and Communication when that need is severely impacting on the child's learning.

The Team consists of Head of Service, Assistant Head of Service, Advisory Teacher, Speech and Language Therapist and Specialist Teaching Assistants. Each authority has a named Lead Professional who liaises with the Team and identifies appropriate schools and pupils for ComIT Intervention.

The team can work individually or with groups of children by using thorough identification and support processes. A child is not required to hold a statement to access ComIT Intervention.

ComIT does not receive direct requests to work with children from individual schools or parents. These come to ComIT through the school SENCo/ALNCo to the Authority Lead Professional.

The Service provides:

- Support to pupils and schools through advice and information on aspects of Speech and Language.
- Delivery of successful solutions, resources and strategies through individual and group work.
- Advice and information to parents on aspects of Speech, Language and Communication.
- Liaison and training with other professionals including Speech Therapy.
- Inset training for school staff to build capacity.

Contact Details:

Telephone: 01633 624285

E-mail: ComIT@torfaen.gov.uk

## **2) The Gwent Visual Impairment Service (GVIS)**

The Gwent Visual Impairment Service (GVIS) is a regional specialist education service. Its aim is to support the successful inclusion of children and young people with visual impairment (VI) or multi-sensory impairment (MSI) in their local communities, nurseries, mainstream and special schools. Pre-school programmes are also delivered in pre-school settings, at Brecon House or within the home.

The GVIS aims to ensure that all children and young people achieve their potential within their local schools alongside their siblings and friends. There is a commitment to the child/young persons' needs, which is regarded as the primary focus of their work. It works in partnership with children and young people with VI/MSI, parents, schools, education/career services and medical agencies to meet individual needs as identified through the assessment process.

GVIS welcomes enquiries and referrals from anyone involved with children and young people who may have concerns regarding a possible visual or dual sensory loss. Following a request for an assessment of visual or multisensory functioning, one of the GVIS qualified teaching and learning co-ordinators will assess the child/young person's needs. Consultation with parents, education and medical professionals may take place following the assessment to ascertain if there are any additional concerns or needs. A determination can then be made if support is needed for the child or young person.

Support varies according to the individual needs of each child or young person and this can range from weekly support to fulltime classroom support for a child or young person with very little/no sight who uses Braille to access the curriculum.

Services offered by the GVIS include (as appropriate):

- help and advice from birth in managing children's visual/multisensory impairment
- a weekly 'opportunities group' for pre-school children, held at Brecon House where children receive structured programmes
- parents/ carers meet informally and this helps to alleviate the isolation so often experienced when a child has a low-incidence disability
- mobility and sighted-guide training
- provision and maintenance of specialist equipment
- liaison with other statutory and voluntary organisations
- assessment of children's strengths and individual needs
- support to the child/young person in school to help them develop the skills and confidence to access the curriculum independently
- after school clubs and holiday clubs – held at Brecon House where children/ young people with VI/MSI meet to take part in a variety of fun-based extra-curricular activities

Contact Details:

Telephone: 01633 645420

E-mail: gwentvisualimpairmentservice@caerphilly.gov.uk

### 3) Hearing- Impaired Support Service

The Hearing Impaired Service (HIS) is an educational service hosted by Torfaen, but covers the five local authorities of Torfaen, Monmouthshire, Newport, Blaenau Gwent and Caerphilly. The aim of the service is to assist all children and young people with an identified hearing loss, to achieve their maximum potential and to acquire the necessary skills for life. The team is comprised of qualified Teachers of the Deaf and Specialist Higher Level Teaching Assistants. The service provides specialist training and advice to schools and pre-school settings on communication skills, language development and the management of hearing impaired children, as well as guidance and support to families of children with a hearing impairment. Where appropriate, the Hearing Impaired Service also provide, on loan, assistive listening devices such as radio aids.

The vast majority of children are referred to the service by Health, however we are also able to give advice and signpost parents or professionals who have any concerns regarding a child or young person's hearing. After referral, contact is made with the school's Additional Learning Needs Co-ordinator to discuss the child or young person. A school visit may be arranged to assess the pupil and to gather further information.

If the child is pre-school, the visit and support may be provided in the family home. Following referral to the service, children and their families can attend the weekly pre-school group in Brecon House in Cwmbran which is an excellent opportunity to meet other families with hearing impaired children.

The Hearing Impaired Service use the National Sensory Impairment Partnership Eligibility Framework, a tool for Sensory Services which aims to guide decision-making when allocating support for individual children and young people. Service support is dynamic and encourages close links with home, school and other agencies. We aim to build capacity in schools in meeting pupils' needs and provide focused support in response to changing needs.

Contact Details:

Telephone: 01633 624270

Email: HearingImpairedGroup2@torfaen.gov.uk

## Additional Learning Needs Service / Education Welfare Service

This service promotes inclusion and supports school effectiveness so that all Torfaen pupils, irrespective of their individual backgrounds, circumstances or difficulties are able to derive the maximum benefit from their learning. **This service is led by Tracy Tucker, Additional Learning Needs Manager who can be contacted on 01495 766998.**

**The Senior Education Welfare Officer is Vicky Clode who can be contacted on 01495 766965.**

Looked after children/Traveller Children/English as an additional language (EAL) is **Donna Lewis Inclusion Officer Telephone:- 01495 766974.**

Anti Bullying Officer - **Alison Dally Telephone - 01495 766980.**

### What do Education Welfare Officers do?

- Offer a free independent advice service to parents, children and young people in liaison with inclusion officers
- Work with Torfaen schools to support pupils and ensure that they are receiving a suitable education given their age, ability, aptitude and any special educational needs
- Work with the business community and others to advise and regulate on the employment of children

### How do Education Welfare Officers work?

- Schools can request the officer to make a home visit or to see a child in school
- Children can discuss problems with their Education Welfare Officer
- Parents can request an officer's help, advice or support
- Education Welfare Officers may also be responsible for legal action where parents fail to carry out their legal responsibility to ensure their child's regular attendance at school. (Education Act 1998)

## What is the role for Officers with responsibility for ALN (Additional Learning Needs)?

Inclusion Officers are linked to each school to provide support, advice, guidance to school and outside agencies on processes and procedures relating to ALN (Additional Learning Needs). They work with parents/carers and all agencies involved with young people to promote inclusion and ensure pupils individual needs are met irrespective of their individual backgrounds, circumstances or difficulties are able to derive the maximum benefit from their learning.

## Non attendance (fixed penalty notices) Legal Framework

The law empowers designated Local Authority (LA) Officers, head teachers, including their nominated deputies and the Police to issue Fixed Penalty Notices to the parents of children who have unauthorised absence from schools that fall within the South East Wales Consortium (SEWC) area.

## Issue of a Fixed Penalty Notice

- A Fixed Penalty Notice can only be issued in cases of unauthorised absence;
- Fixed Penalty Notices will be restricted to one notice per parent of a pupil in an academic year;
- In cases where there is more than one poorly-attending pupil in a family, notices may be issued for more than one child.
- There will be no restriction on the number of times a parent may receive a formal warning of a possible Fixed Penalty Notice

## Fixed Penalty Notices may be considered appropriate when:

- At least 10 sessions (5 school days) are lost due to unauthorised absence during the current academic year. These do not need to be consecutive;
- Unauthorised absences of at least 10 sessions (5 school days) due to holidays in term time or delayed return from extended holidays; or
- Persistent late arrival at school, i.e. after the register has closed, in the current term. "Persistent" means at least 10 sessions of late arrival;
- Truancy, where the child has come to the attention of the Police or public during school hours for being absent from school, without an acceptable reason.

## Responding to requests for the issuing of a Fixed Penalty Notices

Following the warning notice issued by the school or Police, parents have a period of 15 school days within which to respond. During this time, the pupil must have no unauthorised absence. This information can be included in the formal written warning letter, where one has been issued.

The EWS will respond to all requests from schools or Police within 10 school days of receipt of a request. When satisfied that all of the relevant criteria have been met the LA will then issue a fixed penalty notice.

## Fixed Penalty Notices for unauthorised holidays

Where the requested Fixed Penalty Notice is in response to a holiday related unauthorised absence, or is in relation to an offence under section 108 of the Education and Inspections Act 2006, the formal warning letter and 15 day improvement period will not apply.

## Right of appeal

There is no statutory right of appeal, but where a parent contests the issuing of a Fixed Penalty Notice, they can submit any complaints to the EWS and/or opt to face proceedings in the Magistrates' Court under section 444 of the Education Act 1998, where all of the issues relating to their Fixed Penalty Notice can be fully debated and heard.

## Payment of Fixed Penalty Notices

If the Fixed Penalty Notice is paid within 28 days, the penalty payable is £60, or £120 if within 42 days. Payments will not be accepted from parents after 42 days has elapsed and cannot be paid either by instalments.

## Non-Payment of Fixed Penalty Notices

Non-payment of a Fixed Penalty Notice will result in prosecution for the period covered by the Fixed Penalty Notice under Section 444 of the Education Act 1998. Further information is available in the Local Code of Conduct - Education Fixed Penalty document. Website Link: <http://www.torfaen.gov.uk/en/EducationLearning/SchoolsColleges/AttendanceBehaviourWelfare/NonAttendance/Non-Attendance-FixedPenaltyNotices.aspx>

## Excluded pupils

### The use of exclusion

A decision to exclude a child for a fixed period or permanently should be taken only:-

- In response to serious breaches of the school's behaviour policy
- If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or of others in school

### The decision to exclude

Only the Headteacher or someone designated as the acting Headteacher has the power to exclude a pupil from school. Exclusion should not be decided in the heat of the moment, unless there is immediate risk to the safety of others in the school or the pupil concerned.

### Length of the exclusion

Regulations under the Education Act 2002 allow Headteachers to exclude a pupil for one or more fixed periods not exceeding 45 school days in any one school year. However, individual exclusions should be for the shortest time necessary to secure the benefits of exclusion without adverse educational consequences. In all cases of more than a day's exclusion, Headteachers must arrange for work to be provided and marked. Parents should arrange for the work to be collected and returned and the school must ensure that further work is set until the pupil returns to school.

### Lunchtime exclusions

Some children's behaviour can be particularly difficult at lunchtime. Where this is the case it may be possible through discussion and agreement with the parent to arrange for the pupil to go home for lunch. If this is not feasible, provision exists to exclude the pupil for the duration of the lunchtime, placing the legal responsibility for the child back with the parent. Where lunchtime exclusion is used it should be a short-term measure only. If a child is in receipt of Free School Meals, arrangements should be made to provide a meal and this may mean a packed lunch.

### Permanent exclusion

Permanent exclusion is an extremely serious step. It is an acknowledgement by a school that it has exhausted all available strategies for dealing with the child and can no longer have the child in its community.

### Pupils with Additional Educational Needs/Additional Learning Needs (AEN / ALN)

Other than in the most exceptional circumstances, schools should avoid permanent exclusion for pupils with a statement of AEN. In most cases the Headteacher will be aware that the school, whether mainstream or special, is having difficulty managing a pupil's behaviour, well before the situation has reached the point that exclusion needs to be considered. Schools should try every practicable means to maintain placements, including liaison with the Local Authority and if necessary arranging a statutory review of the statement.

### Informing the 'relevant person' about the exclusion

Under the regulations which came into force in January 2004 the 'relevant person' means:-

- The parent, if the pupil was aged ten or below on the day before the beginning of the school year in which he/she was excluded
- Both the parent and the pupil, if the pupil is of compulsory school age and was aged eleven or above on the day before the beginning of the school year in which he/she was excluded
- The pupil if aged over compulsory school age (normally 16)
- A Headteacher who excludes a pupil must ensure that the relevant person is notified immediately, ideally by telephone. The initial telephone notification must be followed up by a letter within one school day. Exclusion should normally begin on the next school day. Pupils subject to exclusion are not to be left unsupervised or sent from the premises. If the Headteacher decides to extend a fixed period exclusion or, exceptionally, to convert a fixed period exclusion into a permanent exclusion, he/she must again notify the relevant person. The Headteacher must arrange for work to be provided as soon a pupil is excluded for a fixed period.

Parents should arrange for the work to be collected and returned and the school must ensure that it is marked and that further work is provided until the pupil returns to school. Letters to parents informing them of the exclusion must include the arrangements for setting and marking work.

### Appeals process

The Headteacher's exclusion letter should inform the relevant person of the procedures should they wish to make representation or appeal against the exclusion to the Discipline Committee of the Governing Body. Subsequently there is a right of appeal to an Independent Appeals Panel for permanent exclusions and again, the relevant person should be fully informed at the appropriate time. The relevant person as defined in regulations means:-

- The parent if the pupil was aged 10 or below on the day before the beginning of the school year in which he/she was excluded
- Both the parent and pupil if the pupil is of compulsory school age and was aged 11 or above on the day before the beginning of the school year in which he/she was excluded
- The pupil if aged over compulsory school age (normally 16)
- Therefore this gives all excluded pupils the right to be notified formally of their exclusion and enable them to appeal.

Where a child has been permanently excluded from two or more schools, his/her parents can still express a preference for a school place but the requirement to comply with that preference is removed for a period of two years from the date on which the latest exclusion took place. There are some exceptions to this and for further information contact Tracy Tucker on 01495 766998.

## Arrangements for the provision of education in schools outside Torfaen

### At schools maintained by another authority

Parents/carers are expected to apply to the Chief Education Officer of the Authority concerned.

### At schools not maintained by another authority

Financial assistance to attend schools not maintained by another education Authority may be given to the children of service personnel in overseas countries where satisfactory educational facilities are not available.

### Arrangements for transfer between schools

Changing schools is a serious step for your child to take and should be given a great deal of thought.

For information and advice you will need to contact Kath Worwood Tel:- 01495 766915, e-mail:- [kath.worwood@torfaen.gov.uk](mailto:kath.worwood@torfaen.gov.uk) who will send you a transfer form and guidance if appropriate, which will need to be returned to the address on the form.

(N.B.) While the transfer is being processed your child must attend his/her present school. Non attendance will be recorded as unauthorised and could be referred to the Education Welfare Officer. Parents/Carer should be aware that transport would only be provided in accordance with the Local Authority's transport policy.

**PLEASE REMEMBER TRANSFERS MUST BE APPROVED BY THE LOCAL AUTHORITY.**

## Registered private/voluntary early years settings

### Welsh Medium Settings

#### Meithrinfa Pontnewydd

40 Station Road,  
Pontnewydd, Cwmbran. NP44 1NZ  
Telephone:- 07901 826261 /  
01633 873893

#### Ysgol Feithrin Pont-y-pŵl

St. James Hall, St. James Field,  
Pontypool. NP4 6JT  
Telephone:- 01495 755616

### English Medium Settings

#### Belle Vue Day Nursery

Belle Vue Road,  
Cwmbran. NP44 3LF  
Telephone:- 01633 489999  
www.bellevuenursery.co.uk

#### Building Blocks Day Nursery

Ynys Lane, Croesyceiliog,  
Cwmbran. NP44 2LH  
Telephone:- 01633 864313  
www.buildingblocksnursery.net

#### Buzzy Bees Day Nursery

27 Chestnut Green,  
Cwmbran. NP44 5TH  
Telephone:- 01633 484228

#### Pontymoile Under 5's Playgroup at Cwmffrwoer

The Ebenezer Centre,  
Hanbury Road, Pontnewynydd,  
Pontypool, NP4 6QN  
Telephone:- 07889 346348

#### Henllys Day Nursery

Henllys Old School, Henllys,  
Cwmbran. NP44 6HU  
Telephone:- 01633 869211

#### Wriggles and Giggles

Former Telephone Exchange,  
Victoria Street, Old Cwmbran.  
NP44 3JP  
Telephone:- 01633 876838  
www.wrigglesandgiggles.com

#### Little Stars Day Nursery

Monmouth House,  
Mamhilad Park Estate. NP4 0HZ  
Telephone:- 01495 755566  
www.littlestarsnursery.com

#### Llanyrafon Playgroup

Llanyrafon Social Centre,  
Llanyrafon Way, Cwmbran.  
NP44 8RD  
Telephone:- 07761 607540

#### Osbourne Lodge Day Nursery

Osbourne Road, Pontypool. NP4 6LT  
Telephone:- 01495 752234  
www.osbournelodge-nursery.co.uk

#### Pontymoile Under 5's Playgroup at Abersychan

Brynteg Community Hall,  
Abersychan. NP4 7BG  
Telephone:- 07889 346348

#### Pontymoile Under 5's Playgroup

The Active Living Centre,  
Pontypool Park, Pontypool.  
NP4 8AT  
Telephone:- 07889 346348

#### Poppies Day Nursery

Maesderwen House,  
Maesderwen Road,  
Pontymoile, Pontypool. NP4 5LE  
Telephone:- 01495 764675  
www.poppiesdaynursery.co.uk

#### Seren Fach Day Nursery

Caerleon Road,  
Ponthir, Newport. NP18 1GD  
Telephone:- 01633 431300  
www.serenfach.co.uk

#### Two Counties Nursery (CIC)

The Old School  
The Highway, Croesyceiliog  
Cwmbran. NP44 2HF  
Telephone:- 01633 489966  
www.twocountiesnursery.co.uk

## List of secondary schools (with relevant partner primary schools)

It should be noted that attendance at any of the Primary Schools does not qualify a pupil for entry to its relevant partner Secondary School (for admissions arrangements see page 20). Neither does admission guarantee the provision of transport (for transport arrangements see pages 95-97).

### Secondary schools

#### Abersychan School

Cwmffrwdroer Primary  
Garnteg Primary  
Blaenavon Heritage VC

#### Cwmbran High

Coed Eva Primary  
Blenheim Road Community School  
Greenmeadow Primary  
Nant Celyn Primary  
Woodlands Primary

#### Ysgol Gyfun Gwynllyw

Ysgol Gymraeg Cwmbran  
Ysgol Bryn Onnen  
Ysgol Panteg  
Plus Welsh Medium Primary  
Schools within the council areas  
of Blaenau, Gwent and North  
Monmouthshire

#### Caerleon Comprehensive School

Ponthir Church in Wales Primary

#### Croesyceiliog School

Croesyceiliog Primary  
Llanyrafon Primary  
Maendy Primary  
Pontnewydd Primary  
Llantarnam Primary

#### West Monmouth School

New Inn Primary  
Penygarn Primary  
Griffithstown Primary  
George Street Primary

#### St Alban's RC High

Our Lady of the Angels RC Primary  
Padre Pio RC Primary  
St David's RC Primary

**N.B. Henllys Church in Wales  
Primary School is not linked to  
any specific secondary school.**

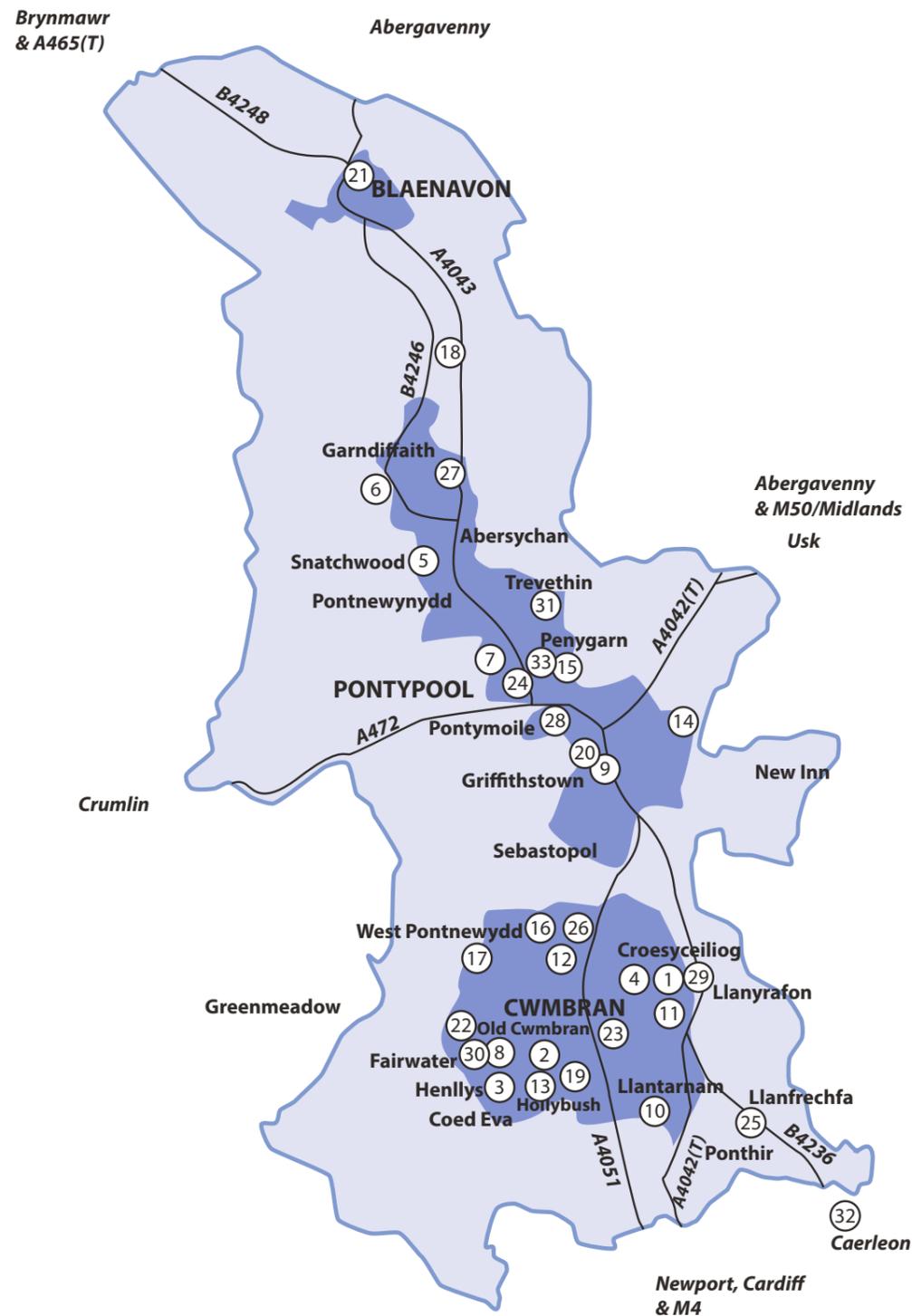
## 21<sup>st</sup> Century Schools Programme

Parents/carers are advised to note the following proposed changes to school provision in Torfaen as part of the Council's 21st Century School's Programme:

- Abersychan Brynteg Nursery and Victoria Primary Schools will close at the end of the 2017/2018 academic Year.
- Following The conclusion of statutory consultation the admission number (AN) for Croesyceiliog School has been set at 240 for September 2018 as part of the transition arrangements for a new 1200 place 11-16 replacement school due to open in September 2019.
- From September 2019 it is proposed that Post 16 Education provision will be delivered in a new sixth form centre (located in Cwmbran). As a consequence, the sixth forms at Croesyceiliog, Cwmbran High And St Albans will close with the schools changing to 11-16 provision.

## Map of Torfaen Schools

The numbers on the maps denote the location of each school within Torfaen. The number for the relevant school can be found after each school's name on pages 67-78.



## Torfaen schools' directory

A comprehensive list of addresses and telephone numbers of schools in Torfaen.

### Special Schools (Age range 2-19 years)

#### Crownbridge

①

Turnpike Road, Croesceiliog, Cwmbrian. NP44 2BJ  
 Telephone:- 01633 624201  
 Fax:- 01633 624237  
 Headteacher:- Mrs L. Bush

### Nursery Schools (Age range 3-4 years)

### Primary Schools (Age range 3/4 - 11 years)

#### ◆ Blenheim Road Community Primary

② 45

Blenheim Road, St. Dials, Cwmbrian. NP44 4SZ  
 Telephone:- 01633 484655  
 Fax:- 01633 480452  
 E-mail:- gill.ellis@torfaen.gov.uk  
 Website:- www.blenheim-road.torfaen.sch.uk  
 Executive Headteacher:- Ms G Ellis  
 AR:- 36 PA:- 36 ENR:- 197 CAP:- 315

#### ◆ Coed Eva Primary

③ 60

Teynes, Coed Eva, Cwmbrian. NP44 4TG  
 Telephone:- 01633 484131  
 Fax:- 01633 489496  
 Executive Headteacher:- Ms G. Ellis  
 AR:- 67 PA:- 67 ENR:- 426 CAP:- 420

AN Admission Number	AR - Applications Received (Sept. 2017)
PA Places Awarded (Sept. 2017)	ENR Expected Numbers on Roll (Sept. 2017)
* Special Needs Resource Base Attached	+ Nursery Unit Attached
○ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

◆ **Croesyceiliog Primary** ④ 60

North Road, Croesyceiliog, Cwmbran. NP44 2LL  
 Telephone:- 01633 624114  
 Fax:- 01633 624120  
 Headteacher:- Mr S. Bates  
 AR:- 61 PA:- 60 ENR:- 415 CAP:- 420 AM:- 0

◆ **Cwmffrwoer Primary** ⑤ 45

Waunddu, Pontnewynydd, Pontypool. NP4 6QZ  
 Telephone/Fax:- 01495 742761  
 E-mail:- head.cwmffrwoerprimary@torfaen.gov.uk  
 Headteacher:- Mrs S. Truelove  
 AR:- 24 PA:- 24 ENR:- 193 CAP:- 315

**Primary Schools (Age range 3/4-11 years)** AN

◆ **Garnteg Primary** ⑥ 60

Hillcrest, Garndiffaith, Pontypool. NP4 7SJ  
 Telephone:- 01495 742934  
 Fax:- 01495 742936  
 E-mail:- head.garntegprimary@torfaen.gov.uk  
 Headteacher:- Mrs S. Roche  
 AR:- 53 PA:- 40 ENR:- 251 CAP:- 420 AM:- 4 AS:- 1

◆ **George Street Primary** ⑦ 60

Wainfelin Road, Pontypool. NP4 6BX  
 Telephone:- 01495 756436 Fax:- 01495 767723  
 E-mail:- head.georgestreetprimary@torfaen.gov.uk  
 Website:- www.georgestreetprimary.co.uk  
 Headteacher:- Mrs J. Wood  
 AR:- 60 PA:- 60 ENR:- 400 CAP:- 420

**Greenmeadow Primary** ⑧ 39

Craig Road, Greenmeadow, Cwmbran. NP44 5YY  
 Telephone:- 01633 484320  
 E-mail:- head.greenmeadowprimary@torfaen.gov.uk  
 Website: www.schoolswire.org  
 Headteacher:- Miss C. Moses  
 AR:- 21 PA:- 21 ENR:- 179 CAP:- 279

◆ **Griffithstown Primary** ⑨ 60

Florence Place, Griffithstown, Pontypool. NP4 5DN  
 Telephone:- 01495 759679  
 Fax:- 01495 757177  
 E-mail:- head.griffithstownjunior@torfaen.gov.uk  
 Website:- www.griffithstown-primary.co.uk  
 Headteacher:- Mr N Blackburn  
 AR:- 37 PA:- 37 ENR:-319 CAP:- 420

**Primary Schools (Age range 3/4-11 years)** AN

◆ **Llantarnam Community Primary** ⑩ 45

Llantarnam road, Llantarnam, Cwmbran NP44 3XB  
 Telephone:- 01633 480039 Fax:- 01633 480033  
 E-mail:- llantarnam.cp@torfaen.gov.uk  
 Website:- www.llantarnam-cp.torfaen.sch.uk  
 Headteacher:- Mrs. L. Perrett  
 AR:- 50 PA:- 50 ENR:- 226 CAP:- 315

**Llanyrafon Primary** ⑪ 58

Llanyrafon Way, Llanyrafon, Cwmbran. NP44 8HW  
 Telephone:- 01633 867130  
 E-mail:- head.llantarnamcp@torfaen.gov.uk  
 Website: http://www.schoolswire.org/  
 Headteacher:- Mr W. Jones  
 AR:- 65 PA:- 60 ENR:- 415 CAP:- 407

AN Admission Number	AR - Applications Received (Sept. 2017)
PA Places Awarded (Sept. 2017)	ENR Expected Numbers on Roll (Sept. 2017)
* Special Needs Resource Base Attached	+ Nursery Unit Attached
○ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

AN Admission Number	AR - Applications Received (Sept. 2017)
PA Places Awarded (Sept. 2017)	ENR Expected Numbers on Roll (Sept. 2017)
* Special Needs Resource Base Attached	+ Nursery Unit Attached
○ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

\*♦ **Maendy Primary** ⑫ 36

Wayfield Crescent, Cwmbbran. NP44 1NH  
 Telephone:- 01633 483168  
 Fax:- 01633 489497  
 E-mail:- head.maendyprimary@torfaen.gov.uk  
 Headteacher:- Mrs J. Cresswell  
 AR:- 38 PA:- 38 ENR:- 195 CAP:- 256

\*♦○ **Nant Celyn Primary** ⑬ 60

Henllys Way, Cwmbbran. NP44 7DJ  
 Telephone:- 01633 624170  
 Fax:- 01633 624169  
 E-mail:- head.nantcelyn@torfaen.gov.uk  
 Headteacher:- Mr J Bussy MA  
 AR:- 53 PA:- 53 ENR:- 386 CAP:- 420

**Primary Schools (Age range 3/4-11 years)** AN

♦ **New Inn Primary** ⑭ 75

Golf Road, New Inn, Pontypool. NP4 0PR  
 Telephone:- 01495 757649  
 Fax:- 01495 753574  
 E-mail:- head.newinnprimary@torfaen.gov.uk  
 Website:- www.newinn.torfaen.sch.uk  
 Headteacher:- Mrs K Prendergast  
 AR:- 75 PA:- 75 ENR:- 510 CAP:- 551

♦ **Penygarn Community Primary** ⑮ 67

Penygarn Road, Penygarn, Pontypool. NP4 8JR  
 Telephone:- 01495 742090  
 Fax:- 01495 742215  
 E-mail:- head.penygarncps@torfaen.gov.uk  
 Website:- www.penygarn.torfaen.sch.uk  
 Headteacher:- Miss L Sellars  
 AR:- 55 PA:- 55 ENR:- 409 CAP:- 469

\*♦ **Pontnewydd Primary** ⑯ 55

Bryn Celyn Road, Pontnewydd, Cwmbbran. NP44 1JW  
 Telephone:- 01633 483307  
 Fax:- 01633 864483  
 E-mail:- head.pontnewyddprimary@torfaen.gov.uk  
 Website:- www.pontnewydd.torfaen.sch.uk  
 Headteacher:- Mr K. Waters  
 AR:- 41 PA:- 41 ENR:- 353 CAP:- 386

**Primary Schools (Age range 3/4-11 years)** AN

♦ **Woodlands Community Primary** ⑰ 45

Thornhill Road, Upper Cwmbbran. NP44 5UA  
 Telephone:- 01633 647488  
 Fax:- 01633 647485  
 Website:- www.woodlands-cp.torfaen.sch.uk  
 Executive Headteacher:- Mrs J. Bates  
 AR:- 48 PA:- 45 ENR:- 302 CAP:- 319 AM:- 2 AS:- 0

**Welsh Medium Primary Schools (Age range 3/4-11 years)** AN

♦ **Ysgol Bryn Onnen** ⑱ 30

Varteg Road, Varteg, Pontypool. NP4 7RT  
 Telephone/Fax:- 01495 772284  
 E-mail:- head.ysgolbrynonnen@torfaen.gov.uk  
 Website:- www.ysgolbrynonnen.com  
 Headteacher:- Mr R. Parry  
 AR:- 28 PA:- 28 ENR:- 198 CAP:- 210

AN Admission Number	AR - Applications Received (Sept. 2017)
PA Places Awarded (Sept. 2017)	ENR Expected Numbers on Roll (Sept. 2017)
* Special Needs Resource Base Attached	+ Nursery Unit Attached
○ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

AN Admission Number	AR - Applications Received (Sept. 2017)
PA Places Awarded (Sept. 2017)	ENR Expected Numbers on Roll (Sept. 2017)
* Special Needs Resource Base Attached	+ Nursery Unit Attached
○ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

◆ **Ysgol Gymraeg Cwmbran** (19) 47

Henllys Way, St. Dials, Cwmbran. NP44 4HB  
 Telephone:- 01633 483383  
 Fax:- 01633 485178  
 E-mail:- head.ysgolgymraegcwmbran@torfaen.gov.uk  
 Website:- www.ysgolgymraegcwmbran.co.uk  
 Headteacher:- Miss C Evans  
 AR:- 50 PA:- 50 ENR:- 336 CAP:- 360

◆ **Ysgol Panteg** (20) 60

Station Road, Griffithstown, Pontypool, NP4 5JH  
 Telephone: Griffithstown Site- 01495 762581  
 E-mail:- head.ysgolpanteg@torfaen.gov.uk  
 Headteacher:- Mr E Jones  
 AR:- 52 PA:- 52 ENR:- 281 CAP:- 420

**Voluntary Controlled Primary Schools (Age range 3/4-11 years) AN**

◆ **Blaenavon Heritage VC Primary** (21) 64

Blaenavon Community Campus  
 Middle Coed Cae Road, Blaenavon. NP4 9AW  
 Telephone:- 01495 766500  
 Fax:- 01495 742435  
 E-mail:- bhvcprimaryhead@torfaen.gov.uk  
 Headteacher:- Mrs D. Woodward  
 AR:- 64 PA:- 64 ENR:- 459 CAP:- 450

**Voluntary Aided Primary Schools (Age range 3/4-11 years) AN**

**Henllys Church in Wales Primary** (22) 30

Ty-Canol Way, Cwmbran. NP44 6JA  
 Telephone:- 01633 877796  
 Fax:- 01633 875942  
 E-mail:- head.henllysciwprimary@torfaen.gov.uk  
 Acting Executive Headteacher :- Mrs J Bates  
 AR:- 23 PA:- 23 ENR:- 196 CAP:- 210

◆ **Our Lady of the Angels RC Primary** (23) 30

Victoria Street, Cwmbran. NP44 3JR  
 Telephone:- 01633 484673  
 Fax:- 01633 485813  
 E-mail:- head.cwmbranrc@torfaen.gov.uk  
 Website:- www.ourladys.torfaen.sch.uk  
 Headteacher:- Mrs S. McCool  
 AR:- 29 PA:- 29 ENR:- 200 CAP:- 210

**Padre Pio Catholic Primary** (24) 30

Conway Road, Pontypool. NP4 6HL  
 Telephone:- 01495 742074  
 E-mail:- head.padrepiorc@torfaen.gov.uk  
 Headteacher:- Mr P. Welsh  
 AR:- 37 PA:- 30 ENR:- 224 CAP:- 210 AM:- 1 AS:- 1

AN Admission Number	AR - Applications Received (Sept. 2017)
PA Places Awarded (Sept. 2017)	ENR Expected Numbers on Roll (Sept. 2017)
* Special Needs Resource Base Attached	+ Nursery Unit Attached
○ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

AN Admission Number	AR - Applications Received (Sept. 2017)
PA Places Awarded (Sept. 2017)	ENR Expected Numbers on Roll (Sept. 2017)
* Special Needs Resource Base Attached	+ Nursery Unit Attached
○ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

**Voluntary Aided Primary Schools (Age range 3/4-11 years)** AN

**Ponthir Church in Wales Primary** 25 16

School Close, Ponthir. NP18 1GA  
 Telephone/Fax:- 01633 421651  
 E-mail:- head.ponthirprimary@torfaen.gov.uk  
 Website:- www.ponthirchurchschool.co.uk  
 Headteacher:- Mrs M Armishaw  
 AR:- 21 PA:- 21 ENR:- 112 CAP:- 113

✦ **St. David's RC Primary** 26 30

Caldicot Way, Pontnewydd, Cwmbbran. NP44 1UF  
 Telephone:- 01633 482580  
 Fax:- 01633 868747  
 E-mail:- head.stdavidsprimary@torfaen.gov.uk  
 Website:- www.stdavidsrc.torfaen.sch.uk  
 The Acting Headteacher:- Mrs J Weightman  
 AR:- 30 PA:- 30 ENR:- 204 CAP:- 226

**Comprehensive Schools (Age range 11-16 years)** AN

✦ **Abersychan** 27 190

Incline Road, Abersychan, Pontypool. NP4 7DF  
 Telephone/Fax:- 01495 773068  
 E-mail:- head.abersychancomp@torfaen.gov.uk  
 Website:- www.abersychan.org.uk  
 Headteacher:- Mr. P. Collins  
 AR:- 190 PA:- 190 ENR:- 855 CAP:- 952

**West Monmouth** 28 251

Blaendare Road, Pontypool. NP4 5YG  
 Telephone:- 01495 762080  
 Fax:- 01495 762201  
 E-mail:- head.westmonmouthschool@torfaen.gov.uk  
 Headteacher:- Mr G Whitcombe  
 AR:- 183 PA:- 183 ENR:- 716 CAP:- 1253

**Comprehensive Schools (Age range 11-18 years)**

**Croesyceiliog** 29 240 (Y12 - 130)

Woodland Road, Croesyceiliog, Cwmbbran. NP44 2YB  
 Telephone:- 01633 645900  
 Fax:- 01633 645901  
 E-mail:- head.croesyceiliogcomp@torfaen.gov.uk  
 Headteacher:- Mr D. Taylor  
 AR:- 289 PA:- 276 ENR:- 1563 CAP:- 1609 AM:- 2 AS:- 1

✦ **Cwmbbran High** 30 209 (Y12 - 109)

Ty Gwyn Way, Fairwater, Cwmbbran. NP44 4YZ  
 Telephone:- 01633 643950  
 Fax:- 01633 643951  
 E-mail:- head.fairwatercomp@torfaen.gov.uk  
 Website:- www.cwmbbranhighschool.co.uk  
 Headteacher:- Mrs H. Coulson  
 AR:- 205 PA:- 205 ENR:- 1113 CAP:- 1265

**Comprehensive Schools (Age range 11-18 years)** AN

**Ysgol Gyfun Gwynllyw** 31 181 (Y12 - 101)

Folly Road, Trevethin, Pontypool. NP4 8JD  
 Telephone:- 01495 750405  
 Fax:- 01495 757414  
 E-mail:- head.ysgolgyfungwynllyw@torfaen.gov.uk  
 Headteacher:- Mrs E Bolton  
 AR:- 131 PA:- 131 ENR:- 935 CAP:- 1107

AN Admission Number	AR - Applications Received (Sept. 2017)
PA Places Awarded (Sept. 2017)	ENR Expected Numbers on Roll (Sept. 2017)
✦ Special Needs Resource Base Attached	✦ Nursery Unit Attached
○ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

AN Admission Number	AR - Applications Received (Sept. 2017)
PA Places Awarded (Sept. 2017)	ENR Expected Numbers on Roll (Sept. 2017)
✦ Special Needs Resource Base Attached	✦ Nursery Unit Attached
○ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

## Caerleon Comprehensive

32

248

(Y12 - N/A)

Cold Bath Road, Caerleon, Newport. NP18 1NF

Telephone:- 01633 420106

E-mail:- caerleon.comprehensive@newport.gov.uk

Headteacher:- Ms L Picton

AR:- 229 PA:- 229 ENR:- 1164 CAP:- 1240

(Despite being situated in Newport, a cross boundary catchment area exists for this school). Parents are advised to apply directly to Newport City Council in relation to admission to this school.

## Voluntary Aided Schools (Age range 11-18 years)

AN

## St Alban's RC High

33

145

(Y12 - 143)

The Park, Pontypool. NP4 6XG

Telephone:- 01495 765800

Fax:- 01495 765802

E-mail:- enquiries@stalbans-pontypool.org.uk

Headteacher:- Mr S Lord

AR:- 166 PA:- 145 ENR:- 755 CAP:- 1017 AM:- 11 AS:- 4

## Publication and Changes

This booklet relates to the admission arrangements for the school year 2018/2019 and although the information is correct at the time of going to print, the local authority reserves the right to make any adjustments where this is necessary to enable it to comply with changes in policy and/or legislation.

Information regarding individual schools, together with a copy of the school's prospectus, can be obtained from the Headteacher. The schools are listed in the Schools' Directory commencing on pages 79-89.

## Complaints

Regulations introduced under the Education Act 2002 requires the governing bodies of all maintained schools in Wales, including nursery schools, to establish procedures for dealing with complaints from parents, pupils, members of staff, governors, members of the local community and others.

### School Related Complaints

- If you have a school related complaint you need to contact the school directly so that it has an opportunity to resolve the issue.
- The statutory responsibility for responding to school related complaints lies with the school and governing body.
- Each Torfaen school has a complaint policy that complies with Welsh Government guidance and has three stages and is available from the school on request
- It is expected that the majority of complaints are dealt with at Stage A or B.
- Stage C escalates the complaint for consideration by the governing body's complaints committee. This is the final arbiter of school related complaints
- In all cases the school and governing body will ensure that complaints are dealt with in an unbiased, open and fair way.
- Concerns and complaints are taken very seriously & where mistakes have been made lessons will be learned from them.

AN Admission Number	AR - Applications Received (Sept. 2017)
PA Places Awarded (Sept. 2017)	ENR Expected Numbers on Roll (Sept. 2017)
* Special Needs Resource Base Attached	+ Nursery Unit Attached
○ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

For more information contact:

Education Achievement Service for South East Wales, Governor Support Service  
Tel: 01633 415474.

## Education Service Complaints

If you are approaching the Education Service for a service for the first time, (e.g. requesting an appointment etc) then the complaints policy does not apply. You should first give us a chance to respond to your request. If you make a request for an Education service and are not happy with our response, you will be able to make your concern known through the complaints process. There are two stages, stage one being an informal resolution within 10 working days and stage 2 a formal investigation within 20 working days. If you remain dissatisfied you have the option of escalating your complaint to the Public Services Ombudsman for Wales.

## School Prospectus

Governing bodies of maintained schools must publish a school prospectus for parents and prospective parents. Copies of a school prospectus are available from the schools listed in the School's Directory commencing pages 79-89.

## Charging and Remissions Policy

Information regarding a school's charging and remissions policy can be obtained from the Headteacher of the school concerned at the addresses listed in the Schools' Directory, commencing on pages 79-89.

## School Inspections

Estyn is the office of Her Majesty's Chief Inspector of Education and Training in Wales. Estyn carry out inspections of non maintained educational providers, maintained nursery, primary and secondary schools under Section 10 of the School Inspections Act 1996.

All schools are inspected at least once every six years. These inspections cover all aspects of a school's provision, apart from denominational education and the content of collective worship in those voluntary schools specified in Section 23 of the Act. The function of an inspection is to report on:

- The educational standards achieved in the school
- The quality of education provided by the school
- The quality of leadership in and management of the school, including whether the financial resources made available to the school are managed efficiently and
- The spiritual, moral, social and cultural development of pupils at the school
- If you require a copy of a school's inspection report, these are available directly from the individual schools or available to download from the School Directory area of the website.

Further information regarding school inspections is available from the Estyn website: [www.estyn.co.uk](http://www.estyn.co.uk)

## Torfaen Pupil Referral Unit

The Pupil Referral Unit is maintained by the Local Authority and provides education provision outside the mainstream school setting for pupils who might not otherwise receive a suitable and appropriate education.

Torfaen PRU provides education for pupils with emotional and behavioural difficulties and for those who require education otherwise than at school (EOTAS). The provision includes: a main site, Ty Glyn which caters for pupils at key stage 3 and 4, and New Inn, which caters for pupils who are anxious, or school refusers.

Pupils with a range of needs can be referred to a PRU. These include:

- pupils excluded from school on a permanent or fixed-term basis
- pregnant schoolgirls and school-age mothers
- anxious and vulnerable pupils
- pupils unable to attend school for medical reasons and require alternative tuition
- any pupils moving into the local authority who have attended similar provision.

The PRU provides support and advice to schools on an outreach basis where pupils remain in their schools. They also offer short term placements for pupils at one of the bases. All pupils remain on their school roll whilst attending the PRU. All placements and Outreach support are agreed via the local authority panel and monitored closely. Pupil progress is reviewed with partners and the pupils themselves on a half termly basis. These map pupil progress and plan a return to their school or consider the best future options for the young person.

In addition to PRU placements and Outreach support, individual tuition can be provided off-site when this is deemed appropriate for meeting specific pupils' needs.

The PRU works closely and in partnership with all Torfaen primary and secondary schools. It is able to offer, when appropriate to the needs of the learner, a five day (25hrs) provision and aims to provide a balanced curriculum. Pupils' individual programmes focus on promoting personal understanding and developing skills in behaviour management. All pupils study Mathematics, English, Science, information and communication technology (ICT), art, geography, history, physical education, PSHE and food technology.

All pupils are given the opportunity to follow GCSE courses in English & Maths, BTEC Science courses and Key and Essential skills qualifications.

The PRU is supported by Educational Psychology Service, Education Welfare service and Inclusion Officers. Pupils are required to attend the PRU in exactly the same way as required in mainstream schools. The Education Welfare officer works closely with the PRU in monitoring, recording attendance and supporting pupils and their families.

## Appetite for Life

Our 'Appetite for Life Policy' is there to ensure your child gets good, nutritious food while at school. Further information is available from the Welsh Government.  
Tel no:- 02920 801076 email:- [appetiteforlife@wales.gsi.gov.uk](mailto:appetiteforlife@wales.gsi.gov.uk)

## Milk and Meals

**Milk** - Provided free of charge to all nursery and Foundation Phase aged children.

**Meals** - A main meal is provided in all primary and secondary schools. Current prices, subject to review (for September 2018), are:-

Infants £2.30

Juniors £2.40

Seniors £2.60

Each comprehensive school has its own pricing structure. In all comprehensive schools there is also a buttery bar service. The charge for the main meal can be wholly remitted in certain cases. Please refer to individual schools to ascertain method of payment.

## Free School Meals

The Social Security Act 1986 means that the Council is permitted to provide free meals to pupils at school only when the family receive:- Income Support, Income Based Job Seekers Allowance, income related employment and Support Allowance, support under Part VI of the Immigration and Asylum Act 1999, Benefit Universal Credit, Guaranteed Element of State Pension Credit or who qualify under regulations governing Child Tax Credit. This also applies to pupils at special day schools.

Application forms are available from Head teachers, Education Welfare Officer or the Revenue and Benefits Team, Civic Centre Pontypool. Please note that as from 1 September 2017, free school meal applications will be processed by the Revenue and Benefits Office, Civic Centre, Pontypool. Information can be found by following the link below:

<http://www.torfaen.gov.uk/en/EducationLearning/SchoolsColleges/FinancialSupport/Freeschoolmeals/Free-School-Meals.aspx>

The contact details are as follows:

Tel: 01495 766570 / 01495 766430

Email: [benefits@torfaen.gov.uk](mailto:benefits@torfaen.gov.uk)

## The Welsh Network of Healthy School Schemes (WNHSS)

A Healthy School is one which:

“Actively promotes the physical, mental and social health of its community through positive action by such means as policy, strategic planning and staff development, with regard to its curriculum, ethos, physical environment and community relations.” – Welsh Government (WG) 2014

The Welsh Network of Healthy School Schemes (WNHSS) is an award based scheme that leads on to a National Quality Award (NQA) of Excellence. It is funded by WG and managed by Public Health Wales (PHW) in partnership with Education. The scheme runs in all 22 local authorities and 97% of primary and secondary schools in Torfaen are actively involved.

The WNHSS recognises 7 health topics that are covered throughout a school's involvement in the scheme:

- Food and Fitness
- Mental and Emotional Health and Well Being
- Personal Development and Relationships
- Substance Use and Misuse
- Environment
- Safety
- Hygiene

Should you require further information please contact the Healthy Schools and PSE Officer. Telephone: 01495766980 or 07960489134.

Email: Alison.Dally@torfaen.gov.uk

## School Clothing Grant

A clothing grant is issued automatically to all Year 7 pupils who are entitled to free school meals at the beginning of an academic year. The grant is currently £105.00 (Subject to review). Should you require further information, please contact Gemma Pattimore on Telephone Number:

01495 766930 email on Gemma.pattimore@torfaen.gov.uk . Please be aware no other clothing grants are available.

With regards to school uniform please refer to the school prospectus for individual policies (see page 90).

## School and College Transport (other than for ALN)

General criteria for provision of free transport:

- Free transport is generally restricted to pupils who attend their catchment area schools and who live the necessary distance from the school
- Distances are measured by the shortest walking route using a Digital Information Mapping System between home and school. The distance is measured from the point where the child's home meets the highway to the nearest available entrance of the school.
- Free transport will be available for Primary aged children who live more than 2 miles from the catchment school and Secondary aged children who live more than 3 miles from the catchment school. Post 16 learners will also be able to access home to school/college transport if they reside more than 3 miles from the relevant educational establishment.
- Where the Authority is unable to offer a child a place in their catchment area school, free transport will be provided to the **nearest school** (not choice of school) with an available place in accordance with distance criteria mentioned above

- Free transport would also be provided if the relevant school to be attended was the **nearest school** (not choice of school) in accordance with distance criteria mentioned above.
- Safe Walking Routes - Free transport may also be provided where the Authority is satisfied that the route between home and school is sufficiently dangerous to warrant such provision, even though the distance is under those quoted above. As part of its assessment the Authority would have regard to whether or not the degree of danger involved is such that escorting parents themselves are at risk from the particular traffic situation.

Further details on the Authority's criteria for assessing safe walking routes to schools can be obtained by contacting 01495 766919 / 766918.

With regards to **voluntary aided schools**, free transport is available to the nearest church school in accordance with the distance criteria mentioned above and in accordance with the criteria that a child's parents and or their child adheres to the denominational faith of the school in question.

For example when attending a Roman Catholic school a parent and or their child must be baptised in the catholic faith and where possible a practising roman catholic. The E Integrated Transport Unit will consult with individual VA schools to confirm the admission criteria under which a pupil was admitted in order to confirm entitlement. The Authority reserves the right, however, to require documentary evidence to be submitted by parents in order to determine entitlement.

With regard to **Welsh Medium schools** pupils will be provided with transport to the nearest Welsh Medium school (not choice of school) in accordance with the Authority's transport policy as previously referred to.

**Spare Seats** - Pupils may be allowed to occupy spare seats on school buses as a temporary concession even though they do not satisfy the criteria referred to above. No charges are currently imposed by the Authority for providing transport in such cases. **Concessions may have to be withdrawn at short notice.**

**Moving Home** - Pupils attending secondary school who move home to an address outside the catchment area of the school attended will not normally continue to be provided with free transport to that school if the move takes place during Years 7,8 or 9 of education at that school even if the distance criteria mentioned above are met. Applications for pupils moving home in Years 10 or 11 will be considered only if transport can be provided by using existing services.

**Transport for secondary age pupils** - Is primarily provided through the issue of season tickets for pupils to utilise local bus services (legal standing capacity may be utilised).

**Transport for primary age pupils** - Is normally in a form of contracted vehicles.

It may not be possible to arrange the routes of vehicles to pass close to the homes of all pupils and therefore it will be necessary for parents to make arrangements for them to reach the nearest 'pick-up' point of the vehicle. Every effort is made however to keep this distance as short as possible and it should not exceed 1 mile under normal circumstances.

**Behaviour on Buses** - Pupils whose behaviour during the journey to and from school is not of an acceptable standard may have the agreed travelling arrangements withdrawn.

**Post 16 travel** - Parents should be aware that there is no legal requirement to provide transport for post 16 pupils/students. However free transport will be provided if a student lives more than 3 miles from the college campus or catchment school to be attended if their parents/carers (or students themselves) are in receipt of Income Support/Income Based Jobseekers Allowance or who qualify under regulations governing Child Tax Credit. Those 16-18 students who live the required distance but whose parents (or themselves) are not in receipt of the above benefits will be provided with an annual grant of £146 (subject to review for September 2018) towards the cost of transport.

Students with Additional Learning Needs requiring specialist transport may also receive free transport in the form of contracted transport subject to assessment.

For further information on entitlement can be obtained by contacting 01495 766918/766919.

## Child employment

Torfaen County Borough Council Byelaws on the Employment of Children regulate the types of occupation and the number of hours for which children under school leaving age may be employed. Employers are obliged to notify Local Authorities of their child employees (Byelaws 9). The role of Education Welfare Officers is to monitor the employment of children to ensure that they are safely and legally employed and that their employment is not having an adverse effect on their health and education. Details of the hours that children are able to work both during term dates and school holidays are available from the Education Welfare Officers. Please contact each individual School direct for further information on child employment or support regarding school attendance, please contact your child's school or telephone: Vicky Clode, Senior Education Welfare Officer, telephone:- 01495 766965.

## Public examinations

Public examinations are those that are available to students who follow programmes of study from external awarding bodies such as WJEC, EDEXCEL, OCR and AQA. Schools organise and administer examination entries for pupils and parents are provided with either a paper or electronic copy of their child's timetable to assist in the organisation of revision and ensure pupils attend at the correct time.

Parents should contact their child's school in relation to its policy on examination resits (and cost) should the need arise.

## Student Finance

The Student Loans Company has been appointed by the Welsh Government to deliver student finance arrangements in Wales. Student Finance Wales is based in Llandudno Junction, and will be responsible for the processing, assessment and payment of all Welsh domiciled student finance applications in 2018/19. Applications should be made online at [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)

A range of student finance information and guidance is available for parents and students at [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)

Student Finance Wales can be followed on Facebook ([facebook.com/SFWales](https://facebook.com/SFWales)) or Twitter (@SF\_Wales)

Student Finance Wales can be contacted on 0300 200 4050.

EMA Tel: 0300 200 4050

ALG Tel: 0300 200 4050