



Admission and Leaving Policy (Pre-16)

'Opportunity, success and enjoyment for all'



Rationale

Radyr Comprehensive School is a Community School run by Cardiff Council and the Council deals with all admissions. The Council's aim is to ensure that, as far as possible, every child has a place in a secondary school within reasonable travelling distance of home. Our aim is to ensure pupils are happy and settled as quickly as possible through an efficient and effective transition processes.

Students leave school for a range of reasons before their official leaving date in May of Year 11. Generally students leave because they no longer live in the catchment area and so transfer to a more conveniently located school. Our aim is to facilitate a seamless transition between schools so avoiding unnecessary upheaval and delay.

Purpose

The purpose of this policy is:

- To ensure pupils are assimilated into Radyr school as effectively and efficiently as possible
- To ensure transition is as smooth as possible with the needs of every child being known and catered for as far as possible
- To ensure that all staff are aware of new pupils so they can cater for their needs
- To ensure all staff are aware of pupils as they leave Radyr school
- To ensure we have accurate registers and appropriate data for all our pupils

Commitments

- To operate within the Authorities guidelines on admissions
- To co-operate with the LA over admissions
- To induct pupils into Radyr school as quickly and efficiently as possible
- To work alongside families and any other agencies involved to ensure a positive start
- To support new students making their start at Radyr as easy as possible
- To alert pastoral staff to a new pupil so they can organise the necessary support structures
- To provide as much information to staff as possible to ensure they can support the needs of the child
- To comply with our legal requirements to pass required data on to other establishments that our pupils move to

Cardiff Authority Admissions Policy

Transfer from Primary to Secondary Education

The Council's Policy is for children to transfer to secondary school in September of any year if they have reached their 11th birthday on or by 31st August in that year.

Year 6 pupils due to transfer to secondary school will receive a letter from the Council asking parents to state a preference. The catchment school will also be indicated.

In some Year groups Radyr is oversubscribed having more requests for places than places available. In these cases the Council apply the following criteria and in the order of priority set out below when deciding on which pupils receive places. The Council will not normally exceed the school's standard number. Radyr has a standard number of 210 in year 7 and 180 for all other year groups.

1. Pupils who are permanently resident within the defined catchment area of the secondary school on or before the published closing date for receipt of preference forms. **(Evidence of permanent residence of the pupil must be supplied if required.)** (Where preferences exceed places available, priority will be given to children with statements of special educational need and "looked after" children. Following the allocation of places for these children, criteria 3, 4 and 5 will be applied to decide which other pupils are admitted.)
2. Pupils not currently permanently resident within the defined catchment area of the secondary school who parents have satisfied the Council by the published closing date for receipt of preference forms that they will be taking up residence within the defined catchment area by the commencement of the school term to which the application relates. **(Evidence of permanent residence of the pupil must be supplied).** (Where preferences exceed places available, priority will be given to children with statements of special educational need and "looked after" children. Following the allocation of places for these children, criteria 3, 4 and 5 will be applied to decide which other pupils are admitted.)
3. Pupils in respect of whom the Council judges that there are **compelling** medical grounds or **compelling** social grounds for their admission to a specified school. **(Written recommendations from a medical practitioner, a social worker or similar professional will be required giving detailed reasons for the pupil's admission to a particular school.)**
4. Pupils who have an older brother and/or sister who will be on register at the secondary school (in Year 8 to Year 11 only) when they transfer. In considering siblings, the Council determines priority by reference to the age of the pupil's youngest sibling in the secondary school, the youngest commanding the highest degree of priority. Any sibling connection must be clearly stated in the application.
5. In determining applications for admission in respect of other pupils, the Council gives particular regard to the degree of proximity of the pupil's home to the secondary school, as measured by the shortest practicable walking route.
6. Pupils whose premature admission to the school has been approved by the Council in exceptional circumstances.

Any place approved on the basis of residence will be withdrawn if the pupil is no longer permanently resident at the address at the beginning of the school term to which the application relates.

Where parents knowingly give false information in order to obtain the advantage of a particular school for their child to which they would not be otherwise be entitled, the Council reserves the right to withdraw the offer of a place. Parents may render themselves guilty of an offence under Section 5(b) of the Perjury Act 1911.

The Council will set a date before which it must receive parental request forms. This is usually in January of Year 6.

Parents are notified by the Council of which secondary school their child will attend.

If you are not satisfied with the result of your application, you may submit an appeal to an Appeal Panel.

The Appeal Panel is independent of the Council and comprises of persons who have experience in education, are acquainted with the educational conditions in the area, or are parents of a registered pupil at a school. The Council will state a date and time when appeals have to be submitted.

Appeals submitted after this date will not be considered except in exceptional circumstances, e.g. where a family changes address at a time which makes compliance with the deadline impossible.

An appeal must be made in writing, setting out the grounds on which it is made. If you submit an appeal you will be given an opportunity to speak before the Appeal Panel if you so wish. The decision of an Appeal Panel on any appeal is final and is binding on the Council or the Governors as the case may be.

Further applications for a place at the same school will not be considered during the same academic year unless there are significant and material changes in the circumstances of parents or school.

The Council does not operate waiting lists. It is suggested that parents keep in contact with schools regarding vacancies. If a vacancy should occur an application should be submitted to the Council.

Admission Arrangements into Radyr Comprehensive School late into Year 7 through to Year 11

i. Arrangements for pupils living outside Cardiff.

Parents of pupils living outside Cardiff who wish to apply for places in Radyr School should obtain an application form from the Council. Applications for Community secondary schools will be considered in the light of the places available.

ii. Arrangements for pupils of secondary school age who move into Cardiff.

Information on Radyr School can be obtained from the Council or from us. Application forms are available from Pupil and Student Services, County Hall, Cardiff, CF10 4UW. Parents should state any special factors which they wish to have taken into account (e.g. the availability of a particular course in a school for a pupil who has already embarked on his/her examination courses.)

Applications will be carefully considered and a decision communicated as quickly as possible. The main factor taken into account so far as Community secondary schools are concerned is the availability of a place in an appropriate age group in the school in question.

Should parents be dissatisfied with a decision relating to a Community secondary school, they can submit an appeal to the Appeal Panel.

iii. Arrangements for parents who wish their child to move from one Cardiff Secondary School to another.

Changing schools requires serious consideration (particularly for pupils in years 10 and 11 who have already begun examination courses) and should be fully discussed with the Headteacher of your child's present school in the first instance.

In cases where parents might wish to transfer their child from one secondary school to another, information about the alternative school can be obtained from the school itself or from the Council.

Applications for a transfer to Radyr should be made in writing to the Council, setting out the reasons for the transfer. They will be carefully considered and a decision communicated as quickly as possible.

The main factor taken into account as far as Community secondary schools are concerned is the availability of a place in an appropriate class in the school in question. Should parents be dissatisfied with a decision relating to a transfer to a Community secondary school, they can submit an appeal to the Appeal Panel. **N.B. It should be noted that in the event of a successful application, effect will be given to the transfer normally at the beginning of the next school term, unless the circumstances are quite exceptional.**