Admission Arrangements 2026-27

Primary & Secondary Education Admission & Transfer Arrangements

In line with the School Standards and Framework Act 1998, subsequent legislative updates and Welsh Governments (WGs) Schools Admissions Code, these admission arrangements will aim to ensure that:

- Parent's preference for the schools of their choice is considered in the context of a legislative framework, which has regard to the provision of efficient education and the efficient use of resources.
- Admissions criteria are clear, fair and objective, for the benefit of all children including children with special educational needs or with disabilities.
- Local admission arrangements contribute to improving standards.
- The Local Authority (LA) consults with neighbouring Admission authorities and co-ordinates arrangements, including the rapid reintegration wherever reasonable of children who have been excluded from other schools.
- Parents have easy access to helpful admissions information.

The LA's admission arrangements seek to achieve full compliance with all relevant legislation and guidance, including legislation on infant class sizes and equal opportunities (Equalities Act 2010, the Human Rights Act 1998 and the Welsh Language Act 1993) and take full account of the guidance in the Code issued by the Welsh Government.

The Equality Act 2010 and Caerphilly County Borough Council's (CCBC) Strategic Equality Scheme emphasises the legal general duty the Council and its partners have to:-

- Eliminate unlawful discrimination.
- Promote equal opportunities.
- Promote good relations and mutual respect.

This Council will work actively against discrimination and seek to create equal access to its services for all, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, language, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

Choosing a School

The entry of children to schools is controlled and administered by an 'Admissions Authority'. In the case of Community Schools, this is Caerphilly County Borough Council (LA). In the case of the one Voluntary Aided School (St. Helen's Roman Catholic Primary School) the Admissions Authority is the Governing Body of the school. Within the County Borough, each school has an area that it traditionally serves called the "catchment area". In line with legislation, LAs must allow all parents the opportunity to express a preference for the school they wish their child to attend.

Parents may exercise their right to express a preference at the following times:

- On admission to an infant school or the infant department of a primary school.
- On transfer from infant to junior school or infant school to junior department of a primary school.
- On transfer from junior or primary to secondary school.
- When parents wish to transfer their child from one school to another.

Parents may also express a preference for their child to attend a Voluntary Aided School.

The LA (in the case of Community Schools) and School Governing Body (in the case of Voluntary Aided) must comply with any preference, which is expressed, provided there is room within the school. However, the decision to admit pupils, must take account of:

- the overall provision of efficient education and efficient use of resources.
- whether it is a co-educational or single sex school.
- Section 87 of the School Standards and Framework Act 1998 (and subsequent legislative updates and WGs Schools Admissions Code), which also allows an admission authority to refuse to comply with parental preference for a period of two years following a second or subsequent exclusion.
- where to admit would be incompatible with the duty to meet Infant class size limit of 30 because the admission would require measures to be taken to comply with those limits which would cause prejudice to efficient education or efficient use of resources.

The local catchment areas for schools providing primary education are normally grouped together (as feeder schools) to form a linked catchment area for each maintained secondary school.

All schools within the LA aim to provide their pupils with an educational opportunity, which is best suited to each individual child. Some pupils will, however, have learning needs requiring special educational provision. In some instances, parents will already be receiving specialist support and guidance regarding the choice of school for their child.

All parents, however, are encouraged to discuss possible areas of concern with their local Headteacher who may then seek specialist advice.

Welsh Medium Schools

All of the above arrangements apply equally to Welsh Medium schools within the Authority. Admission to Welsh medium primary schools is not dependent upon the parents or pupils being fluent Welsh speakers.

There are currently 11 Welsh medium primary schools within the LA whose catchment areas cover the entire LA's boundary and are not restricted to the catchment areas of the local English medium school. Ysgol Gyfun Cwm Rhymni will provide Welsh medium secondary education to all CCBC resident pupils, subject to parental preference.

Admission Limit

All maintained schools will admit pupils up to their admissions number. A child will normally be offered admission to the school of the parents' preference unless the number of applications received exceed the admission number. When this occurs all applications for that school will be assessed against the oversubscription criteria (see 1.3).

The normal ages for admission to CCBC schools are:

- Age 3/4 in Nursery;
- Age 4/5 in Infant and Primary Schools;
- Age 7/8 in Junior Schools;
- Age 11/12 in Secondary Schools.

The LA's policy is to provide all 3 to 4 year old children in the Caerphilly County Borough an entitlement to a funded part-time nursery place at their local infant or primary school.

Oversubscription Criteria

(these apply to all admissions to oversubscribed schools)

1. Looked After Children (children in public care) and those who were previously Looked After Children.

2. Those children who live in the school's catchment area on or before the published closing date.

   Note: Those children who live within the school's catchment area and have a sibling already attending the school will be admitted first (the sibling must be of statutory school age), and then those children who live within the school's catchment without a sibling will be admitted.*

3. Children with siblings* living in the same household attending the school in September 2024. The sibling must be of statutory school age.

4. After taking account of the above categories, priority will be based on the closeness to the school measured automatically by the LA's G.I.S (Geographical Information System).

   Distance is measured from the grid reference of the property to the grid reference of the school (as recorded in the GIS system). *If the LA has the situation where any home addresses calculate the same distance, then a trundle wheel will be used to establish the nearest address.*

   **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 living at the same address.*

Addresses

When considering whether a child lives in a school's catchment area, the address considered is that of the parent or legal guardian, irrespective of a family's domestic arrangements. i.e. the address of another relative or childminder etc. must not be given. In certain cases, it may be necessary to provide evidence relating to the child(ren) in question, to show the home address of the child(ren).

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the home address will be determined as the address where a child lives for the majority of the week (e.g. 3 out of the 5 school days). In such circumstances, the home address to which the Child Benefit is paid will be used. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

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 e.g. twin or triplet then the LA will also admit the other sibling(s).

Children of UK Service Personnel

Children of UK service personnel will be treated as in catchment if their application form is accompanied by an official Ministry of Defence (MOD) letter declaring a definite return date and confirmation of the new address. Pupils from outside the school's catchment area will be admitted in accordance with parental preference if the Admission Number of the school, class or unit has not been reached and, if selection is necessary, the criteria shown above will be used.

Children with a Statement of Special Educational Needs or an Individual Development Plan

The Local Authority is required by the Education Act 1996 to admit to the school a child with a Statement of Special Educational Needs that names the school and from 1 September 2021, section 48 of the 2018 Additional Learning Needs and Education Tribunal (Wales) Act requires the governing body of a maintained school in Wales to admit a child to the school if the school is named in the child's individual development plan for the purpose of that section, which is to secure the child's admission to the school. This duty applies despite the limits on infant class sizes and even if admitting the child would result in the school exceeding its admission number. The duty to admit applies at all times, including where a school is named in a plan outside the normal admission round.

Waiting Lists

Following the allocation of places during the normal admission round any pupil that is refused admission to an oversubscribed school will remain on a waiting list for placement until the 30th September of that school year and, should a placement become available, the placement will be allocated in line with the authority's oversubscription criteria. After the 30th September parents will need to make a new application for admission to their preferred school.

Primary Education

Every child is required by law to receive full time education from the beginning of the school term after his/her fifth birthday. In CCBC, however, all children are able to start school full time at the beginning of the school year (September) in which they become five i.e. between the 1st September and the 31st August. Parents are able to defer the start of a child until the term following their fifth birthday.

All children are able to attend school on a part time basis in the September following their third birthday. Children between the ages of 3/4-11 are recognised as pupils receiving primary education. In Caerphilly County Borough, primary education is provided either in separate infant or junior schools, or in primary schools with one complete 3/4 -11 age range.

Reduction of Infant Class Sizes

Choosing a school for the first time for a young child is especially important, both for parents and for children themselves. In accordance, with Infant Class Size Legislation, infant classes at a maintained school should contain no more than 30 pupils where a teaching session is managed by a single qualified teacher (or where the session is managed by more than one qualified teacher, no more than 30 pupils for every teacher).

Admission to an Early Years Placement at a Nursery School

Children born between the 1st September and the 31st March maybe entitled to an Early Years placement (term after their 3rd birthday) at their local Primary/Infant school dependent on availability.

Where a school has reached their Admission Number in their current nursery and where the in-catchment pupils exceed 70%, only pupils who reside within the school's catchment area will be admitted into an Early Years placement.

Admission to Nursery School

The number of places available in a nursery year is set by the LA and the decision whether to admit your child will be taken in accordance with the LA's guidelines.

Admission to Infant Schools or Infant Department within Primary Schools

Pupils who attain the age of five during the school year may be admitted to an infant school/department, at the commencement of the school year in September. Pupils admitted to a separate infant school will not have an 'automatic' right to continued education at the feeder Junior School which serves the same catchment area. Whilst every effort will be made to accommodate such pupils, a formal application must be made for transfer to the Junior school at the appropriate time.

Transfer to Junior Schools

Children enter or transfer to a Junior School on the first day of the Autumn term following their seventh birthday. In Primary Schools the infant and junior sections are simply departments of the same school and children progress through the school from the infants to juniors without having to transfer elsewhere.

Whilst every effort will be made to accommodate such pupils, a formal application must be made for transfer to the Junior school at the appropriate time.

Changing Schools/ School Transfers

Changing schools is a significant step for your child to take. In the case of moving the family home, such a decision may well be a necessity and you will need to contact your local school or the Directorate of Education and Corporate Services for assistance. If, however, you would like your child to transfer from one school to another, please contact the Headteacher of your child's current school first. Should you still wish to proceed with these transfer arrangements; you can apply at https://caerphilly.gov.uk/schooladmissions

If there is a suitable vacancy, your child will be admitted to the school. Parents should note, however, that in Primary Schools, classes may include more than one age group and the Headteacher will have the task of locating your child in the most appropriate class. If the child is in years 10 or 11, the range of subject options chosen may also be a factor. If that particular year has not reached the school's admissions number, then your child will be admitted to the school. Parents should note, however, that curriculum option choices may vary from school to school.

Admission to Secondary Schools

Children normally transfer from primary school to secondary school at the beginning of the school year following their eleventh birthday. If your child was born between 1st September 2013 and 31st August 2014, she/he will transfer to secondary school in September 2025. Headteachers of primary schools will be able to inform parents of the secondary school which their children should normally attend**.** It should be noted that the home address denotes which school is the 'catchment' school and not the primary school attended. Whilst every effort will be made to accommodate pupils, an application must be made for transfer to secondary schools at the appropriate time.

Applying for a Place

When you apply for a place at a particular school, you must complete the relevant application form online at https://www.caerphilly.gov.uk/schooladmissions

You must apply by the closing dates shown below for Admission in September 2025.

If you require assistance with completing the form, please contact the school admissions team on 01443 864870.

The LA will inform you whether, or not it is possible for your child to attend your preferred school. Each school produces a prospectus, which contains relevant information including school aims and educational beliefs, the organization of the school and curriculum opportunities, including out of school activities. This school prospectus is available from the Headteacher.

Late Applications

Any applications that are received after the closing date for admission will be refused if the school is oversubscribed. Where a family has just moved into the catchment area and the application is received before the offer of places are made, if the application is received after the places have been offered (and documented evidence is provided to demonstrate that the family have moved into the catchment area of the school) the pupil will be given higher priority on the waiting list. Places will then be allocated using the authority's oversubscription criteria.

Withdrawing Offers of Places

The offer of a school place will be withdrawn on the basis of a fraudulent or intentionally misleading application being received (e.g. falsely claiming to reside within a catchment area of a school).

Sixth Form Admissions

The admission of Sixth Form pupils to Community Schools is determined by individual schools. Therefore, applications should be made directly to the school.

Timetable for admissions to schools September 2026

Admission to Secondary School

Admission Forms available online	1st September 2025
Forms returned to LA	31st October 2025
Parents notified of outcome	2nd March 2026

Admission to Primary School

Admission Forms available online	1st September 2025
Forms returned to LA	12th December 2025
Parents notified of outcome	16th April 2026

Admission to Nursery

Admission Forms available online	1st September 2025
Forms returned to LA	13th February 2026
Parents notified of outcome	End of May 2026

What Happens if your Child is Refused a Place?

In the vast majority of cases children are offered places at their parents' first choice of school. If, however, your child is unable to gain admission, you will need to decide whether you are willing to accept a place offered at a different school, or whether you wish to continue with your first application. If you choose the latter course, you may appeal to an Independent Appeal Panel. This Independent Appeal Panel will judge whether the school is full and, should that be the case, whether the parent's application is so strong that the child should still be offered a place.

Registering your Appeal

You may make a formal appeal against the LA's decision, but this must be received within 28 calendar days of you being notified of the decision not to admit your child to your chosen school. You should forward this appeal in writing, to the Directorate of Education and Corporate Services. The LA will refer the appeal to the Council's Legal Department who will arrange for the appeal to be heard by an Independent Appeal Panel and will set a time and place for the hearing. The Panel will afford parents an opportunity of appearing and making their representations (oral and/or written). Parents are able to seek admission to an alternative school whilst they are pursuing an appeal.

Parents, however, are advised that: -

- They may elect not to attend the appeal meeting and, instead, allow the appeal to be considered on a written statement.
- The outcome of the appeal will be decided on the information available.
- They will be given at least fourteen days (from the date of posting) written notice of the meeting of the Appeal Hearing.
- They are welcome to be accompanied by a friend, or represented by a solicitor, but that, in the latter case, the Directorate of Education and Corporate Services should be informed at least seven days before the hearing.
- A separate Appeal Panel hears appeals against decisions of the Governing Body of a Voluntary Aided or Foundation School. Guidance on such an appeal should, therefore, be sought from the school concerned.
- Please note that limitations will be placed on the powers of the appeal panel to allow appeals against the refusal to admit a child to a school where infant class size legislation applies.
- The LA will not consider a second appeal application unless there is a significant change in circumstances (which will need to be evidenced).

Disability Discrimination

The Council has in place an Accessibility Strategy, which details how the Council will meet its duties under the Equality Act 2010 and preceding Disability Discrimination legislation.

The Strategy covers access to premises for staff, visitors and pupils. The strategy contains the Council's plans to improve physical access to school premises across the borough to minimise the barriers to disabled pupils accessing education. In a number of cases, due to the topography of a school site, it may not be deemed accessible for a child with a physical disability. In such cases parents/guardians will be provided with the details of the nearest accessible school which is able to meet the child's needs.

Admissions forms are screened by Education in order to highlight any children with medical condition/physical disability. Parents will be contacted at the earliest opportunity to discuss the child's needs and a suitable school placement will be considered. The School and Officers of the Council work closely with parents to ensure that detailed assessments are in place to support the inclusion of pupils, where possible within their chosen school.

Usage of Accommodation

The LA continually reviews the usage of accommodation at all Infant, Junior and Primary schools and subsequently updates the Capacity and Admission Number to reflect this review. Allocation of placement will be carried out using the Authority's published admission arrangements.

Admission Forum

In line with The Education (Admission Forums) (Wales) Regulations 2003 the Authority has established an Admission Forum which will enable us to bring together admission authorities and others with an involvement in school admissions within the area.

Welsh Language Policy

In accordance with the Welsh Government's Welsh-medium Education Strategy (April 2010), the LA's policy is that every child should have the opportunity to learn and use the Welsh language effectively. Currently provision is made for this in the following ways, in line with the LA Welsh in Education Strategic Plan.

Education is available at Welsh Medium Primary Schools to all pupils whose parents select that medium of education. Although the main medium of instruction is Welsh, pupils in Key Stage 2 also study the National Curriculum programmes of study for English to the appropriate level.

Pupils will be able to continue their education at a Welsh Medium Comprehensive School.

The teaching of Welsh as a second language in English Medium Schools.

In the foundation Phase Welsh is taught to all pupils. The emphasis is on using the language with purpose and in meaningful situations. In addition, the incidental use of the language during the school day is encouraged.

At Key Stage 2, the language is further developed orally and more attention is given to teaching, reading and writing skills.

At Key Stages 3 and 4 Welsh is taught to all pupils. Opportunities are provided in all schools for pupils to continue their studies for both the 16+ and “A” level examinations.

Admission Numbers

Educational Establishment	Capacity of School from Sept 2026	Admission Number
Aberbargoed Primary	210	30
Abercarn Primary	235	33
Bedwas Infants	120	40
Bedwas Junior	173	43
Blackwood Primary	390	55
Bryn Awel Primary	173	24
Bryn Primary	205	29
Cefn Fforest Primary	255	36
Coed-Y-Brain Primary	207	29
Crumlin High Level Primary	131	18
Cwmaber Infants	90	30
Cwmaber Junior	123	30
Cwmcarn Primary	204	29
Cwmfelinfach Primary	203	29
Cwm Ifor Primary	210	30
Cwrt Rawlin Primary	329	47
Deri Primary	80	11
Derwendeg Primary	206	29
Fleur-de-Lys Primary	114	16
Fochriw Primary	90	12
Gilfach Fargoed Primary	151	21
Glyn-Gaer Primary	240	34
Graig-y-Rhacca Primary	180	25
Greenhill Primary	167	23
Hendre Primary School	339	48
Hendredenny Park Primary	210	30

Hengoed Primary	174	24
Idris Davies School 3-18 (Primary)	210	30
Libanus Primary	309	44
Llancaich Juniors	188	46
Llanfabon Infants	120	40
Machen Primary	192	27
Maesycwmmer Primary	133	19
Markham Primary	189	27
Nantyparc Primary	204	29
Pantside Primary	204	29
Park Primary	144	20
Pengam Primary	200	28
Penllwyn Primary	137	19
Pentwynmawr Primary	123	17
Phillipstown Primary	144	20
Plasyfelin Primary	394	56
Pontllanfraith Primary	201	28
Rhiw Syr Dafydd Primary	546	78
Rhydri Primary	84	12
Risca Primary - Infants	87	29
Risca Primary - Junior	240	60
St. Gwladys Bargoed School	395	56
St. Helens RC Primary School	210	30
St. James Primary	291	41
The Twyn School	393	56
Tiryberth Primary	134	19
Trinant Primary	180	25
Ty Isaf Infants	120	40
Tynewydd Primary	220	31
Ty Sign Primary	450	64
Tynywern Primary	223	31
Upper Rhymney Primary	155	22
Waunfawr Primary	180	25
White Rose Primary	232	32
Ynysddu Primary	114	16
Ystrad Mynach Primary	378	54
Ysgol Bro Sannan	148	21
Ysgol Gynradd Gymraeg Caerffili	415	59
Ysgol Cwm Gwyddon	385	55
Ysgol Gymraeg Trelyn	195	27
Ysgol Ifor Bach	240	34
Ysgol Gymraeg Gilfach Fargoed	145	20
Ysgol Gynradd Gymraeg Y Castell	480	68
Ysgol Gymraeg Bro Allta	298	42

Ysgol Y Lawnt	206	29
Ysgol Penalltau	240	34
Ysgol Gymraeg Cwm Derwen	210	30
Bedwas High	764	138
Blackwood Comprehensive	1000	200
Heolddu Comprehensive	851	147
Idris Davies School 3-18 (Secondary)	754	147
Islwyn High School	1023	205
Lewis School	1343	245
Newbridge School	1067	213
Risca Community Comprehensive	693	139
St. Cenydd School	1068	195
St. Martins Comprehensive	1092	186
Ysgol Gyfun Cwm Rhymni Gellihaf	1210	215
Ysgol Gyfun Cwm Rhymni Y Gwyndy	845	169