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# Admission Pack



## Admission to Reception September 2009

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*Children and Young People Service,  
16 Lord Street, Wrexham, LL11 1LG  
Tel: 01978 297505*

*This pack is also available in Welsh. If you require a pack in an alternative format (e.g. Braille, large print, audiotape, or in another language), please contact the Admissions Team on the above telephone number.*

**To: Parents/Carers of Children Seeking Admission to Reception Classes in September 2009**

Dear Parent/Carer

**Admission to Reception at Infant/Primary School - September 2009**

The School Standards and Framework Act (1998) enables you to express a preference for the infant/primary school you would wish your children to attend. To help you to do this, the Local Education Authority (LEA) has to publish certain information about its schools and policies which, together with the prospectus that the school has prepared, will help you state your preference. A copy of the County Borough's 'Parents' and Carers' Guide to Education Services in Wrexham' accompanies this pack. Further copies are available at the Authority's schools, offices and, for reference purposes, at public libraries. If you wish to visit a school prior to expressing your preference, you should arrange an appointment with the headteacher. You will then be able to express your preference on the basis of the information contained in these documents and on the basis of any visit(s) you have made to the school(s). *Please refer to page 6 of the publication mentioned above.*

Please note that the law does not allow you to choose a school for your child, merely to state a preference to attend at a particular school. Of course, every effort will be made to ensure that your child gets a place at your preferred school.

**The Authority will accept only the pupil's home address and not that, for example, of childminder or grandparents. Parents may be asked to provide official documentation showing home address. Parents are advised that a school place may be lawfully withdrawn if the information given on your application form is fraudulent or misleading, and the consequence of this may be that there would be no place available at your next nearest school. If two parents cannot agree which school/schools they prefer, they must seek independent legal advice, and if necessary an appropriate court order, before submitting their one application form to the LEA.**

If your child has a disability which could affect his/her progress and participation in school life, please note this on the form.

If your child has a Statement of Special Educational Needs, the LEA will try its best to allow your preference of infant/primary school but it has to make sure that the school can meet your child's needs fully. After your form has been received, an LEA Officer will write to you and may wish to arrange a meeting to discuss your child's primary education.

If your child has an older brother or sister currently registered at the preferred school, who will still be registered at the time the younger one is due to start, please note this on the admission form, giving his/her name and date of birth.

The Admitting Authority will admit pupils up to the school's admission number (*this number is shown in the school list in the 'Parents' and Carers' Guide to Education Services in Wrexham*). Late applications will be dealt with after all those that have been handed in by **17 October 2008**. It is, therefore, very important for you to meet the deadline referred to.

In the event that there are more applications made than there are places available at your preferred school, the Admission Authority will apply the criteria published in the County Borough's 'Parents' and Carers' Guide to Education Services in Wrexham' to decide who should be given the places at that school. **Parents are reminded that if their child is currently in nursery, there is no guarantee of a place in reception at that school.**

If you have expressed a preference for a community or a voluntary controlled school, your application will be considered by the LEA. Alternatively, if you have expressed a preference for a Catholic or Church in Wales aided school, your application will be considered by the governing body of that school, you are advised to contact these schools directly for further information before stating your preference on the LEA's admission application form. (Please refer to 'Parents' and Carers' Guide to Education Services in Wrexham' for further information).

It will take some time for the allocation process to be completed but you will be informed by **9 March 2009** whether or not your child has been allocated a place at your preferred school.

If the LEA, or in the case of the voluntary aided sector the governing body of the school, are unable to comply with your preference and are unable to allocate a place for your child at your preferred school, you will have the right to make representations to an independent Appeals Panel.

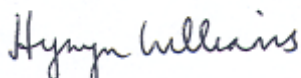
If you wish to appeal in the case of a community or voluntary controlled school, you should write to the Chief Learning and Achievement Officer. For a Catholic school, any appeal should be referred to the Secretary of the Diocesan Education Committee and for a Church in Wales aided school you should contact the Diocesan Council for Education. The relevant addresses are to be found in the County Borough's 'Parents' and Carers' Guide to Education Services in Wrexham'. For pupils with statements this procedure is dealt with by Mrs Ann Pumford, Pupil Support Officer. She is based at 16 Lord Street, Wrexham and can be contacted on 01978 297505.

Admission to community or voluntary controlled primary/infant schools is governed by the Authority's Admissions Policy. Should you choose a community or voluntary controlled school other than the nearest primary/infant school, the Authority will not be in a position to provide transport for your children and consequently you will have responsibility to make and pay for such arrangements. Details about the Transport Policy are set out in the County Borough's 'Parents' and Carers' Guide to Education Services in Wrexham'.

**Should your circumstances change after you have submitted your admission form and you need to change your preference of school, please contact the Admissions Office on 01978 297505.**

**Please detach and keep this letter, complete the attached application form and return to the headteacher of your preferred school by 17 October 2008.** If you have any concerns or queries about the contents of this letter, please contact the Admissions Office.

Yours sincerely



**Chief Learning and Achievement Officer**

*Enc: County Borough's 'Parents' and Carers' Guide to Education Services in Wrexham'.*

### **Parental Responsibility**

Following changes made to the legislation regarding children in 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 those persons with parental responsibility, with whom the child does not live, can be provided with school reports and given an opportunity to be involved in the child's education. A parent in relation to a child or young person includes any person who, although not a parent, does have parental responsibility for the child. It also includes a person who has the daily care of the child. Persons who have parental responsibility automatically are:

- Mothers always have parental responsibility;
- Fathers also have parental responsibility for a child if the father is married to the mother at the time of the child's birth. This continues after any divorce/separation/remarriage even if the child lives apart from them;
- Unmarried fathers have parental responsibility where the mother and father register the birth of the child together (this is an amendment to the Children Act 1989 which came into force on the 1<sup>st</sup> December 2003 and is not retrospective);

Other people can attain parental responsibility under one of the following methods:

- a) Unmarried father gains parental responsibility:-
  - (i) upon marrying the mother;
  - (ii) by completing a parental responsibility agreement, obtained from a Court Office and to be completed by both the mother and the father;
  - (iii) by obtaining a Court Order giving the father parental responsibility
- b) A person who is appointed by the court or the parent as a guardian for the child gains parental responsibility at the time the appointment takes effect
- c) Where the court orders that the child shall reside with a named person, that person gains



**RECEPTION R2009**

**SECTION 1 - CHILD DETAILS**

CHILD'S SURNAME/FAMILY NAME:

CHILD'S FIRST NAME(S):

CHILD'S GENDER:  Male  Female      DATE OF BIRTH:

*(tick appropriate box)*

HOME ADDRESS:   
*(Child's permanent address)*

*(Postcode must be completed)*      POSTCODE

TELEPHONE NUMBER: *(including STD code)*      Home:       Business:

NAME OF PARENT(S), OR CARER *(Full name. Please include address if different from above)*

Mr	(Relationship to child)
<i>(Delete as appropriate)</i>	
Mrs/Miss/Ms	(Relationship to child)

Does your child have a Statement of Special Educational Need issued and monitored by Wrexham County Borough Council's Education Inclusion and Prevention Services?      Yes/No

**SECTION 2 - SCHOOL PREFERENCE DETAILS**

Once you have decided on the type of school preferred, please list below your 3 preferences in the order of preference. *(You can refer to the 'Parents' and Carers' Guide to Education Services in Wrexham' for further information on English medium, Welsh medium and church aided schools)*

**1<sup>st</sup> Preference School:** \_\_\_\_\_

**2<sup>nd</sup> Preference School:** \_\_\_\_\_

**3<sup>rd</sup> Preference School:** \_\_\_\_\_

Please give reasons for your preference: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE: If your child is currently in nursery, there is no guarantee of a place in reception at that school.**

### SECTION 3 - ADDITIONAL INFORMATION

**PRESENT NURSERY** (If applicable): \_\_\_\_\_

If the child is NOT a current resident of Wrexham County Borough please tick box

**SIBLING:** (Brothers and sisters whether full, half, step or foster will be considered relevant where living together and **where the older child will be still registered at the school when the younger one would be eligible to attend**)

Will there be older sister(s)/brother(s) attending the infant/ primary school when your child is due to start? Yes/No

If **yes**, please give their name(s) and date(s) of birth

Name: _____	DoB: _____	Present Year Group: _____
Name: _____	DoB: _____	Present Year Group: _____
Name: _____	DoB: _____	Present Year Group: _____

Will you please note below any special problems or difficulties (whether they be educational, medical, physical, social or emotional that may affect your child's education): \_\_\_\_\_

#### APPLICANT DETAILS:

Print Parent's/Carer's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

ADDRESS: (If different from overleaf) \_\_\_\_\_

\_\_\_\_\_ POST CODE: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE NOTE: All correspondence relating to this application will be addressed to the above applicant.**

In accordance with the Data Protection Act 1998, the information requested will be held for LEA/School and child protection/children in need purposes only, or such other purpose as may be provided from time to time. This information may also be shared with other LEAs.

**THIS FORM SHOULD BE RETURNED TO THE HEADTEACHER OF YOUR PREFERRED SCHOOL BY 17 OCTOBER 2008**