

To: Parents/Carers of Children Seeking Admission to Reception Classes in September 2012

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R2012 Reception
RAJ/ *adr2*
5 September 2011
Ann Jones
01978 297505

Dear Parent/Carer

Admission to Reception at Infant/Primary School - September 2012

The Local Authority (LA) 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 for the infant/primary school you would wish your child to attend. A copy of the County Borough's 'Parents' and Carers' Guide to Education Services in Wrexham' outlines this information and accompanies this application form. If you wish to visit a school prior to expressing your preference, you should arrange an appointment with the headteacher.

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 Parents are advised that a school place may be lawfully withdrawn if the information given on their application form is fraudulent or misleading, and the consequence of this may be that there would be no place available at their 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 LA.

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

If your child has a Statement of Special Educational Needs, the LA 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 LA Officer will write to you and may wish to arrange a meeting to discuss your child's primary education.

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 **31 October 2011**. It is, therefore, very important for you to meet the deadline referred to.

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 LA. 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 LA's admission application form.

It will take some time for the allocation process to be completed, but you will be informed by **23 March 2012** whether or not your child has been allocated a place at your preferred school.

If the LA, 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.

Should you choose a school other than the nearest primary/infant school, the Authority will not be in a position to provide transport for your child 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 31 October 2011. If you have any concerns or queries about the contents of this letter, please contact the Admissions Office.

Yours sincerely



John Davies
Head of Lifelong Learning

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:

Please notify the Admissions Team if your child's address changes during the admissions procedure. Where a place is offered on the basis of information provided on this form, which is later found to be fraudulent or intentionally misleading the place may be withdrawn. The Authority may ask for official documentation as proof of residency.

NAME(S) OF PARENT(S) OR CARER(S) WITH PARENTAL RESPONSIBILITY (refer to page 9 'Parents' and Carers' Guide to Education Services in Wrexham')

Mr/Mrs/Miss/Ms	Initials:	Surname:	Home Telephone/Daytime Number:
Mr/Mrs/Miss/Ms	Initials:	Surname:	Home Telephone/Daytime Number:

ADDRESS(ES) (if different from pupil's address) and home telephone number (where available):

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).* If you are stating a preference for a church aided school or a school outside Wrexham County Borough **you MUST also contact the appropriate admission authority for that school** as additional information may be required to support your application.

1 st Preference	<input type="text"/>
2 nd Preference	<input type="text"/>
3 rd Preference	<input type="text"/>

Please give reasons for your preference *(please continue on a separate piece of paper if required)*

Expressing a preference does not guarantee admission to your chosen school. If you do not express 3 preferences, or you submit this form late, it will be less likely that your child will be able to attend a school of your choice.

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) _____

Does your child have a Statement of Special Educational Needs issued and monitored by Wrexham County Borough Council's Education Inclusion Service?	Yes	No
Is the child Looked After by a Local Authority (in public care)? Please state which Local Authority:	Yes	No

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

SIBLINGS (and any other children living at the same address)

Names of brothers and sisters (whether full, half, step or foster will be considered relevant where living together as part of one household) who will still be attending the preferred school in September 2012.

Name of Sibling	Date of Birth	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):

Continue on a separate sheet if necessary...

If the number of applications to your preferred school is greater than the number of places available, the information you give will be used to rank your child's priority against the oversubscription criteria of the relevant school. For LA community schools refer to page 10 of the 'Parents' and Carers' Guide to Education Services in Wrexham'.

PARENT'S/CARER'S DECLARATION

I declare that all the information which I have provided is true. I understand that any school place allocated on the basis of fraudulent or intentionally misleading information may be withdrawn. I am aware that the information given on this form may be shared with neighbouring LAs for the co-ordination of admission arrangements.

Signature of Parent/Carer Date

Information held by the LA on pupils, their parents or legal guardians may also be shared with other organisations when the law allows.

For further information on how your information is used and your rights to access the information which we hold on you please see the privacy notice on our website www.wrexham.gov.uk

**THIS FORM SHOULD BE RETURNED TO THE HEADTEACHER OF YOUR PREFERRED SCHOOL
BY 31 OCTOBER 2011**