

**WREXHAM COUNTY BOROUGH COUNCIL
TRANSFER OF PUPILS TO SECONDARY SCHOOL SEPTEMBER 2012
ADVICE FOR PARENTS/CARERS ON COMPLETING THE ATTACHED FORM**



Please detach and keep these notes for future reference. The notes should be read in conjunction with the enclosed booklet 'Parents' and Carers' Guide to Education Services in Wrexham 2012/2013'.

1. Why do I need to complete the preference form?

By law, the Local Authority (LA) must give you an opportunity to express a preference for the school you would like your child to attend, and to give reasons for your preference. The relevant Admissions Authority must offer a place according to preferences, up to each school's published admission number (published in the 'Parents' and Carers' Guide to Education Services in Wrexham'). Please note that although the LA will endeavour to ensure that your child goes to your preferred school, there is no automatic right for your child to be educated at your preferred school. Parents can state up to 3 preferences indicating the order of preference.

2. What happens if I do not complete and return the preference form?

If you do not complete and return this form by the required date the relevant authority may not be able to offer your child a place at your preferred school within the Wrexham area (this includes church aided and foundation schools) for September 2012.

3. If I ask for a different school other than the nearest suitable secondary school, will I get free transport?

Please refer to the Transport Policy published in 'Parents' and Carers' Guide to Education Services in Wrexham'. If you express a preference for a school that is not your nearest suitable school, then you will have the responsibility to make and pay for arrangements for your child to go to that school.

4. I have an older child already attending my preferred school – do I still need to return this form?

Yes, you must still complete and return the form.

5. If I do not get a place at my first preference school, and it is not my nearest secondary school, will I then be able to have a place at my nearest school?

If you name as your first preference a school other than the nearest secondary school and your application is unsuccessful, your other preference(s) will then be considered in line with the admission authority's published over-subscription criteria. The information booklet enclosed with this form shows the number of places available at each school, and the anticipated numbers for September 2011. This is only a guide and the position may, however, be different in 2012.

6. If there are more preferences than places available at my preferred school, how will the places be allocated?

Preferences for places at LA community schools are considered on the basis of the Authority's published over-subscription criteria which is published in the 'Parents' and Carers' Guide to Education Services in Wrexham'. The information that you provide on the attached form is important.

All preferences received within the stated timescale of 05/09/2011 to 31/10/2011 are considered before late applications. If your application is late then your child may not be offered a school place at your preferred Wrexham maintained school for September 2012, as the school may be full.

If you wish to put forward medical and/or psychological circumstances in support of your preference for a particular school, then you **must** attach written evidence from a medical practitioner or psychologist.

Preferences for places at church aided and foundation schools will be considered against that school's published admissions criteria. Admission policies are published in the 'Parents' and Carers' Guide to Education Services in Wrexham' and can be viewed on line at www.wrexham.gov.uk following the link to Education and Learning, School Admissions and Transfers, Policy for Admission to Schools.

7. What can I do if my preferences are not met?

If your preferences cannot be met, you will be invited to express further preferences. If this happens you will still have a right of appeal against the decision not to meet your first (or other) preference to an independent appeals panel. Submitting an appeal will not affect any second preference school place already allocated to your child. Information about admission appeals can be found in the 'Parents' and Carers' Guide to Education Services in Wrexham'.

8. I am applying to the voluntary aided Catholic and Anglican secondary school (St Joseph's Catholic and Anglican High School), or the Foundation school (The Maelor School, Penley) should I complete the form?

Yes, as the LA collates this information and passes it to that school. However, as the LA is **not** the admitting authority for these schools, all parents wishing to apply for a place at St Joseph's Catholic and Anglican High School or The Maelor School Penley, **must also contact that school in the first instance to make an appointment to visit the school and meet the headteacher.** (Please note that this is not an interview but an opportunity for parents to seek information regarding provision in these schools).

9. I am applying to an independent school or a school in another local authority for September 2012 – should I still complete this form?

Yes, as the Authority collates this information and passes it to the appropriate outside authority. Even if your first preference is for a school outside Wrexham County Borough, it is essential that you also use this form to state a preference for a Wrexham County Borough maintained school, in case your application for an independent or non-County Borough school is unsuccessful. You should also contact the appropriate admission authority as you may be required to complete additional forms.

If your child has already been offered a **definite** place at an independent or other LA maintained school, please state this on the application form.

10. Can I use a different address, other than home address, for my child's application?

No, 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 the application form is fraudulent or misleading, and the consequence of this may be that there would be no place available at the next nearest school. The Local Authority cannot accept two applications for one child. Parents must therefore reach a joint agreement or obtain an appropriate Court Order and submit only one application form.

11. Where do I return the completed form to and by when?

Please return the completed form to the headteacher of your child's current junior/primary school by **31 October 2011**. Please note this date as in the event that there are more applications than places available, applications received within the deadline will be given priority and will be considered before those handed in after the deadline.

12. When will I be informed if my child has a place at my preferred school?

You will be contacted as soon as the allocation process has been completed. In any event, you will be informed by **1 March 2012** whether or not your child has been allocated a place at your preferred school.

13. I am still unclear about the arrangements, or have a further question – where can I go for further advice?

Please contact the Admissions Team at 16 Lord Street, Wrexham, LL11 1LG or telephone 01978 297505. E-mail: A&T@wrexham.gov.uk Visit our website at: www.wrexham.gov.uk

SECTION 1 – CHILD DETAILS

CHILD'S SURNAME/FAMILY NAME:

CHILD'S FIRST NAME(S):

CHILD'S GENDER: (Tick appropriate box) Male: Female: DATE OF BIRTH:

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.

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

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

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, foundation and church aided schools).

If you are stating a preference for St Joseph's Catholic & Anglican High School or The Maelor School, Penley, **you MUST also contact that school** as additional information may be required to support your application. For schools outside Wrexham Council you should also contact **the appropriate admission authority for that school**.

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

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

SECTION 3 - ADDITIONAL INFORMATION ABOUT YOUR APPLICATION

The information provided on this form will enable a decision to be made on your application against the admissions criteria of the relevant school. For LA community schools these are set out on page 10 of the 'Parents' and Carers' Guide to Education Services in Wrexham' enclosed with this form.

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
Which primary school does your child currently attend?		
Does your child have any additional learning needs or other special circumstances, including medical reasons?		
Has your child expressed an interest in joining the Welsh Immersion Scheme at Ysgol Morgan Llwyd?	Yes	No

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 secondary school in September 2012.

Name of Pupil	Present Year Group (7, 8, 9 ... etc)	Date of Birth

REASON FOR PREFERENCE & OTHER RELEVANT CIRCUMSTANCES

Continue on a separate sheet if necessary...

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 MUST BE RETURNED TO THE HEADTEACHER OF YOUR CHILD'S CURRENT SCHOOL BY 31 OCTOBER 2011

Welsh Late Immersion Programme

RAJ
5 September 2011
Nick Williams
01978 317647
nick.williams@wrexham.gov.uk

Dear Parent/Carer,

Your child will be embarking on secondary education in less than 12 months time. You are about to make a decision on which secondary school he/she will attend next September. Before you indicate your preference we would like to inform you of a project that will enable pupils to transfer from English medium primary schools to access a full bilingual education at Ysgol Morgan Llwyd as indicated on page 6 of the Parents' and Carers' Guide to Education Services in Wrexham 2012/2013. You are asked to consider whether it would be advantageous to your child, later on in life, to be fluent in two languages which in many ways can improve opportunities.

With the full support of the Welsh Government, the Welsh Language Board has developed a national project to provide late immersion for pupils to access Welsh medium education. Prior to full attendance at Ysgol Morgan Llwyd in September 2012 pupils will be supported in their primary school by our Welsh Advisory Team from January 2012. Following the Whitsun break they will embark on a six week immersion course based at Ysgol Morgan Llwyd. A small number of pupils have transferred to Ysgol Morgan Llwyd from English medium primary schools in the past and have adapted very well to Welsh medium education.

Transport can be made available for the 6 weeks course for pupils who fulfil the Council's qualification criteria for free school transport.

An informal information evening will be held at Ysgol Morgan Llwyd on Monday, 26 September 2011, at 6.30 pm. Please ring the Headteacher's Secretary on 01978 315050 to confirm your attendance.

If you would like to discuss this opportunity further please contact either Nick Williams, Head of Service 8 -14, on 01978 317647 or Mr Huw Foster Evans, Headteacher, Ysgol Morgan Llwyd on 01978 315050.

If your son/daughter does join the immersion course at Ysgol Morgan Llwyd and finds that they are having difficulty adapting to Welsh medium education they will still be able to access English medium secondary education in September 2012.

Yours sincerely,



1 **Head of Lifelong Learning**

cc Mr Huw Foster Evans – Ysgol Morgan Llwyd
Mr K Garvey - Transport