Parents’ Guide
to education services in Wrexham

2019/20
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**NOTE:** This booklet is compiled as a guide for parents whose children are entering or transferring schools in September 2019. Although every effort has been made to ensure that the information is correct at the time of printing there may be subsequent changes to the information or the procedures outlined.

Published September 2018
Letter from the Head of Education

Dear Parent/Guardian

In accordance with the law, all Local Authorities have an obligation to provide an opportunity for parents/guardians to express a preference when choosing a school for their children. This is one of the most important decisions you will take on behalf of your child. This guide aims to help you to understand the arrangements for admitting children to schools within the County Borough. It provides information on your rights and responsibilities and answers questions frequently asked about your child’s school.

As a parent/guardian, you have a right to expect your child to receive a good education. Wrexham Local Authority, in partnership with our schools, are committed to providing our children and young people with a positive start in life. We want everyone in Wrexham County Borough to have high aspirations, the confidence, opportunities and qualifications to achieve their potential.

We want our schools to be an important part of the community and to be local parents’ and pupils’ first choice, with success rates that compare well across Wales and the wider UK. This includes ensuring our vulnerable groups of learners are well supported so that they are able to access a quality learning experience.

Together with our schools, we have developed a Wrexham education partnership purpose statement;

“Working together to provide an excellent and inclusive school for every child and young person in Wrexham – working together for excellence” where “every child matters”.

May I take this opportunity to wish your child every success as s/he embarks on an exciting stage in their life, whether it be starting school or moving on to secondary school.

If you require any further information, please do not hesitate to contact the admissions team who will be happy to help.

Yours sincerely

Ian Roberts
Head of Education
Introduction

This booklet has been produced by Wrexham County Borough Council to give general information about the school admission policy as managed by the Local Authority (LA). It will be of particular interest to parents whose children are about to start school or are to transfer to their next phase of education. Copies of this booklet are provided free of charge from Contact Wrexham, 16 Lord Street, Wrexham, LL11 1LG and are available for reference at the Authority’s schools, public libraries and on-line at www.wrexham.gov.uk.

School Prospectus Availability

If more detailed information is required about a particular school then the headteacher of that school should be contacted directly. Each school publishes a prospectus, which gives details regarding its organisation and the curriculum which it provides. These are available to parents, free of charge, from individual schools. School Inspection Reports can be accessed on-line at www.estyn.gov.uk following the links to Inspection Reports.

Equality, Human Rights and Diversity

Wrexham County Borough Council believes that equality is the cornerstone of what we do and that all individuals have a right to develop and achieve their full potential through the education system.

Education and lifelong learning promote mutual respect - equipping everyone with an awareness of diversity and its value, to prepare them for a life in which every person, regardless of their background, beliefs, abilities and preferences can contribute to society, and feel that they belong.

Not everyone has the same starting point in life and we recognise that socio-economic and other factors including negative stereotyping, prejudice and identity based bullying and harassment are barriers that can limit the life chances of many groups of people. We recognise the important role education has in raising aspirations and enabling the social mobility of people across the district.

We recognise our obligations under the Equality Act 2010 and the Human Rights Act 1998 as employers, service providers and community leaders. We will work to advance equality, address inequalities, combat discrimination and promote good community relations for the benefit of the full spectrum of stakeholders within the education service, including: children, young people, head teachers, governing bodies, teaching and non-teaching staff, volunteers, parents and the wider community.

The Authority will work to improve the life chances of all children in the district by removing barriers to educational attainment and personal development and will actively promote equality of opportunity for everyone.

Where appropriate we will use Positive Action provisions, as permitted by the Equality Act 2010, to address deep rooted and stubborn inequalities that stifle many minority groups and will seek to improve attainment and progression for all pupils and learners.
Admission to School

If your child is a new school entrant you should decide on the type of school required, this can be:

- English medium education (Welsh taught as a second language)
- Welsh medium education (education through the medium of Welsh, children become bilingual, entry to Welsh medium education is preferable at nursery level, but also possible at other stages)
- Denominational education (Faith based church voluntary aided and voluntary controlled schools)

Wrexham LA operates a single entry in September each year; your child should reach the age below to qualify:

<table>
<thead>
<tr>
<th>Current School</th>
<th>New School</th>
<th>Age by 31/08/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>Nursery</td>
<td>3</td>
</tr>
<tr>
<td>Nursery</td>
<td>Reception/Primary</td>
<td>4</td>
</tr>
<tr>
<td>Primary</td>
<td>Secondary</td>
<td>11</td>
</tr>
</tbody>
</table>

Admissions Timetable

All applications received by the LA closing date will be considered collectively. If a school is over-subscribed the admission authority will assess applications against their published criteria.

<table>
<thead>
<tr>
<th>Admission Phases</th>
<th>Admission packs available to parents from:</th>
<th>Parents consideration period</th>
<th>Closing date for receipt of completed forms</th>
<th>Allocation period by Admitting authority</th>
<th>Parents informed by:</th>
<th>Closing date for appeals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursery</td>
<td>02/01/2019</td>
<td>02/01/2019 – 22/02/2019</td>
<td>22/02/2019</td>
<td>25/02/2019 – 29/03/2019</td>
<td>10/05/2019</td>
<td></td>
</tr>
</tbody>
</table>

Late applications will be considered using the same published criteria, however, should a school be over-subscribed then any late applications will be considered after those received by the LA closing date. This means that you may have less opportunity to be allocated to your preferred school if your application is received after the closing date. Parents who submit an application expressing preferences will have priority over those who don’t.

The Process

Step 1 Parents apply on-line for school places (see Admissions Timetable). Paper applications may still be made by calling into Contact Wrexham Centre to request an application form. Paper applications should be returned directly to the Local Authority.

Step 2 Allocation of school places by LA/Admission Authority

Step 3 Notification sent by LA/Admission Authority to parents
If you express a preference for a voluntary aided school or foundation school in Wrexham the relevant school will be sent your details. The timetable for admissions (page 4) also applies to voluntary aided and foundation schools. These schools are responsible for considering your child’s application against others received in accordance with their own admission criteria. The school governors use the school’s own admission criteria to rank applications and make offers of places. Any preferences not met will be returned to the LA and will be treated equally with other preferences expressed for Wrexham Community Schools.

If you apply for a place at a Wrexham community school which becomes over-subscribed, the LA applies their own published admission criteria to rank all preferences expressed to see who can be offered a place. The place that is offered will be the one that is available, and that best meets the preference expressed on the child’s application.

Parents who wish to appeal over a refusal to a particular school must notify the LA in writing no later than 4.00pm on the published closing date. (There is no right of appeal for Nursery refusals). See page 20 for further information. Contact the Admissions Team should you need to discuss any admissions problems.

If the school for which you express a preference is in another county its admissions timetable may be different. Please contact the respective Local Authority (LA) to ensure you do not miss its closing date for applications.

**Transition to Secondary School**

Provisional date for the common school transfer day – 27th June 2019. This is when Year 6 primary pupils visit their allocated secondary school.

**Schools**

Information on the admission of pupils is available from the Local Authority (LA). There are maps on pages 98 and 99 showing the location of all schools in the Wrexham County Borough area and a list on page 96 onwards with the addresses of all schools and names of the headteachers.

The following types of schools exist in Wrexham County Borough:-

**Nursery Education**

Nursery education is co-educational, provided on a part-time basis, at one nursery school in the town centre and in classes which are located in infant and primary schools within Wrexham County Borough.

**Primary Education**

The County Borough Council has the following co-educational day schools:

<table>
<thead>
<tr>
<th>Type</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Community (English)</td>
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</tr>
<tr>
<td>Primary Community (Welsh)</td>
<td>7</td>
</tr>
<tr>
<td>Primary Church in Wales Controlled</td>
<td>5</td>
</tr>
<tr>
<td>Primary Church in Wales Aided</td>
<td>9</td>
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<tr>
<td>Primary Catholic Aided</td>
<td>2</td>
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Secondary Education

There are 9 secondary schools in the County Borough, of which 7 are LA community schools, (which includes one Welsh medium), one Catholic and Anglican school and one foundation school. All secondary schools are co-educational day schools.

Welsh Medium Education

The Authority maintains a number of Welsh medium co-educational day schools, where Welsh is the main medium of delivery. The Authority also operates a support service for late comers to Welsh medium primary education. Children will receive intensive support to immerse them in the Welsh language at their host school. A high percentage of pupils currently attending Welsh medium schools in Wrexham come from predominately English speaking homes. For further information see the School List on page 96.

Foundation Schools

There is one Foundation co-educational secondary high school maintained by the LA in Wrexham, The Maelor School, Penley.

Denominational Schools (Voluntary Controlled)

These co-educational day schools, whilst under the auspices of the LA as far as admissions are concerned, also offer an education which is founded on Christian principles and values. There are Church in Wales controlled primary schools at Eyton, Chirk Pentre, Talwrn Green (Borderbrook), Rossett (St Peter’s), and Wrexham (St Giles).

Denominational Schools (VoluntaryAided)

These are voluntary aided co-educational day schools which are maintained jointly by the Local Authority and denominational bodies. All aided schools in the County Borough are either part of the Catholic or Church in Wales denominational groups. The Catholic primary schools in Wrexham are St Anne’s and St Mary’s. The Church in Wales primary schools are at Minera, Brymbo (St Mary’s), Ruabon (St Mary’s), Gresford (All Saints), Hanmer (St Chad’s), Overton (St Mary’s), Penley (Madras), Isycoed (St Paul’s) and Bronington. St Joseph’s Catholic and Anglican High School is a shared faith secondary school.

Admission to these schools is the responsibility of the governing body of each school with places being allocated in accordance with their approved published criteria, as defined by each respective governing body. Denominational and foundation schools’ admission policies are published in this document and can also be viewed online at www.wrexham.gov.uk, following the link to School Admissions. The majority of places are allocated to Catholic and Church in Wales children who meet the criteria. A number of non-Catholic or non-Church in Wales pupils are also admitted in accordance with diocesan policy. The policy takes into consideration the desire of parents for a particular religious ethos for the education of their children. The LA will ensure that parents wishing to have their children educated at a denominational (Church) school will have the opportunity to express their preference for such a school.

Anyone interested in applying for places at Denominational Schools should approach the schools directly for further information before making their applications.
Special Education/Special Provision

The vast majority of Wrexham mainstream schools will be able to meet the needs of pupils with special educational needs through the implementation of appropriate strategies, individual interventions and programmes which are often recommended by external agencies.

For some pupils their special educational needs are best met in a smaller class within a mainstream school. These are called Resourced Provision. Wrexham County Borough Council has a number of these Resourced Provision classes in nursery, primary and secondary schools which meet the needs of pupils with a range of additional learning needs.

For a small percentage of pupils whose special educational needs are more significant, complex and long term it may be more appropriate to access specialist provision either at Ysgol Heulfan, Alexandra CP or at St Christopher’s.

Parents who wish to obtain further advice and information concerning special educational needs, should contact the Education Inclusion Service, Children and Young People Service, Lambpit Street, Wrexham, LL11 1AR (Tel: 01978 295498/5499).

The Special Educational Needs Policy can be accessed at www.wrexham.gov.uk, following the link to Education; Child Welfare; Inclusion Service & Education Support. For independent advice contact the Parent Partnership Co-ordinator, Wrexham & District Citizens Advice Bureau, 35 Grosvenor Road, Wrexham, LL11 1BT. (Tel: 01978 358526).

Policy and Procedures for Admission to schools

The County Borough Council, as Local Authority (the LA), is responsible for determining the policy and procedure for admissions, and for the admission of all pupils to community primary, secondary and special schools and voluntary controlled schools. The LA will consult annually with school governing bodies and the Diocesan Education Authorities in relation to any changes in admission arrangements and published criteria.

The governing bodies of aided and foundation schools are responsible for determining the over subscription criteria and procedure arrangements for admissions, and for the admission of pupils to their schools. The LA will consult and co-operate with the governing bodies and the Diocesan Education Authorities in relation to admissions.

The LA will comply with statutory requirements and will give full recognition to the expression of parental preference and in the case of sixth form admissions, to the expression of a preference by a young person, in the context of its duty to ensure the provision of effective education and the efficient use of education resources. The LA will admit pupils up to the admission number of each school and will not refuse applicants for a particular school unless that school has reached its admission number, that being the number that can be admitted to a school in any one year group.

If we do not offer a child a place at this school, it is because the increase in numbers would adversely affect the education of our current pupils.

When a parent gives fraudulent or intentionally misleading information in order to obtain a place at a school for their child, the LA reserves the right to withdraw the offer of a place. Where a place is withdrawn, the application may be resubmitted and if refused, the parent is entitled to appeal against the decision.
Admission Forum/Consultation

The Education (Admission Forums) (Wales) Regulations 2003 requires all Admission Authorities to meet at least twice annually on proposed arrangements. Its role is: to consider existing admission arrangements within a forum area; to promote agreement on admission issues; to consider the admission literature produced by each admission authority; to monitor the admission of excluded children, children in public care (looked after children, or previously looked after children), children with special educational needs and children who arrive outside the normal admission round; and to consider any other admissions issues arising. Core members of the Forum comprise: representatives of the community and voluntary controlled schools, voluntary aided schools, foundation schools, parent governors, local community (Elected Members), and officers of the LA. In addition, representatives of neighbouring LAs, Early Years Partnerships and Special Education Needs are invited to attend. For further information about the Wrexham Schools Admission Forum, please contact the Admissions Team on 01978 298991.

Admission Procedure

The annual admission procedure, applicable to the relevant age group, includes the following stages:

- publication of information on individual schools (school prospectuses) and on the LA’s services to the primary and secondary schools (this guide);
- arrangements to enable parents to express preferences as to which school they would wish their children to attend and in the case of sixth form admissions, expression of a preference by a young person;
- consideration of preferences by the LA/Admission Authority in accordance with the published admissions criteria and in compliance with preferences up to the admission number for each school;
- in cases where preferences are not met, parents may discuss the matter with the admissions team and, in the event of no agreement being reached, to appeal to an independent appeals panel. The right to appeal does not apply at nursery stage;

Notes

- If two parents cannot agree on a preference of school, they must seek independent legal advice, and if necessary, an appropriate court order, before submitting their single application to the LA.
- Parents who express a preference other than at the normal stages/phases of admission will be given the same opportunities as those outlined under Policy and Procedures for Admission to Schools. Normally, a change in school can only be effected at the beginning of a school term but changes arising from exceptional circumstances may be effected during the course of a school term.
Equal Preferences

All preferences received will be considered on the basis of equal preferences. This means parents will be able to express a number of preferences that will be considered in the same way without reference to a preference ranking. Where we are able to offer more than one school, we will offer the parent their highest ranked school that can be offered and withdraw all lower ranked offers. Late applications will continue to be considered after those that have been received by the published closing date.

Please note

Expressing a preference does not guarantee a place at your chosen community or voluntary controlled school, especially if that school is over subscribed. If more parents apply for places at the school than the number of places available, the Authority will apply the over subscription criteria for allocating places.

Care of a Child

Having care of a child or young person means that a person who the child lives with and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law. Parents are asked to co-operate with school staff by providing the school with details of the persons with parental responsibility for a pupil, or who have care of the pupil. Any changes in the arrangements for parental responsibility or in the day-to-day care of the child should be notified to the school. Any reference to parents within this booklet relating to education matters also extends to include any individual who has care of the child(ren).

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 which the child does not live, can be provided with school reports and given an opportunity to be involved in the child’s education.

• 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. If the father was not married to the mother at the child’s birth but subsequently marries the mother he then acquires Parental Responsibility. 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 1st December 2003 and is not retrospective).
• Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically.
Admission Arrangements

The LA will comply with its duty to provide an effective education system and in so doing, will have regard to the total resources, including accommodation and staffing, available to each school. It will consider the resource implications for the Authority and the impact on other education policies.

They are subject to:
- the LA’s obligation to ensure that a pupil with a Statement of Special Educational Need is admitted to a school able to meet those needs;
- the LA’s obligation to comply with the limitation on infant class size legislation;
- the LA’s obligation to ensure the provision of effective education and the efficient use of resources; and any limitation which may arise in relation to a particular school resulting from the application of the admission number, which is the number of children that can be admitted to each year group during the school year.

Over-Subscription Criteria

In considering parental preferences, the criteria will be applied unless the LA has agreed with an individual governing body an alternative order of priority, as published in the school’s prospectus. Where more parents have expressed a preference for a school in a particular year than there is room for, over-subscription criteria will be applied in the following rank order:

1. Looked After Children, or previously looked after children;
2. Children who have exceptional medical, or educational needs (additional learning needs), which in the opinion of the Admissions Authority justify admission to a particular school;
3. Children for whom the preferred school is the nearest suitable school to the pupil’s home address, giving higher priority to pupils who also meet criteria (4) below;
4. Children who have a sibling attending the school on 1st September 2019;
5. Other children for whom criteria 1-4 above do not apply. If there are more applications than places a ‘tie breaker’ will be applied and the places will be allocated in distance order giving priority to those living nearest to the school, the LA consistently uses distances that are measured on a GIS mapping system.

*Please note, any child for whom the school is named in a statement of special educational needs will be admitted before the application of the over-subscription criteria.*

The Local Authority (LA) have noted that for some parents the creation of a new school site at Borras (Hafod y Wern) could mean that they may no longer meet the nearest school criteria within the oversubscription policy for the school where their older children attends (i.e. Bodhyfryd, Plas Coch). In such cases, the LA will apply the following temporary amendment to the current oversubscription policy between 2019 and 2025.

The Local Authority intends to use Borras as the measure for the nearest school criteria when using the temporary site at Hafod Y Wern, to ensure that those individuals from Caia Park are not disadvantaged, and for whom Ysgol Bodhyfryd will remain the nearest school. The aim of this is to ensure that younger siblings starting at the school can attend the same school as their siblings, provided that the school was the nearest suitable school for the eldest sibling(s).

*Where parents/carers have a child on roll at a Welsh medium Wrexham school when the new Welsh medium school opens in 2019, and where they meet the following criteria, they will have the option for the LA to disregarded the new school when any application is received for younger siblings during the Nursery & Reception admission rounds between September 2019 and September 2025.*
· The sibling currently on the school roll **must** be of **Statutory school age**.

· The sibling currently on the school roll, **must** still be on roll at the school in the September of the year of entry of any subsequent siblings.

· The sibling currently on the school roll, **must** currently meet **nearest school criteria**.

· The sibling currently on the school roll, **must** still be living at the same address as at time of application under which **nearest school criteria** was met.

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**Terms/Definitions Used in Over-subscription Criteria**

**Looked After Children**

A ‘Looked After Child’ is deemed to be one who is ‘Looked After’ by a Local Authority in accordance with Section 22 of the Children Act. Wrexham County Borough Council follows regulations set by the Welsh Government to ensure that the interests of these most vulnerable children are protected. These children are given top priority in the over-subscription criteria for all schools, including applications outside of the normal admissions period. Applications for LAC children should be made by the relevant corporate parent.

**GIS Mapping - Distance**

Distances are measured by the shortest available walking route from home to school, which may include public footpaths. The shortest available route is one along which it is considered safe for a child without a disability or learning difficulty to walk the route alone, or with an escort if the age of the child would call for such in accordance with Welsh Government – ‘Learner Travel Statutory Provision and Operational Guidance’. [http://gov.wales/docs/dcells/publications/140616-ltog-en-v2.pdf](http://gov.wales/docs/dcells/publications/140616-ltog-en-v2.pdf)

Wrexham are proposing to review the current GIS mapping system, with a view that any changes to be made will be applied to admissions to schools for entry in September 2020. It is possible that, as a result of the review, the school which was deemed to be your child’s nearest school in September 2019 may be different by the time you apply for a place in September 2020. For queries or more information please contact Admissions on 01978 298991.

**REMINDER** : Admission to a nursery class in a particular school **does not** guarantee that there will be a place for your child at that same school in the Reception year.
Medical Need/ALN

If the child has a particular medical need (e.g. a disability that may make travel to a school further away more difficult) supporting evidence must be produced before the end of the allocation period, setting out the reasons why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school, for example, a letter from a registered health professional such as a doctor or social worker. The evidence will be assessed in consultation with relevant Senior Managers.

Nearest Suitable School

A ‘suitable school’ is deemed to be:

- The LA maintained school closest to the pupil’s home by the shortest available walking route
  * see GIS mapping – distance definition which provides education for the relevant age, ability and aptitude of a pupil and for any special educational needs that he/she may have;
- The nearest Welsh medium school; or
- The nearest suitable denominational school

When making the decision about the ‘nearest suitable 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 is fraudulent or misleading.

Definition of Parents

Parents include all those people who have a parental responsibility for a child as set out in the Children’s Act 1989 and any person who has care of the child. Where responsibility for a child is ‘shared’ the person receiving Child Benefit is deemed to be the person responsible for completing an application and whose address will be used for admission purposes.

‘Residing In’ and ‘Home Address’

Sadly, every year, some parents attempt to gain an unfair advantage to obtain admission to the Wrexham school of their choice by manipulating or mis-stating the address at which the child lives. We have an obligation on behalf of other parents and to the integrity of the admissions process to investigate when information comes to our attention. The consequences of these actions can be long lasting and harmful to their children, to relationships with fellow pupils, to the parents’ relations with the school, other parents, neighbours and the community. Please therefore carefully note the following before completing your application(s).

The address on the form must be the child’s current permanent place of residence. By permanent we mean where your child physically resides and sleeps for the majority of the week, not for a limited time and not somewhere where the child is temporarily staying for a short time.

This will usually be the parents’ address. If the parents don’t reside together, the address must be of the parent with whom the child spends most time—usually the parent receiving child benefit (where applicable). If there is equal, shared custody of the child, it is left to the parents to decide which address to use but we may ask to see a Court Order or other evidence to confirm this arrangement exists. You should not use a business, relative or carer/childminder’s address. If for any reason you are not the parent or a child’s living arrangements are unusual please explain on the form and supply evidence.
An application can only be made from one address and only one application per child can be made. If you cannot agree which school your child should attend with another parent, you should immediately take your own legal advice regarding making an urgent application to the Court.

Should it be necessary to request evidence we may require a number of items to show where you live with your child. Acceptable evidence includes for example:

i) driving license
ii) child benefit,
iii) a council tax bill in your name covering the application and/or allocation period
iv) a utility bill in your name covering the application and/or allocation period
v) a copy of your signed tenancy agreement covering the application and/or allocation period or evidence from any lease or agreement which confirms your right to reside at an address
vi) such other evidence as appears to us to be reasonable

The Local Authority will check the address provided on your application against the records we hold for your child’s current school/nursery, and we may request information and evidence from you if they differ.

For allocation purposes, any offer of a school place is based on where your child lives at the end of the allocation period and is conditional on your child living at that address, unless you have notified us of, and we have accepted, a subsequent move.

Should you move after applying but during the allocation period you must provide us with proof of your new address. Acceptable evidence includes for example:

i) a solicitor’s letter confirming that completion has taken place on the purchase of a property;
or
ii) a copy of the current rental agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
iii) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

We will investigate all applications where there is doubt about the address being given.

Address warning

Use of false, misleading, incomplete or inaccurate information may lead us to withdraw an offer of a place, even after a child has started at a school.

A school place(s) may be withdrawn if parents provide the incorrect address on their initial application form, or at any point thereafter during the allocation period. We will not accept a temporary address if you still have a property that was previously used as a home address, unless there are exceptional circumstances that clearly demonstrate that it can no longer be your permanent address. Nor will we accept a temporary address we reasonably believe is being used solely or mainly to obtain a school place. You may be asked to supply additional information to explain why you are not able to use your permanent address.

The Local Authority will investigate all allegations of false addresses. The burden of evidence lies with the parents to provide sufficient documentation to support permanent residence at the address used. Should anyone believe that someone may be using a false address to obtain a place at a particular school, the Local Authority would encourage them to contact the admissions team with their information, and if possible with supporting evidence. Whilst the council will seek to reasonably investigate all information, we are bound by Data Protection rules not to discuss individual circumstances of parents and children.
Sibling (brother/sister)

Brothers and sisters whether full, half, step or foster will be considered siblings where living together in the same family unit in the same family household and address and where a sibling will still be registered at the school on 1st September 2019. Children residing in the same household as part of an ‘extended family’, such as cousins, will not be treated as siblings.

Multiple birth children (e.g. twins or triplets)

The Welsh Government’s School admissions code states that infant classes must not contain more than 30 pupils with a single school teacher, but the code considers multiple births to be an exception and they can be admitted in excess of the published admission number. When one sibling from multiple births is allocated the last remaining place the remaining siblings will be admitted as exceptions.

Proximity

Proximity will be measured by the LA from the home to the nearest school gate, using the shortest available walking route which is considered safe for a child to walk, measured on a GIS mapping system. In the case of equal distances, such as a flat in a block of dwellings, the ground floor flats would be regarded as nearer than flats on higher floors.

The shortest available route is one along which it is considered safe for a child without a disability or learning difficulty to walk the route alone, or with an escort if the age of the child would call for such.

Gypsy and Traveller Children

Children from the gypsy traveller community or travelling groups will be treated in accordance with the School’s Admissions Code of Practice 2013 and with reference to the Welsh Government Circular No: 003/2008 ‘Moving Forward – Gypsy Traveller Education’.

Limitation on Infant Class Sizes

The Welsh Government, as outlined in The Education (Infant Class Sizes) (Wales) (Amendment) Regulations 2013, is committed to ensuring that no child aged 5, 6 and 7 years will be in a class of more than 30 pupils for every one qualified teacher. The statutory infant class size limit of 30 pupils applies to reception, year 1 and year 2 classes.

Interviews

Interviews are not used as part of the application or admission process to those schools maintained by the Authority and headteachers are unable to offer, or promise, places in their schools; that is the role of the relevant Admission Authority.

Waiting Lists (over-subscription)

In the event that a parent is refused a place for their child, at their preferred school during the normal admissions round, the LA will, in agreement with the parent, place the child’s name on a waiting list that will remain open until 30 September.
Placing a child’s name on the waiting list does not affect the parent's right of appeal against the refusal to admit. Should a place become available before admission appeals are heard, those places will be offered to parents with a child on the waiting list. Placing a name on a waiting list is not a guarantee of an eventual place, as places are ranked and offered in accordance with the over-subscription criteria and not according to the date when the application was submitted or when a child’s name was added to the waiting list.

Where applications to transfer between schools outside the normal admission stages are refused, the LA will, in agreement with the parent, place the child’s name on a waiting list that will remain open until the end of the term for which the application was made.

Admission to Schools in Other LAs and Independent Schools

Parents wishing to express a preference for a school in another LA, other than Wrexham County Borough, should still submit a Wrexham LA application, either on-line or paper based. The Authority collates this information and passes it to neighbouring authorities, as detailed below:

- No data shared at entry to Nursery & Reception

Data is shared at Secondary entry but only includes:
- Flintshire Local Authority
- Denbighshire Local Authority
- Shropshire Local Authority

Therefore parents must ensure they contact the appropriate admissions authority to request any additional application forms that may be required in order to complete the application process. Under the Transport Policy unless the requested school is the nearest suitable school, this LA will not be responsible for meeting the costs of transport between home and school.

Parents should, however, still state multiple preferences for schools in Wrexham in case their application for a non-County Borough or Independent school is unsuccessful.

Children living outside Wrexham County Borough will be admitted in accordance with the stated criteria (page 10). Parents will need to be aware that the timetable for admissions to out of county schools may differ to Wrexham’s and should contact the school or LA directly to ensure applications are submitted by the closing date. (Addresses of neighbouring LA’s are detailed on page 117).

It is the policy of this Authority to place school age children in appropriate independent schools only in very exceptional cases. The Authority will consider such a placement where it considers that the needs of the child requires special education beyond that which can be provided within the County Borough.

Admissions to Funded Early Education for 3 year olds in Wrexham

Eligibility

All Wrexham children are entitled to 10 hours of Early Education the term following their third birthday.
Early Education is available in the Spring and Summer terms only.

**Give your child the best start**

We are committed to giving our youngest children the best possible start in education through high quality learning experiences. Children accessing early education will learn through play in line with the foundation phase curriculum.

Research in Wrexham has proved that children who access funded Early Education at three years go on to achieve higher outcomes at the end of the Foundation Phase and at the end of year 6 than those who don’t take up the offer.

Benefits of funded early education include

- learning new skills
- growing in confidence
- finding out and problem solving
- exploring and using technology
- developing independence
- developing creativity and imagination
- learning to speak Welsh
- making friends
- having lots of fun indoors and outdoors.

**How it works**

Your child can have a place in a funded setting for either:

- 5 sessions a week, one per day, of 2 hours duration
- 4 sessions per week, one per day, of two and a half hours duration.

This will depend on what the approved setting of your choice is providing.

An approved setting is funded to deliver foundation phase education for 3 year olds and may be one of the following:

A designated:
- Playgroup
- Private day nursery
- Nursery class or early years unit in a local school.

You can apply for a funded Early Education place at only ONE setting. Funding is paid directly to the setting.

Settings who receive funding:

- Must have appropriately qualified staff
- Will be inspected by ESTYN and CIW
- Must provide the stated sessions
- Receive regular training

Securing a place at a funded early education setting does not give you an automatic nursery place in a Wrexham school.

**You must apply for a place separately online or via the Contact Centre, 16 Lord Street, Wrexham.**
How to apply for Funded Early Education

If you would rather not apply online paper applications can be picked up at Contact Centre, Lord Street, Wrexham, Wrexham Family Information Service, based in Wrexham Library.

Current list of Wrexham settings approved to deliver funded early education:

<table>
<thead>
<tr>
<th>Welsh medium</th>
<th>English medium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ysgol Bodhyfryd</td>
<td>Wrexham Early Years Centre</td>
</tr>
<tr>
<td>Cylch Meithrin Bro Alun</td>
<td>Acorns playgroup</td>
</tr>
<tr>
<td>Cylch Meithrin Coedpoeth</td>
<td>Acton Children’s centre</td>
</tr>
<tr>
<td>Cylch Meithrin Glyn Ceiriog</td>
<td>BOD’s Childcare playgroup</td>
</tr>
<tr>
<td>Cylch Meithrin Hill Street</td>
<td>Borras Park EE</td>
</tr>
<tr>
<td>Llanarmon DC school</td>
<td>Barker’s Lane playgroup</td>
</tr>
<tr>
<td>Cylch Meithrin Min y Ddol</td>
<td>Black Lane school</td>
</tr>
<tr>
<td>Cylch Meithrin Summerhill</td>
<td>Borderbrook school</td>
</tr>
<tr>
<td>Cylch Meithrin Maes y Gornel</td>
<td>Bradley playgroup</td>
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<tr>
<td></td>
<td>Brynteg school</td>
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<td></td>
<td>Bwlcgwyn school</td>
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<tr>
<td></td>
<td>Caego and Berse Private Day Nursery</td>
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<td></td>
<td>Cefn Mawr playgroup</td>
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<tr>
<td></td>
<td>Cherry Hill private day nursery</td>
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<td></td>
<td>Chirk playgroup</td>
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<td></td>
<td>Dragons Day Care Tanyfron</td>
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<td></td>
<td>Eyton school</td>
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<td></td>
<td>Froncysyllte school</td>
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<td></td>
<td>Garden Village playgroup</td>
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<td></td>
<td>Garth school</td>
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<tr>
<td></td>
<td>Gwenfro EE</td>
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<td></td>
<td>Kiddies World Acrefair</td>
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<td></td>
<td>Happy Days Coedpoeth</td>
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<td></td>
<td>Heulfan EE</td>
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<tr>
<td></td>
<td>Holt Under 5’s</td>
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<tr>
<td></td>
<td>Homestead private day nursery</td>
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<td></td>
<td>Little Scholars private day nursery</td>
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<td></td>
<td>Little Treasures</td>
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<td></td>
<td>Marford playgroup</td>
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<td></td>
<td>Maes y Llan school</td>
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<td></td>
<td>Minera school</td>
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<td></td>
<td>Mother Goose private day nursery</td>
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<td></td>
<td>Overton pre school</td>
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<td></td>
<td>Pentre school</td>
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<tr>
<td></td>
<td>Pentredwr playgroup Rhos</td>
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<td></td>
<td>Peter Pan private day nursery</td>
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<tr>
<td></td>
<td>Playland private day nursery</td>
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<td></td>
<td>Redbrook private day nursery</td>
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<td></td>
<td>Rossett House private day nursery</td>
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</tbody>
</table>
Application Dates

January (Spring term) intake - 3rd September 2018 – 26th October 2018
After Easter (Summer term) intake - 29th October 2018 – 21st December 2018

Late applications will be processed after those received on time.

For information on early education provision within funded settings in Wrexham, please contact: Early Education Admissions on 01978 298991 / www.wrexham.gov.uk/EarlyEducation
Wrexham Family Information Service on 01978 292094 / fis@wrexham.gov.uk

Note
Admission to an Early Education (3 year old) setting at a particular setting / school does not guarantee subsequent admission to nursery at that school as a separate formal application needs to be made.

30 hour childcare

This offer applies to 30 hours of government-funded childcare that includes Early Entitlement and Foundation Phase Nursery Provision for three and four year olds of working parents for up to 48 weeks of the year. Eligible children will be able to access the offer from the beginning of the term following their third birthday until the September following their fourth birthday
The entitlement is as follows:

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Education Entitlement</th>
<th>Childcare Allowance</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Entitlement</td>
<td>10 hours per week</td>
<td>20 hours per week</td>
<td>Term time - 39 weeks of the year</td>
</tr>
<tr>
<td>Foundation Phase Nursery</td>
<td>12.5 hours per week</td>
<td>17.5 hours per week</td>
<td>Term time - 39 weeks per year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30 hours for up to 9 weeks pro rata</td>
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</tr>
</tbody>
</table>

http://www.wrexham.gov.uk/english/community/fis/childcare.htm

If parents or childcare providers have any queries relating to the Childcare Offer for Wales in Wrexham, please don’t hesitate to get in touch with:
Admission to Schools Maintained by the LA

Nursery Education

Admissions to nursery classes are the responsibility of the relevant admission authority. The ‘admission authority’, is in this instance the local authority in the case of community schools and the governing body in voluntary or aided schools. The admission authority will admit a child to nursery school in the September following their 3rd birthday. Nursery schooling, in both English and Welsh medium schools within the Authority, is provided on the basis of 5 x 2.5 hour sessions per week, for each child. Though every effort will be made to meet parental preference, nursery education is not compulsory and parents have no right of appeal under Education Legislation if they are unsuccessful in gaining a nursery place for their child at the school of their preference.

Parents may express a preference for any school irrespective of where the home is in relation to the school, however, expressing a preference does not guarantee a place at that school.

Note
Admission to a nursery class or unit at a particular primary school does not guarantee subsequent admission to reception at that school as a separate formal application needs to be made.

Transport to nursery school will only be provided by the Authority in exceptional circumstances. In the event of over-subscription, applications for nursery places shall be dealt with by applying the published criteria (see page 10).

Applications can be made on-line at www.wrexham.gov.uk from 2 January 2019. If parents prefer to complete a paper application, forms will be available from Contact Wrexham Centre. Parents may be asked to provide official documentation showing their child(ren)’s date of birth.

Maintained Primary School Admission – Admission to Reception

Admissions to reception classes are the responsibility of the relevant admission authority. The ‘admission authority’, is in this instance the local authority in the case of community schools and the governing body in voluntary or aided schools. The admission authority will admit a child to a primary school in the September following their 4th birthday.

Once a reception place has been offered and accepted, some parents may wish to defer their child’s entry until the start of the term following the child’s fifth birthday. Parents would not however be able to defer entry beyond this point, nor beyond the academic year for which the original application was accepted. It should also be noted that the statutory Foundation Phase ‘Framework for Children’s Learning for 3 to 7 year olds in Wales’ is a continuous teaching and learning framework which commences the term following a child’s third birthday. Deferment would lead to a gap in this provision causing a lack of continuity in a child’s early education.

Parents may apply on-line at www.wrexham.gov.uk from 1 October 2018 for a reception place for their child. If parents prefer to complete a paper application, forms will be available from Contact Wrexham Centre. Admission (which is the responsibility of the County Borough Council for community schools)
will be based on the criteria listed on page 10. Parents may be asked to provide official documentation showing their children’s date of birth. If the Authority is unable to allocate according to parents’ first preference then they are entitled to appeal against that decision. The right to appeal applies to all stages, except nursery which is non-compulsory educational provision (please refer to ‘Appeals’ page 20).

Admission to Secondary School in Wrexham County Borough

Parents are invited to express their preference for a secondary school for their child. Applications can be made on-line at www.wrexham.gov.uk from 10 September 2018. If parents prefer to complete a paper application, forms will be available from Contact Wrexham. Although every effort will be made to conform with parental preference, where a school is over-subscribed, the over-subscribed criteria will be applied.

Parents applying for places at St Joseph’s Catholic and Anglican High School, The Maelor School, Penley or an independent school or a school in another local authority must complete the LA’s application process. Parents must also contact the school as they may have to complete further admission forms for these schools.

Parents who select a school other than the nearest suitable secondary school will be fully responsible for transporting their children to and from school (free transport will only be provided if the applicant meets the criteria of the County Borough’s Transport Policy). If the admission authority is unable to admit according to parents’ first preference, then they are entitled to appeal against that decision. Parents will be provided with details of this process within a reasonable timescale.

Appeals

If the Authority is unable to allocate a place at the school for which the parent has expressed a preference, the parent must contact School Admissions to request an alternative school. Information about the appeals process will be included in the refusal letter. The parent may then accept the alternative placement and may also give notice of their wish to appeal against the admission authority’s decision to refuse to offer a place at the preferred school. Further details regarding this process will be made available to parents by contacting the Admissions Office. Appeals must be made in writing, giving the full reason(s) for wishing to appeal including any supporting evidence. Parents may be accompanied by a friend at the hearing and will be given an opportunity to present their case to an independent appeal panel. The decision of the appeal panel will be binding on all parties. Appeals relating to admissions into community and voluntary controlled schools should be sent in writing to the Access & School Places Lead at Lambpit Street, Wrexham, LL11 1AR.

All appeals to the foundation/aided sector are dealt with by the governing bodies of those schools and should be sent in writing directly to the governing body of the particular school. The right to appeal does not apply at nursery stage.

Transfer Between Schools Outside of Normal Admission Times

Transfers normally take place at the beginning of each term, only in exceptional circumstances should a transfer take place at any other time. A transfer should not take longer than 15 school days to process. However, where there are significant issues such as additional learning needs the transfer may take longer, in order to ensure appropriate provision is in place. It is essential that pupils remain in school while the transfer request is being processed.
The Authority is prepared to consider requests for transfers between schools other than at normal admission times when it is in the best interests of the child(ren). However, Years 10 & 11 in a secondary school are considered to be a ‘2 year course’ consequently transfer requests to another school within Wrexham, after Year 9, often have a negative impact on pupils’ academic progress and are not considered appropriate by the Local Authority.

Parents seeking transfer other than at the normal transition times are advised as a first step, to discuss their child’s progress and any issues with the headteacher of the child’s present school. Following these discussions, parents who still wish to seek a transfer, should contact the LA Admissions Authority. The transfer request will be considered within the context of the Authority’s admission policy. If the admission authority is unable to admit in accordance with the parents’ preference, then the parents are entitled to appeal against that decision.

Public Qualifications

All qualifications for which pupils are prepared in school time must be approved by the Department for Education and Skills in Wales (DfES) and the Database for Approved Qualifications in Wales (DAQW).

Education After Compulsory School Age

Pupils who wish to continue their education beyond compulsory school age may remain at their secondary school, providing the school offers post-16 education courses. Alternatively they may apply for a place at another school that has post-16 provision or at a local further education establishment. In Wrexham this provision is offered at The Maelor School Penley, Ysgol Morgan Llwyd for Welsh Medium Provision, St Christopher’s School for Special Needs Provision and Coleg Cambria. (see addresses on page 112 onwards).

School Leaving Dates

This is the last Friday in June in the school year in which a child reaches the age of 16. Until that date:

- parents must ensure their child’s participation in education at school or otherwise;
- employers may not employ a child full time; training providers may not provide full-time Government sponsored training.
Denominational Schools  Admissions Policies 2019-2020

CATHOLIC PRIMARY SCHOOLS

Saint Mary’s Catholic Primary School, Wrexham

Admissions To Reception September 2019

The Admissions Policy for the school is based on the requirements of the primary and secondary legislation in force.

Non-statutory guidance is issued also by the Diocese of Wrexham. The law in Wales does not require a child to start school until the start of the term following the child’s fifth birthday. In Saint Mary’s children of the age of four will be admitted to the Reception class in the September of the School Year in which they attain their fifth birthday. The reception class is the normal year of entry to the school.

There are arrangements in the legislation to deal with in-year requests for admission to reception and other year groups. The Governing Body’s Admissions Panel will consider these on an ad hoc basis and respond within 10 working days of receipt.

Separate admissions arrangements operate for the nursery class and in no way entitle the child to a place in the reception class.

The LA has set the Admission Number by formula to 41. The Governing Body will admit up to that number without any conditions, irrespective of faith. Applications for a place at the school must be made on the appropriate form and returned to the school by the published date at the latest.

If the school is named in a statement of special educational needs, the Governing Body has a duty to admit the child.

If the Governing Body as Admissions Authority has offered the place on the basis of a fraudulent or intentionally misleading application from a parent, the offer of the place will be withdrawn.

Where the place has been fraudulently obtained and the child has already started at the school, the length of time at the school will be taken into account in reaching any decision to withdraw the place.

Oversubscription

If the number of applicants exceeds the Admission number, the Admissions Panel appointed by the Governing Body will apply the following oversubscription criteria in order of priority:

1. Baptised Catholic children who are looked after or who were previously looked after in public care.
2. Looked after children or previously looked after children who are not of the Catholic faith.
3. Children who have a brother or sister in school on the date of admission. This may be a full, half or step brother or sister and includes siblings who may be adopted or fostered. The Admission arrangements will ensure that multiple birth children are not separated.
4. Baptised Catholic children within the parishes of Wrexham St Mary, Llay (with Rosset), Ruabon (with Chirk and Llangollen) the parishes the school serves. A map of the Wrexham town area covered by Saint Mary’s Parish is available on request from the School.
For Catholic children in categories 1, 3 and 4, the Admissions Panel will need to see an original Birth Certificate and Baptismal Certificate, together with a written reference on the prescribed from the Parish Priest.

5. Children of other Christian denominations, whose parents have a genuine desire for them to be educated in a Catholic school, and who are fully supportive of its Catholic ethos. The Admissions Panel will need to see an original Birth Certificate and Baptismal Certificate, together with a written reference on the prescribed form from the Parish Priest or Minister of Religion.

6. Children of other faiths whose parents demonstrate a commitment to the ethos of the school. A written testimonial from the relevant Minister of Religion/faith leader will be required.

7. Children whom the LA has asked the school to place.

If there is oversubscription in any of the categories above, the Admissions Panel will offer places to children living nearest to the school as measured by the shortest distance between the home or flat/apartment complex and the nearest school gate, using public highways, and confirmed by the database used by the LA’s Transportation Department.

Where there is oversubscription overall, the School will maintain a waiting list and use it to prioritise any places which may fall vacant prior to the commencement of the School year in September. The waiting list will be kept open until the end of September.

While the legislation provides for class sizes of no more than 30, guidance from Welsh Government for the 2019 admissions year allows for additional exceptions to this requirement in respect of

- Previously looked after children in public care
- Children of armed forces personnel
- Twins/multiple birth children

Procedures for the Admission Year 2019

1. The school will advertise its admission dates in each of the parishes it serves in September 2018.

2. Admission/preference forms and the ‘Supporting Information’ form from the parish priest/minister for 2019 can be accessed on the WCBC website in October 2018. The application should be completed online and the supporting information form should be returned to the school no later than the published date.

3. The School will organise familiarisation visits for parents who have stated a preference for St Mary’s: for non Catholic parents this will include a briefing on the Catholic nature of the school, its ethos and curriculum provision.

4. Parents will be notified by 16th April 2019* whether or not a place has been allocated.

5. If their application is unsuccessful, parents have a right of appeal to an Independent Appeals Panel. If it has not been possible to allocate a place to a child, parents will be informed of this right in the decision letter.

6. Parents wishing to appeal will be asked to contact the Chair of Governors at the school in the first instance and they will advise them on how to contact the Independent Appeals Panel.

7. Any appeal must be lodged in writing no more than 20 working days after the receipt of the allocation letter. Appeals will be heard within 30 school days of the specified closing date for the receipt of appeals.

Where a place cannot be offered because of oversubscription the School will maintain a waiting list until the end of September.

Notes

1. The Governing Body will need to confirm the arrangements for admissions in 2019 by 15th April 2018.

2. The Governing Body has already consulted formally on its policy for Admissions in 2018.
St. Anne’s Catholic School Admissions Policy

This admissions policy has been formally adopted by the governing body of St. Anne’s Catholic Primary School, Wrexham. As a voluntary aided school, the governing body is the admissions authority and is responsible for the school’s admissions arrangements. It is guided by the law and by its duty and responsibilities to the Bishop and the Trustees, to preserve the Catholic character of the school and to maintain provision of the Church’s work in education.

St Anne’s Catholic Primary School is in the Diocese of Wrexham and serves the parish of St Anne’s. As a Church school, we ask all parents applying for a place here to recognise and respect the distinctive ethos and education the school provides and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for a place here.

The school accepts pupils between the ages of 3 and 11 years of age. The published admission number (PAN) for Nursery, Reception and the rest of the school is 24. The School Standards and Framework Act 1998 requires LA’s and Governing Bodies to admit pupils up to the school’s pupil admission number. Admission forms can be obtained from the school and they can also be completed online. The timescale of the Local Authority (LA) admission timetable is followed for the handing out, consideration period and return of these forms.

School Admission Arrangements Timetable

All applications for St Anne’s Catholic Primary School will be considered by the Admissions panel of the Governing Body 2019/2020 in accordance with the LA published timetable.

Late Applications

The school will consider late applications in cases where a viable reason is given. These include special circumstances such as where a family has just moved into the area, or is returning from abroad, provided applications are received before offers of places are made.

Parents will receive written notification of all admission applications

Pupils are admitted to the Nursery, which is part of our Early Years class in the academic year in which they are four – that is, any child who is three by the 31st August can be admitted in September. Nursery class is not a statutory provision; admission to Nursery does not guarantee admission to Reception; if a child has a place in our Nursery the appropriate application form for admission into Reception must be submitted within the prescribed timescale of the annual admissions round.
Pupils are admitted to Reception in the academic year in which they are five i.e. any child who reaches the age of four by 31st August can be admitted in September. A parent may defer their child’s entry until the term following their fifth birthday.

Looked after and previously looked after children

Looked after and previously looked after children are a priority. If the school is oversubscribed, these children will be admitted before others, except those with a statement of special education needs that names the school.

The school will not discriminate between boys and girls, or against applicants on the basis of race, colour, nationality or national or ethnic origin and also in accordance with Welsh Assembly Government Circular No: 003/2008 ‘Moving Forward - Gypsy Traveller Education’.

Oversubscription Criteria

The Governors have agreed that in the event that the number of applications exceeds the number of places available, then the following criteria will be applied in the order set out below, to decide which pupils to admit.

1. Looked after children and previously looked after children who are baptised Catholic.
2. Other looked after and previously looked after children.
3. Baptised Catholic children whose home address is within the parish boundaries named for the school. A map showing the parish boundaries of St Anne’s is available at the school.
4. Baptised Catholic children whose home address is outside of the parish served by the school for whom this is their nearest Catholic school.
5. Children, who are baptised or dedicated members of other Christian Churches.
6. Children who will have an older sibling attending the school in September 2019; so not in Year 6. (see definition of sibling in the later section of the policy)
7. Children of other faith traditions whose parents express a desire for a Church School education.
8. Pupils whose parents seek a faith-based education for them in a Catholic school.

Please note, any child for whom the school is named in a statement of special educational needs will be admitted before the application of oversubscription criteria.

Governors will seek confirmation of these details from the local priest on a supplementary form which is available from the school.

Within each category those living nearest to the school are accorded higher priority. The distances are calculated by use of the Local Authority Geographical Mapping System which accurately measures the distance from the home address to the school using a safe walking route. If distances are equal, as calculated by the GIS system, for example a flat in a block of dwellings with the same front door entrance, a differentiation by floor level will be used.

Definitions used under the policy

‘Parents’ include all those people who have a parental responsibility for a child as set out in the Children’s Act 1989. Where responsibility for a child is ‘shared’, the person deemed to be the person responsible for completing the application is the person receiving Child Benefit and whose address will be used for admission purposes.
Parental Responsibility (from current guidance):

Unless otherwise determined by a court order:
- Mothers automatically 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 1st December 2003 and is not retrospective)
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically. In such cases parental responsibility can be granted through a residency order; being appointed a guardian; being named in an emergency protection order (limited to taking reasonable steps to safeguard or promote the child or young person’s welfare); or by adoption.

In case of dispute between parents, where more than one parent has parental responsibility and they do not agree to an application being made to a particular school. The Admissions panel will advise that both parental parties agree before applying to the school.

Definition of Sibling

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, stepbrother or stepsister, half brother or half sister or is a foster child or adopted child living in the same family unit in the same family household and address who attends the preferred school in any year group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

‘Residing In’ and ‘Home Address’

The home address will be the address used for correspondence and is determined by where “Child Benefit” is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the end of the allocation period set by the local authority. Families who are due to move house should provide

i) a Solicitor’s letter confirming that exchange of Contracts has taken place on the purchase of a property; or
ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
iii) in the case of SERVING H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

Twins, Triplets, Multiple Births

When the Governing Body are considering twins, triplets or other multiple births for one remaining place, the family will be offered the place and may decide (a) if they will accept it for one sibling whomever they decide or (b) they decline the place and it is offered to the next person in the allocation after the twins/triplets/multiple births. Please note the multiple birth sibling(s) would not be given priority on admission other than considered as a sibling link once the family had accepted the place(s) offered for one of the twins/triplets/multiple births but the Admissions panel will endeavour to keep twins/ triplets/multiple births together where possible.
Waiting List

A waiting list will be maintained in the event of the school being over-subscribed. Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 30 September in the school year in which they apply. If additional places become available while the waiting list is in operation they will be allocated to children on the waiting list on the basis of the above oversubscription criteria.

How religious affiliation is tested.

Definition of ‘Catholic’

These are children who are baptised Catholic or have been formally received into the Catholic Church. All applicants seeking admission under criteria 3 or 4 must provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception will suffice.

Admission appeals

Nursery education is not statutory provision and parents have no right of appeal under the Education Act 1980 if they are unsuccessful in gaining a place. Admission to the Nursery class does not guarantee admission to the school.

If we do not offer a child a place at this school, parents may exercise the right to appeal. If you exercise that right, the appeal must be forwarded to the Clerk of the Governors of the school.

The appeal will be considered by an independent admission Appeal Panel, nominated by the Diocese according to the Welsh Assembly Government’s code of practice on school Admission Appeals. The Appeals Panel then meets to consider all appeals by parents who have been refused a place at our school. This decision is binding for all parties concerned.

Review

In accordance with the School’s Improvement Plan, this policy will be reviewed every two years or sooner in the light of any changes in legislation or change in local circumstances.

CHURCH IN WALES PRIMARY SCHOOLS

Minera Voluntary Aided Primary School Admission Policy

Minera Voluntary Aided School accepts pupils between the ages of 3 and 11 years of age.

As a Church in Wales Aided School, the Governing Body of the School is responsible for any admissions of pupils. Applications can be made on-line at www.wrexham.gov.uk or alternatively admission forms can be obtained from the School. The timescale of the Local Authority admission timetable is followed for the processing of applications.

The School Standards and Framework Act 1988 requires LA’s and Governing Bodies to admit pupils up to the admission number which is 17.

The school will consider late applications in cases where a viable reason is given. These include when a single parent has been ill for some time, or a family has just moved into the area, or is returning from abroad provided applications are received before offers of places are made.
Parents will receive written notification of all admission applications

Pupils are admitted to the Nursery, which is part of our Early Years class in the academic year in which they are four – i.e. any child who is three by the 31st August can be admitted in September. Nursery is a statutory entitlement; but it is not compulsory. Admission to Nursery does not guarantee admission to Reception; if a child has a place in our Nursery the appropriate application form for admission into Reception must be submitted within the prescribed timescale of the annual admissions round.

Pupils are admitted to Reception in the academic year in which they are five i.e. any child who attains the age of four by 31st August can be admitted in September. A parent can defer their child’s entry until the term following their fifth birthday.

“Looked after children” / “Previously Looked after children” are a priority. In the case of oversubscription the Governors will admit pupils best satisfying the legal requirements and current legislation.

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 ‘Moving Forward - Gypsy Traveller Education’.

The school will not discriminate between boys and girls, or against applicants on the basis of race, colour, nationality or national or ethnic origin.

Admissions Criteria

The Governors have agreed that In the event that the school is oversubscribed the following criteria will be applied in the order set out below, to decide which pupils to admit.

a) Looked after children/previously looked after children who are baptised members of the Church in Wales
b) Other looked after children/previously looked after children
c) “Pupils who live in the Mission Area of Alyn and for whom this is the nearest suitable Church in Wales school to their home address” (giving a higher priority to pupils who also meet criteria (d) below
d) Pupils with a sibling who will continue to be at the school in the next academic year i.e. not in Year 6. (see definition of sibling below).
e) Pupils whose parents (see definition) are attached to St. Mary’s Church, Minera
f) Pupils whose parents (see definition) are attached to another Anglican Church and for whom this is the nearest Aided School.
g) Pupils whose parents (see definition) are active members of a non-Anglican Christian denomination and for them this is the nearest Church School.
h) Pupils whose parents are active members of another faith and also express a desire for a Church School education.
i) Other pupils.

Exceptional medical circumstances (supported by medical evidence) may override the above.

Please note, any child for whom the school is named in a statement of special educational needs will be admitted before the application of oversubscription criteria.

Within each category those living nearest to the school are accorded higher priority. This is measured using a safe walking route. The distances are calculated by use of the Local Authority Geographical Information System which accurately measures the distance from the home address to the school. If distances are equal, as calculated by the GIS system, for example a flat in a block of dwellings with the same front door entrance, a differentiation by floor level will be used.
Definitions

Definition of Parents

Parents include all those people who have a parental responsibility for a child as set out in the Children’s Act 1989. Where responsibility for a child is ‘shared’, the person receiving Child Benefit is deemed to be the person responsible for completing application forms and whose address will be used for admission purposes.

Definition of Sibling

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, stepbrother or stepsister or is a foster child living in the same family unit in the same family household and address who attends the preferred school in any year group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

‘Residing In’ and ‘Home Address’

The Home Address will be the address used for correspondence related to where “Child Benefit” is paid. In cases where there is doubt of the home address or where a child lives between two homes or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the end of the allocation period set by the Local Authority. Families who are due to move house should provide:

i) a Solicitor’s letter confirming that exchange of Contracts has taken place on the purchase of a property; or

ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or

iii) in the case of SERVING H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

Twins, Triplets, Multiple Births

When the Governing Body are considering twins, triplets or other multiple births for one remaining place, the family will be offered the place and may decide (a) if they will accept it for one sibling whomever they decide or (b) they decline the place and it is offered to the next person in the allocation after the twins/triplets/multiple births. Please note the multiple birth sibling(s) would not be given priority on admission other than considered as a sibling link once the family had accepted the place(s) offered for one of the twins/triplets/multiple births.

A waiting list will be maintained in the event of the school being over-subscribed. Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 30th September in the school year in which they apply. If additional places become available while the waiting list is in operation they will be allocated to children on the waiting list on the basis of the above oversubscription criteria.
Suitable

“Suitable” refers to the status of the school (VC or VA) and the language medium (English, Welsh, Bilingual) depending on parental preference.

How religious affiliation is tested

Reference to “are members” and “active members” from oversubscription criteria.

Member is defined as member of the Church in Wales by registration on the electoral roll of the parish.

If you are applying under criteria e-h above a Supplementary Information Form can be obtained direct from the school. The SIF is to be returned to the school. The SIF alone does not constitute an application; parents must also complete the Common Application Form.

Admission appeals

Nursery provision is a statutory entitlement but it is not compulsory. Parents have no right of appeal under the School Standards and Framework Act 1998 if they are unsuccessful in gaining a place. Admission to the nursery class does not guarantee admission to reception the following year.

If we do not offer a child a place at this school, it is because the increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal. If you exercise that right, the appeal must be forwarded to the Clerk of the Governors of the school.

The appeal will be considered by an independent admission Appeal Panel, administered by the Diocesan Board of Education according to the Welsh Assembly Government’s code of practice on school Admission Appeals. The Appeals Panel then meets to consider all appeals by parents who have been refused a place at our school. This decision is binding for all parties concerned.

Review

In accordance with the School Development Plan, this policy will be reviewed every two years or sooner in the light of any change of legislation or change in local circumstances.

St Mary’s Church In Wales Aided School Admissions Policy, Brymbo

St. Mary’s Church in Wales Voluntary Aided School accepts pupils between the ages of 3 and 11 years of age.

As a Church in Wales Aided School, the Governing Body of the School is responsible for the admission of pupils. Applications can be made on-line at www.wrexham.gov.uk or alternatively admission forms can be obtained from the School. The timescale of the Local Authority admission timetable is followed for the processing of applications.

The School Standards and Framework Act 1998 requires LA’s and Governing Bodies to admit pupils up to the admission number which is 22.

The school will consider late applications in cases where a viable reason is given. These include when a single parent has been ill for some time, or a family has just moved into the area, or is returning from abroad provided applications are received before offers of places are made.
Parents will receive written notification of all admission applications.

Pupils are admitted to the Nursery, which is part of our Early Years class in the academic year in which they are four – i.e. any child who is three by the 31st August can be admitted in September. Nursery is a statutory entitlement, but it is not compulsory education. Admission to Nursery does not guarantee admission to Reception; if a child has a place in our Nursery the appropriate application form for admission into Reception must be submitted within the prescribed timescale of the annual admissions round.

Pupils are admitted to Reception in the academic year in which they are five i.e. any child who attains the age of four by 31st August can be admitted in September. A parent can defer their child’s entry until the term following their fifth birthday.

“Looked after children” / “previously looked after children” are a priority. In the case of oversubscription the Governors will admit pupils best satisfying the legal requirements and current legislation.

Children from Gypsy traveller community or travelling groups will be treated in accordance with Welsh Government Circular No: 003/2008 ‘Moving Forward - Gypsy Traveller Education’.

The school will not discriminate between boys and girls, or against applicants on the basis of race, colour, nationality or national or ethnic origin.

**Oversubscription Criteria**

The Governors have agreed that in the event that the school is oversubscribed, the following criteria will be applied in the order set out below, to decide which pupils to admit.

- a) Looked after children/ previously looked after children who are baptised members of the Church in Wales
- b) Other looked after children / previously looked after children
- c) “Pupils who live in the Mission Area of Alyn and for whom this is the nearest suitable Church in Wales school to their home address” (giving a higher priority to pupils who also meet criteria (d) below)
- d) Pupils with a sibling who will continue to be at the school in the next academic year i.e. not in Year 6 (see definition of sibling below).
- e) Pupils whose parents (see definition) are attached to St. Mary’s Church, Brymbo.
- f) Pupils whose parents (see definition) are attached to another Anglican Church and for whom this is the nearest Aided School.
- g) Pupils whose parents (see definition) are active members of a non-Anglican Christian denomination and for them this is the nearest Church School.
- h) Pupils whose parents are active members of another faith and also express a desire for a Church School education.
- i) Other pupils

Exceptional medical circumstances (supported by medical evidence) may override the above.

Please note, any child for whom the school is named in a statement of special educational needs will be admitted before the application of oversubscription criteria.

Within each category those living nearest to the school are accorded higher priority. This is measured using a safe walking route. The distances are calculated by use of the Local Authority Geographical Information System which accurately measures the distance from the home address to the school. If
distances are equal, as calculated by the GIS system, for example a flat in a block of dwellings with the same front door entrance, a differentiation by floor level will be used.

Definitions

Definition of Parents
Parents include all those people who have a parental responsibility for a child as set out in the Children’s Act 1989. Where responsibility for a child is ‘shared’, the person receiving Child Benefit is deemed to be the person responsible for completing application forms and whose address will be used for admission purposes.

Definition of Sibling
For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, stepbrother or stepsister, or is a foster child or adopted child living in the same family unit in the same family household and address who attends the preferred school in any year group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

‘Residing In’ and ‘Home Address’
The Home Address will be the address used for correspondence related to where “Child Benefit” is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the end of the allocation period set by the Local Authority.

Families who are due to move house should provide:

i) a Solicitor’s letter confirming that exchange of Contracts has taken place on the purchase of a property; or

ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or

iii) in the case of SERVING H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

Twins, Triplets, Multiple Births

When the Governing Body are considering twins, triplets or other multiple births for one remaining place, the family will be offered the place and may decide (a) if they will accept it for one sibling whomever they decide or (b) they decline the place and it is offered to the next person in the allocation after the twins/triplets/multiple births. Please note the multiple birth sibling(s) would not be given priority on admission other than considered as a sibling link once the family had accepted the place(s) offered for one of the twins/triplets/multiple births.

A waiting list will be maintained in the event of the school being over-subscribed. Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 30 September in the school year in which they apply. If additional places become available while the waiting list is in operation they will be allocated to children on the waiting list on the basis of the above oversubscription criteria.
Suitable
“suitable” refers to the status of the school (VC or VA) and the language medium (English, Welsh, Bilingual) depending on parental preference.

How religious affiliation is tested
Reference to “are members” and “active members” from oversubscription criteria.

Member is defined as member of the Church in Wales by registration on the electoral roll of the parish.

If you are applying under criteria e-h above a Supplementary Information Form can be obtained direct from the school. The SIF is to be returned to the school. The SIF alone does not constitute an application; parents must also complete the Common Application Form.

Admission appeals
Nursery provision is a statutory entitlement but it is not compulsory. Parents have no right of appeal under the School Standards and Framework Act 1998 if they are unsuccessful in gaining a place. Admission to the nursery class does not guarantee admission to reception the following year.

If we do not offer a child a place at this school, it is because the increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal. If you exercise that right, the appeal must be forwarded to the Clerk of the Governors of the school.

The appeal will be considered by an independent admission Appeal Panel, administered by the Diocesan Board of Education according to the Welsh Assembly Government’s code of practice on school Admission Appeals. The Appeals Panel then meets to consider all appeals by parents who have been refused a place at our school. This decision is binding for all parties concerned.

Review
In accordance with the School Development Plan, this policy will be reviewed every two years or sooner in the light of any change of legislation or change in local circumstances.

St Mary’s Church In Wales Voluntary Aided School, Ruabon

Admissions Policy
Recognising its historical foundation, the school will preserve and develop its religious character in accordance with the principles of the Church in Wales, the Church of England and in partnership with the churches at parish and diocesan levels.

The school aims to serve the community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

This experience is planned to encourage pupils to develop positive attitudes towards learning so that each can reach his or her full potential. Opportunities are provided to develop self-discipline, respect for others and for property, an appreciation of the environment and the individual’s responsibilities towards it.
In partnership with parents, the school instils respect for religious and moral values and tolerance of other races, religions and cultures.

Pupils are encouraged to develop in confidence, to celebrate achievement and to take pride in their membership of the school community.

St Mary’s Church in Wales Voluntary Aided Primary School accepts pupils between the ages of 3 and 11 years.

As a Church in Wales Voluntary Aided School, the admissions committee established by the governing body of the School is responsible for the admission of pupils. Applications can be made on-line at www.wrexham.gov.uk by following the link to school admissions. Paper application forms can be obtained from Contact Wrexham, 16 Lord Street, Wrexham, LL11 1LG, for those parents who do not have an email address.

School Admission Arrangements Timetable
The Local Authority (LA) admission timetable is followed for the processing of applications. See published timetable in Parents’ Guide on Wrexham County Borough Council Website.

Admission to Reception
Pupils are admitted to Reception in the academic year in which they are five, i.e. any child who attains the age of four by 31st August can be admitted in September. Once a reception place has been offered and accepted, parents may defer their child’s entry until the start of the term following the child’s 5th birthday. Parents are not able to defer entry beyond this point, or beyond the academic year for which the original application was accepted.

The School Standards and Framework Act 1998 requires LAs and Governing Bodies to admit pupils up to the school’s admission number (24). The Admission Number relates to the number of children that can be admitted to each year group during the school year and is calculated using the capacity assessment method in the Welsh Government’s guidance document ‘Measuring the Capacity of Schools in Wales’. The Admission Number (AN) for our school is 24.

Looked after and previously looked after children are a priority. In the case of over-subscription, these children will be admitted before all others, except those with a statement of special education needs naming our school.

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 ‘Moving Forward - Gypsy Traveller Education’.

Our school will not discriminate based on gender, or against applicants on the basis of race, colour, nationality or national or ethnic origin.

All applicants will be admitted to the school unless the number of applications exceeds the admission number (AN).

All preferences received will be considered on the basis of equal preferences. Expressing a preference for our school does not guarantee a place if our school is oversubscribed.

In the event that the number of applications exceeds the number of places available, then the following oversubscription criteria will be applied in the order set out below, to decide which pupils to admit.
Please note, any child for whom the school is named in a statement of special educational needs will be admitted before the application of oversubscription criteria.

**Oversubscription Criteria**

a) Looked after children and previously looked after children

b) Pupils with an elder sibling who is of statutory school age and will still be registered at our school when the younger child is eligible to attend. (see “Definitions” section of the policy)

c) Pupils who live in the Mission Area of Offa and for whom this is the nearest suitable Church in Wales school to their home address. (see “Definitions” section of the policy)

d) Pupils whose parents (see “Definitions” section of the policy) attend St Mary’s Church, Ruabon in the Mission Area of Offa.

e) Pupils whose parents (see “Definitions” section of the policy) attend another Anglican Church and for whom this is the nearest Voluntary Aided Church School.

f) Pupils whose parents (see “Definitions” section of the policy) are active members of a non-Anglican Christian denomination and for them this is the nearest Voluntary Aided Church School.

g) Pupils whose parents (see “Definitions” section of the policy) are active members of another faith and also express a desire for a Church School education, and for them this is the nearest Voluntary Aided Church School.

h) Pupils whose parents wish them to attend a Church in Wales School.

If parents wish to have their child’s application considered under criteria *d to g*, then they need to have their vicar / faith leader complete and sign a supplementary information form (SIF) which needs to be returned to the governing body of St Mary’s CIW, no later than **five weeks** after the closing date for Nursery or Reception applications (as applicable). **The SIF seeks information about the frequency of attendance at services / Sunday School etc.** Confirmation of these details is required from the local priest, minister or faith leader. A supplementary information form for this purpose can be found at the end of our admissions policy which is available online on the Wrexham County Borough Council Website (follow the link to School Admissions) or directly from our school.

**Tie Breaker**

Within each category of the oversubscription criteria, places will be allocated in distance order giving priority to those living nearest to the school. The distances are calculated by the LA who consistently use distances that are measured on a GIS mapping system.

Distances are measured by the shortest available walking route from home to school, which may include public footpaths. The shortest available route is one along which it is considered safe for a child without a disability or learning difficulty to walk the route alone, or with an escort if the age of the child would call for such in accordance with Welsh Government – ‘Learner Travel Statutory Provision and Operational Guidance’. [http://gov.wales/docs/dcells/publications/140616-ltog-env2.pdf](http://gov.wales/docs/dcells/publications/140616-ltog-env2.pdf)

**Proximity**

Proximity will be measured by the LA from the home to the nearest school gate, using the shortest available walking route which is considered safe for a child to walk, measured on a GIS mapping system. In the case of equal distances, such as a flat in a block of dwellings, the ground floor flats would be regarded as nearer than flats on higher floors.

**Allocation of Nursery Places**

Pupils are admitted to the Nursery, which is part of our Early Years class in the academic year in which they are four – i.e. any child who is three by the 31st August can be admitted in September.

Nursery education is not compulsory and parents have no right of appeal regarding nursery admissions under the School Standards and Framework Act 1998.
Nursery schooling will be provided in the on the basis of 5 x 2.5 hour sessions per week for each child. Places are available in Nursery classes, up to our Admission Number.

Parents may express a preference for any nursery irrespective of where the child’s home is in relation to the school. However, expressing a preference does not guarantee a place at that nursery. In the event of oversubscription, applications for nursery places will be dealt with by applying the oversubscription criteria detailed above.

Admission to the nursery class does not guarantee admission to Reception. If a child has a place in our Nursery, parents must complete the appropriate form for admission into Reception. This must be submitted in accordance with the School Admissions Arrangements Timetable (as detailed earlier).

Transport Provision
Please refer to the Local Authority website (Transport policy) for eligibility to transport provision.

Late Applications
Late applications (i.e. applications received after the published closing date and before the end of the allocation period) will be considered after those submitted on time unless there are exceptional reasons why the application is late.

Exceptional reasons, (for example, when a single parent has been ill for some time, or a family has just moved into the area) must be explained in your application in order for the admissions committee to take them into consideration. Supporting evidence MUST be provided if requested by the admissions committee.

All late applications will be ranked in accordance with the oversubscription criteria and any places which become available will be offered to the highest-ranking applicants up to the end of the allocation period. Thereafter, late applications will be placed on the waiting list.

Waiting List
A waiting list will be maintained in the event of the school being over-subscribed and will consist of:

- those children whose parents have specifically requested in writing (including email) to be placed on the school’s waiting list,
- those for whom an appeal form has been received
- any late applications.

Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 30th September in the school year in which they apply. Children will be ranked on our waiting list according to our oversubscription criteria. Hence, if additional places become available while the waiting list is in operation they will be allocated to children according to their position on the waiting list NOT on date of application.

For example, if a child moves to an area outside the normal admissions round and has higher priority under the oversubscription criteria, they must be ranked above those with lower priority already on the list.

Waiting lists will be maintained until 30 September in the school year concerned.

Admission appeals
If we do not offer a child a place at this school, it is because the admission number has been reached and an increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal the decision. The information on how to appeal will be included with the letter informing you
that your application was unsuccessful. If you decide to appeal the decision, the appeal must be forwarded to the **Clerk of the Governors of our school**. Appeals must be made in writing, giving the full reason(s) for wishing to appeal including any supporting evidence.

The appeal will be heard by an independent admission Appeal Panel, convened by the Diocesan Board of Statutory Education according to the Welsh Assembly Government’s code of practice on School Admission Appeals. The Appeals Panel hears all appeals by parents who have been refused a place at our school and their decision is binding for all parties concerned.

The right to appeal does not apply for Nursery admissions.

**When a parent gives fraudulent or intentionally misleading information in order to obtain a place at our school for their child, we reserve the right to withdraw the offer of a place. Where a place is withdrawn, the application may be resubmitted and if refused, the parent is entitled to appeal against the decision.**

**Applications Received Outside the Normal Admission Round**

Anyone expressing an interest in admission outside the normal admission round will be given an application form at the first point of contact. Once received, such applications will be considered without delay and a formal decision either to offer or to refuse a place will, as far as is possible, be made and notified to the applicant within 15 school days or 28 calendar days whichever is the sooner.

**DEFINITIONS:**

**Parental responsibility**

“Parental responsibility” is defined in the Children Act 1989 and means assuming all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property.

Unless otherwise determined by a court order:

- Mothers automatically 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 1st December 2003 and is not retrospective)
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically. In such cases parental responsibility can be granted through;
  - a residency order;
  - being appointed a guardian;
  - being named in an emergency protection order (limited to taking reasonable steps to safeguard or promote the child or young person’s welfare);
  - or by adoption.
- Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

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 that persons with parental responsibility but with whom the child does not live can be provided with school reports and be given an opportunity to take part in the child’s education.
**Definition of a Parent**

Parents include all those people who have a parental responsibility for a child as set out in the Children’s Act 1989. Where responsibility for a child is ‘shared’, the person receiving Child Benefit is deemed to be the person responsible for completing application forms and whose address will be used for admission purposes.

**Care of a Child**

A person has “care” of a child if that person lives with and looks after the child, irrespective of their relationship to the child. Such a person is considered to be a “parent” for the purposes of the Education Act 1996, even though that person may not necessarily have parental responsibility for the child.

Parents are asked to co-operate with school staff by providing the school with details of the persons with parental responsibility for a pupil, or who have care of the pupil. Any changes in the arrangements for parental responsibility or in the day-to-day care of the child should be notified to the school. Any reference to parents within this policy relating to education matters also extends to include any individual who has care of the child(ren).

**Looked After Children**

A ‘Looked After Child’ is deemed to be one who is ‘Looked After’ by a Local Authority in accordance with Section 22 of the Children Act. These children are given top priority in the over-subscription criteria for all schools, including applications outside of the normal admissions period. Applications for LAC children should be made by the relevant corporate parent.

**Previously looked after children**

Looked after children, who ceased to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

**Definition of Sibling**

A sibling is defined as a child who has a brother, sister, stepbrother or stepsister, half-brother or half-sister or is a foster child or adopted child living in the same family unit in the same family household and address and where a sibling will still be registered at the preferred school when the younger child is eligible to attend. Biological siblings who will still be registered at the preferred school on 1st September 2019 will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

‘Residing In’ and ‘Home Address’

The address on the form must be the child’s current permanent place of residence.

By permanent we mean where your child physically resides and sleeps for the majority of the week, not for a limited time and not somewhere where the child is temporarily staying for a short time.

This will usually be the parents’ address. If the parents don’t reside together, the address must be of the parent with whom the child spends most time – usually the parent receiving child benefit (where applicable). If there is equal, shared custody of the child, it is left to the parents to decide which address to use but we may ask to see a Court Order or other evidence to confirm this arrangement exists. You should not use a business, relative or carer/childminder’s address. If for any reason you are not the parent or a child’s living arrangements are unusual please explain on the form and supply evidence.
An application can only be made from one address and only one application per child can be made. If you cannot agree which school your child should attend with another parent, you should immediately take your own legal advice regarding making an urgent application to the Court.

Should it be necessary to request evidence we may require a number of items to show where you live with your child, acceptable evidence includes for example:
   i) driving license
   ii) child benefit,
   iii) a utility bill in your name covering the application and/or allocation period
   iv) a copy of your signed tenancy agreement covering the application and/or allocation period or evidence from any lease or agreement which confirms your right to reside at an address
   v) such other evidence as appears to us to be reasonable

Our Governing Body, in conjunction with the Local Authority will check the address provided on your application against the records held for your child’s current school/nursery, and we may request information and evidence from you if they differ. The Local Authority may also check council tax records. If you have not provided your council tax reference number on your application they may write to ask you to provide additional proof of your address.

For allocation purposes, any offer of a school place is based on where your child lives at the end of the allocation period (See Local Authority Admission Timetable) and is conditional on your child living at that address, unless you have notified us of, and we have accepted, a subsequent move.

Should you move after applying but during the allocation period you must provide us with proof of your new address. Acceptable evidence includes for example:
   i) a solicitor’s letter confirming that completion has taken place on the purchase of a property; or
   ii) a copy of the current rental agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
   iii) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

We will investigate all applications where there is doubt about the address being given.

Address warning
Use of false, misleading, incomplete or inaccurate information may lead us to withdraw an offer of a place, even after a child has started at a school.

A school place(s) may be withdrawn if parents provide the incorrect address on their initial application form, or at any point thereafter during the allocation period. We will not accept a temporary address if you still have a property that was previously used as a home address, unless there are exceptional circumstances that clearly demonstrate that it can no longer be your permanent address.

Nor will we accept a temporary address we reasonably believe is being used solely or mainly to obtain a school place. You may be asked to supply additional information to explain why you are not able to use your permanent address.

We will investigate all allegations of false addresses. The burden of evidence lies with the parents to provide sufficient documentation to support permanent residence at the address used.

“Suitable” Church in Wales School
This refers to the status of the school (Voluntary Controlled or Voluntary Aided) and the language medium (English, Welsh and Bilingual) depending on parental preference.

Twins, Triplets, Multiple Births
Twins, triplets, quadruplets etc. residing at the same address and applying for places in the same year group at the same school.
In instances where there is one remaining place at a school, and according to oversubscription criteria one sibling from multiple births is allocated the last remaining place, the remaining siblings MAY be admitted as exceptions. The Welsh Government’s School admissions code states that infant classes must not contain more than 30 pupils with a single school teacher. In limited circumstances, children may be admitted as “exceptions” to infant class size limit; multiple births may be considered as an exception and if so they could be admitted in excess of the published admission number.

**How religious affiliation is tested.**

*Reference to “attend / are active members” from oversubscription criteria.*

If parents wish to have their child’s application considered under criteria *d to g*, then they need to have their vicar / faith leader complete and sign a **supplementary information form** (SIF) which needs to be returned to the governing body of St Mary’s CIW, no later than **five weeks** after the closing date for Nursery or Reception applications (as applicable). **The SIF seeks information about the frequency of attendance at services / Sunday School etc. Confirmation of these details is required from the local priest, minister or faith leader.** A supplementary information form for this purpose can be found at the end of our admissions policy which is available online at [www.wrexham.gov.uk](http://www.wrexham.gov.uk) by following the link to school admissions, or directly from our school.

The SIF is to be returned to the school no later than **five weeks** after the closing date for Nursery or Reception applications (as applicable). The SIF form alone does not constitute an application; parents must also complete an Application Form as detailed at the start of this policy.

Member is defined as member of the Church in Wales by registration on the electoral roll of the parish.

**Review**

This policy will be reviewed every year in order to include any change of legislation or change in local circumstances.

This policy is in line with the current Welsh Government School admissions code and Welsh Government School admission appeals code.

**St Chad's Church In Wales Aided School Admissions Policy, Hanmer**

In 1676 Hanmer school was built on this site and children have been educated continuously here since that time. Now St Chad’s VA Church in Wales School, we uphold that a happy, safe and secure Christian environment where every child is valued is a place where meaningful learning takes place. Pupil self-confidence is nurtured, leading to good communication skills and a willingness to learn. Respect for others is encouraged and expected, which is demonstrated through good manners and an enthusiastic and questioning interest in the world around us. We aim for academic excellence for all our children through a broad and balanced curriculum, strong links with our parents/carers, the Church and the wider community.

**We are ‘Always Looking to the Future’**

St Chad’s School accepts pupils between the ages of 3 and 11 years of age. As a Church in Wales Voluntary Aided School the admissions committee established by the Governing Body is responsible for the admission of pupils. Applications can be made on-line at [www.wrexham.gov.uk](http://www.wrexham.gov.uk) following the link to school admissions. Paper application forms can be obtained from Contact Wrexham, 16 Lord Street, Wrexham, LL11 1LG, for those parents who do not have an email address.
School Admission Arrangements Timetable

The Local Authority (LA) admission timetable is followed for the processing of applications. See published timetable in Parent’s Guide on Wrexham County Borough Council Website.

Admission to Reception

Pupils are admitted to Reception in the academic year in which they are five, i.e. any child who attains the age of four by 31st August can be admitted in September. Once a reception place has been offered and accepted, parents may defer their child's entry until the start of the term following the child’s 5th birthday. Parents are not able to defer entry beyond this point, or beyond the academic year for which the original application was accepted.

The School Standards and Framework Act 1998 requires LAs and Governing Bodies to admit pupils up to the school’s admission number (AN). The Admission Number relates to the number of children that can be admitted to each year group during the school year and is calculated using the capacity assessment method in the Welsh Government’s guidance document 'Measuring the Capacity of Schools in Wales'. The Admission Number (AN) for our school is 13.

Looked after children and previously looked after children are a priority. In the case of oversubscription, these children will be admitted before all others except those with a statement of special education needs naming the school.

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 ‘Moving Forward - Gypsy Traveller Education’.

Our school will not discriminate based on gender, or against applicants on the basis of race, colour, nationality or national or ethnic origin.

All applicants will be admitted to the school unless the number of applications exceeds the admission number (AN).

All preferences received will be considered on the basis of equal preferences. Expressing a preference for our school does not guarantee a place if our school is oversubscribed.

In the event that the number of applications exceeds the number of places available, then the following oversubscription criteria will be applied in the order set out below, to decide which pupils to admit.

Please note, any child for whom the school is named in a statement of special educational needs will be admitted before the application of oversubscription criteria.

Oversubscription Criteria

a) Looked after children and previously looked after children
b) Pupils with an elder sibling who is of statutory school age and will still be registered at our school when the younger child is eligible to attend. (see “Definitions” section of the policy)
c) Pupils who live in the Mission Area St.Chad's Church Hanmer in the Maelor Mission Area of and
for whom this is the nearest suitable Church in Wales school to their home address. (see “Definitions” section of the policy)

d) Pupils whose parents (see “Definitions” section of the policy) attend St. Chad’s Church Hanmer in the Maelor Mission Area.

e) Pupils whose parents (see “Definitions” section of the policy) attend another Anglican Church and for whom this is the nearest Voluntary Aided Church School.

f) Pupils whose parents (see “Definitions” section of the policy) are active members of a non-Anglican Christian denomination and for them this is the nearest Voluntary Aided Church School.

g) Pupils whose parents (see “Definitions” section of the policy) are active members of another faith and also express a desire for a Church School education, and for them this is the nearest Voluntary Aided Church School.

h) Pupils whose parents wish them to attend a Church in Wales School.

If parents wish to have their child’s application considered under criteria d to g then they need to have their vicar / faith leader complete and sign a supplementary information form (SIF) which needs to be returned to St Chad’s Governing Body no later than five weeks after the closing date for Nursery or Reception applications (as applicable). The SIF seeks information about the frequency of attendance at services / Sunday School etc. Confirmation of these details is required from the local priest, minister or faith leader.

A supplementary information form for this purpose can be found at the end of our admissions policy which is available online on the Wrexham County Borough Council Website (follow the link to School Admissions) or directly from our school.

**Tie Breaker**

Within each category of the oversubscription criteria, places will be allocated in distance order giving priority to those living nearest to the school. The distances are calculated by the LA who consistently use distances that are measured on a GIS mapping system.

Distances are measured by the shortest available walking route from home to school, which may include public footpaths. The shortest available route is one along which it is considered safe for a child without a disability or learning difficulty to walk the route alone, or with an escort if the age of the child would call for such in accordance with Welsh Government – ‘Learner Travel Statutory Provision and Operational Guidance’. http://gov.wales/docs/dcells/publications/140616-ltog-en-v2.pdf

**Proximity**

Proximity will be measured by the LA from the home to the nearest school gate, using the shortest available walking route which is considered safe for a child to walk, measured on a GIS mapping system. In the case of equal distances, such as a flat in a block of dwellings, the ground floor flats would be regarded as nearer than flats on higher floors.
Allocation of Nursery Places

Pupils are admitted to the Nursery, which is part of our Early Years class in the academic year in which they are four – i.e. any child who is three by the 31st August can be admitted in September.

Nursery education is not compulsory and parents have no right of appeal regarding nursery admissions under the School Standards and Framework Act 1998.

Nursery schooling will be provided in the morning on the basis of 5 x 2.5 hour sessions per week for each child. Places are available in Nursery classes, up to our Admission Number.

Parents may express a preference for any nursery irrespective of where the child’s home is in relation to the school. However, expressing a preference does not guarantee a place at that nursery. In the event of oversubscription, applications for nursery places will be dealt with by applying the oversubscription criteria detailed above.

Admission to the nursery class does not guarantee admission to Reception. **If a child has a place in our Nursery, parents must complete the appropriate form for admission into Reception. This must be submitted in accordance with the School Admissions Arrangements Timetable (as detailed earlier).**

Transport Provision

Please refer to the Local Authority website (Transport policy) for eligibility to transport provision.

Late Applications

Late applications (i.e. applications received after the published closing date and before the end of the allocation period) will be considered after those submitted on time unless there are exceptional reasons why the application is late.

Exceptional reasons, (for example, when a single parent has been ill for some time, or a family has just moved into the area) must be explained in your application in order for the admissions committee to take them into consideration. Supporting evidence MUST be provided if requested by the admissions committee.

All late applications will be ranked in accordance with the oversubscription criteria and any places which become available will be offered to the highest-ranking applicants up to the end of the allocation period. Thereafter, late applications will be placed on the waiting list.

Waiting List

A waiting list will be maintained in the event of the school being over-subscribed and will consist of:

- those children whose parents have specifically requested in writing (including email) to be placed on the school’s waiting list,
- those for whom an appeal form has been received
- any late applications.
Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 30th September in the school year in which they apply. Children will be ranked on our waiting list according to our oversubscription criteria. Hence, if additional places become available while the waiting list is in operation they will be allocated to children according to their position on the waiting list NOT on date of application.

For example, if a child moves to an area outside the normal admissions round and has higher priority under the oversubscription criteria, they must be ranked above those with lower priority already on the list.

Waiting lists will be maintained until 30 September in the school year concerned.

**Admission appeals**

If we do not offer a child a place at this school, it is because the admission number has been reached and an increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal the decision. The information on how to appeal will be included with the letter informing you that your application was unsuccessful. If you decide to appeal the decision, the appeal must be forwarded to the Clerk of the Governors of our school. Appeals must be made in writing, giving the full reason(s) for wishing to appeal including any supporting evidence.

The appeal will be heard by an independent admission Appeal Panel, convened by the Diocesan Board of Statutory Education according to the Welsh Assembly Government’s code of practice on School Admission Appeals. The Appeals Panel hears all appeals by parents who have been refused a place at our school and their decision is binding for all parties concerned.

The right to appeal does not apply for Nursery admissions.

**When a parent gives fraudulent or intentionally misleading information in order to obtain a place at our school for their child, we reserve the right to withdraw the offer of a place. Where a place is withdrawn, the application may be resubmitted and if refused, the parent is entitled to appeal against the decision.**

**Applications Received Outside the Normal Admission Round**

Anyone expressing an interest in admission outside the normal admission round will be given an application form at the first point of contact. Once received, such applications will be considered without delay and a formal decision either to offer or to refuse a place will, as far as is possible, be made and notified to the applicant within 15 school days or 28 calendar days whichever is the sooner.

**Definitions**

**Parental responsibility**

“Parental responsibility” is defined in the Children Act 1989 and means assuming all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property.
Unless otherwise determined by a court order:

- Mothers automatically 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 1st December 2003 and is not retrospective)
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically. In such cases parental responsibility can be granted through:
  - a residency order;
  - being appointed a guardian;
  - being named in an emergency protection order (limited to taking reasonable steps to safeguard or promote the child or young person’s welfare);
  - or by adoption.
- Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

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 that persons with parental responsibility but with whom the child does not live, can be provided with school reports and be given an opportunity to take part in the child’s education.

**Definition of a Parent**

Parents include all those people who have a parental responsibility for a child as set out in the Children’s Act 1989. Where responsibility for a child is ‘shared’, the person receiving Child Benefit is deemed to be the person responsible for completing application forms and whose address will be used for admission purposes.

**Care of a Child**

A person has “care” of a child if that person lives with and looks after the child, irrespective of their relationship to the child. Such a person is considered to be a “parent” for the purposes of the Education Act 1996, even though that person may not necessarily have parental responsibility for the child.

Parents are asked to co-operate with school staff by providing the school with details of the persons with parental responsibility for a pupil, or who have care of the pupil. Any changes in the arrangements for parental responsibility or in the day-to-day care of the child should be notified to the school. Any reference to parents within this policy relating to education matters also extends to include any individual who has care of the child(ren).

**Looked After Children**

A ‘Looked After Child’ is deemed to be one who is ‘Looked After’ by a Local Authority in accordance with Section 22 of the Children Act. These children are given top priority in the over-subscription criteria for all schools, including applications outside of the normal admissions period. Applications for LAC children should be made by the relevant corporate parent.
Previously looked after children

Looked after children who ceased to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

Definition of Sibling

A sibling is defined as a child who has a brother, sister, stepbrother or stepsister, half-brother or half-sister or is a foster child or adopted child living in the same family unit in the same family household and address and where a sibling will still be registered at the preferred school when the younger child is eligible to attend. Biological siblings who will still be registered at the preferred school on 1st September 2019 will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

‘Residing In’ and ‘Home Address’

The address on the form must be the child’s current permanent place of residence.

By permanent we mean where your child physically resides and sleeps for the majority of the week, not for a limited time and not somewhere where the child is temporarily staying for a short time.

This will usually be the parents’ address. If the parents don’t reside together, the address must be of the parent with whom the child spends most time – usually the parent receiving child benefit (where applicable). If there is equal, shared custody of the child, it is left to the parents to decide which address to use but we may ask to see a Court Order or other evidence to confirm this arrangement exists. You should not use a business, relative or carer/childminder’s address. If for any reason you are not the parent or a child’s living arrangements are unusual please explain on the form and supply evidence.

An application can only be made from one address and only one application per child can be made. If you cannot agree which school your child should attend with another parent, you should immediately take your own legal advice regarding making an urgent application to the Court.

Should it be necessary to request evidence we may require a number of items to show where you live with your child, acceptable evidence includes for example:

i) driving license
ii) child benefit,
iii) a utility bill in your name covering the application and/or allocation period
iv) a copy of your signed tenancy agreement covering the application and/or allocation period or evidence from any lease or agreement which confirms your right to reside at an address
v) such other evidence as appears to us to be reasonable

Our Governing Body, in conjunction with the Local Authority will check the address provided on your application against the records held for your child’s current school/nursery, and we may request information and evidence from you if they differ. The Local Authority may also check
council tax records. If you have not provided your council tax reference number on your application they may write to ask you to provide additional proof of your address.

For allocation purposes, any offer of a school place is based on where your child lives at the end of the allocation period (See Local Authority Admission Timetable) and is conditional on your child living at that address, unless you have notified us of, and we have accepted, a subsequent move.

Should you move after applying but during the allocation period you must provide us with proof of your new address. Acceptable evidence includes for example:

i) a solicitor’s letter confirming that completion has taken place on the purchase of a property; or

ii) a copy of the current rental agreement, signed by both the Tenants and the Landlords, showing the address of the property; or

iii) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

We will investigate all applications where there is doubt about the address being given.

**Address warning**

Use of false, misleading, incomplete or inaccurate information may lead us to withdraw an offer of a place, even after a child has started at a school.

A school place(s) may be withdrawn if parents provide the incorrect address on their initial application form, or at any point thereafter during the allocation period. We will not accept a temporary address if you still have a property that was previously used as a home address, unless there are exceptional circumstances that clearly demonstrate that it can no longer be your permanent address. Nor will we accept a temporary address we reasonably believe is being used solely or mainly to obtain a school place. You may be asked to supply additional information to explain why you are not able to use your permanent address.

We will investigate all allegations of false addresses. The burden of evidence lies with the parents to provide sufficient documentation to support permanent residence at the address used.

**Suitable” Church in Wales School**

This refers to the status of the Voluntary Aided School and the language medium (English, Welsh and Bilingual) depending on parental preference.

**Twins, Triplets, Multiple Births**

Twins, triplets, quadruplets etc. residing at the same address and applying for places in the same year group at the same school.

In instances where there is one remaining place at a school, and according to oversubscription criteria one sibling from multiple births is allocated the last remaining place, the remaining siblings MAY be admitted as exceptions. The Welsh Government’s School admissions code states that infant classes must not contain more than 30 pupils with a single school teacher. In limited circumstances, children may be admitted as “exceptions” to infant class size limit; multiple births may be considered as an exception and if so they could be admitted in excess of the published admission number.
How religious affiliation is tested.

Reference to “attend / are active members” from oversubscription criteria.

If parents wish to have their child’s application considered under criteria d to g, then they need to have their vicar / faith leader complete and sign a supplementary information form (SIF) which needs to be returned to St Chad’s GOVERNING BODY no later than five weeks after the closing date for Nursery or Reception applications (as applicable). The SIF seeks information about the frequency of attendance at services / Sunday School etc. Confirmation of these details is required from the local priest, minister or faith leader. A supplementary information form for this purpose can be found at the end of our admissions policy which is available online at www.wrexham.gov.uk by following the link to school admissions, or directly from our school.

The SIF is to be returned to the school no later than five weeks after the closing date for Nursery or Reception applications (as applicable). The SIF form alone does not constitute an application; parents must also complete an Application Form as detailed at the start of this policy.

Member is defined as member of the Church in Wales by registration on the electoral roll of the parish.

Review

This policy will be reviewed every year in order to include any change of legislation or change in local circumstances.

This policy is in line with the current Welsh Government School admissions code and Welsh Government School admission appeals code.

St. Mary’s Church In Wales Aided School Admissions Policy, Overton

At St Mary’s CIW School we provide a broad, balanced and enriched education where Christian values underpin all that we do. We value all our pupils equally and we aim to assist our children in developing their true potential and believing in their own worth.

Pupils are encouraged to take responsibility for their own actions and to assist in providing a harmonious atmosphere within the school. Every opportunity is taken to ensure children, staff, parents and governors understand and agree with the principles by which we live.

Working in partnership, staff and governors aim to provide the best possible learning opportunities for your child and working together with you we can achieve this.

St Mary’s Church In Wales Voluntary Aided School accepts pupils between the ages of 3 and 11 years of age.

As a Church in Wales Voluntary Aided School, the admissions committee established by the governing body of the School is responsible for the admission of pupils. Applications can be made on-line at www.wrexham.gov.uk by following the link to school admissions. Paper application forms can be obtained from Contact Wrexham, 16 Lord Street, Wrexham, LL11 1LG, for those parents who do not have an email address.
School Admission Arrangements Timetable

The Local Authority (LA) admission timetable is followed for the processing of applications. See published timetable in Parent’s Guide on Wrexham County Borough Council Website.

Admission to Reception

Pupils are admitted to Reception in the academic year in which they are five, i.e. any child who attains the age of four by 31st August can be admitted in September. Once a reception place has been offered and accepted, parents may defer their child's entry until the start of the term following the child’s 5th birthday. Parents are not able to defer entry beyond this point, or beyond the academic year for which the original application was accepted.

The School Standards and Framework Act 1998 requires LAs and Governing Bodies to admit pupils up to the school's admission number (AN). The Admission Number relates to the number of children that can be admitted to each year group during the school year and is calculated using the capacity assessment method in the Welsh Government’s guidance document ‘Measuring the Capacity of Schools in Wales’. The Admission Number (AN) for our school is 30.

Looked after and previously looked after children are a priority. In the case of oversubscription, these children will be admitted before all others, except those with a statement of special education needs naming our school.

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 ‘Moving Forward - Gypsy Traveller Education’.

Our school will not discriminate based on gender, or against applicants on the basis of race, colour, nationality or national or ethnic origin.

All applicants will be admitted to the school unless the number of applications exceeds the admission number (AN).

All preferences received will be considered on the basis of equal preferences. Expressing a preference for our school does not guarantee a place if our school is oversubscribed.

In the event that the number of applications exceeds the number of places available, then the following oversubscription criteria will be applied in the order set out below, to decide which pupils to admit.

Please note, any child for whom the school is named in a statement of special educational needs will be admitted before the application of oversubscription criteria.

Oversubscription Criteria

a) Looked after children and previously looked after children
b) Pupils with an elder sibling who is of statutory school age and will still be registered at our school when the younger child is eligible to attend. (see “Definitions” section of the policy)
c) Pupils who live in the Mission Area of Maelor and for whom this is the nearest suitable Church in Wales school to their home address. (see “Definitions” section of the policy)
d) Pupils whose parents (see “Definitions” section of the policy) attend St Mary the Virgin Church in the mission area of Maelor.
e) Pupils whose parents (see “Definitions” section of the policy) attend another Anglican Church and for whom this is the nearest Voluntary Aided Church School.
f) Pupils whose parents (see “Definitions” section of the policy) are active members of a non-
Anglican Christian denomination and for them this is the nearest Voluntary Aided Church School.

g) Pupils whose parents (see “Definitions” section of the policy) are active members of another faith and also express a desire for a Church School education, and for them this is the nearest Voluntary Aided Church School.

h) Pupils whose parents wish them to attend a Church in Wales School.

If parents wish to have their child’s application considered under criteria d to g, then they need to have their vicar / faith leader complete and sign a supplementary information form (SIF) which needs to be returned to St Mary’s CIW School Governing Body no later than five weeks after the closing date for Nursery or Reception applications (as applicable). The SIF seeks information about the frequency of attendance at services / Sunday School etc. Confirmation of these details is required from the local priest, minister or faith leader. A supplementary information form for this purpose can be found at the end of our admissions policy which is available online on the Wrexham County Borough Council Website (follow the link to School Admissions) or directly from our school.

Tie Breaker

Within each category of the oversubscription criteria, places will be allocated in distance order giving priority to those living nearest to the school. The distances are calculated by the LA who consistently use distances that are measured on a GIS mapping system.

Distances are measured by the shortest available walking route from home to school, which may include public footpaths. The shortest available route is one along which it is considered safe for a child without a disability or learning difficulty to walk the route alone, or with an escort if the age of the child would call for such in accordance with Welsh Government – ‘Learner Travel Statutory Provision and Operational Guidance’. http://gov.wales/docs/dcells/publications/140616-ltoq-en-v2.pdf

Proximity

Proximity will be measured by the LA from the home to the nearest school gate, using the shortest available walking route which is considered safe for a child to walk, measured on a GIS mapping system. In the case of equal distances, such as a flat in a block of dwellings, the ground floor flats would be regarded as nearer than flats on higher floors.

Allocation of Nursery Places

Pupils are admitted to the Nursery, which is part of our Early Years class in the academic year in which they are four – i.e. any child who is three by the 31st August can be admitted in September.

Nursery education is not compulsory and parents have no right of appeal regarding nursery admissions under the School Standards and Framework Act 1998.

Nursery schooling will be provided in the on the basis of 5 x 2.5 hour sessions per week for each child. Places are available in Nursery classes, up to our Admission Number.

Parents may express a preference for any nursery irrespective of where the child’s home is in relation to the school. However, expressing a preference does not guarantee a place at that nursery. In the event of oversubscription, applications for nursery places will be dealt with by applying the oversubscription criteria detailed above.

Admission to the nursery class does not guarantee admission to Reception. If a child has a place in our Nursery, parents must complete the appropriate form for admission into Reception. This must be submitted in accordance with the School Admissions Arrangements Timetable (as detailed earlier).
Transport Provision

Please refer to the Local Authority website (Transport policy) for eligibility to transport provision.

Late Applications

Late applications (i.e. applications received after the published closing date and before the end of the allocation period) will be considered after those submitted on time unless there are exceptional reasons why the application is late.

Exceptional reasons, (for example, when a single parent has been ill for some time, or a family has just moved into the area) must be explained in your application in order for the admissions committee to take them into consideration. Supporting evidence MUST be provided if requested by the admissions committee.

All late applications will be ranked in accordance with the oversubscription criteria and any places which become available will be offered to the highest-ranking applicants up to the end of the allocation period. Thereafter, late applications will be placed on the waiting list.

Waiting List

A waiting list will be maintained in the event of the school being over-subscribed and will consist of:

- those children whose parents have specifically requested in writing (including email) to be placed on the school’s waiting list,
- those for whom an appeal form has been received
- any late applications.

Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 30th September in the school year in which they apply. Children will be ranked on our waiting list according to our oversubscription criteria. Hence, if additional places become available while the waiting list is in operation they will be allocated to children according to their position on the waiting list NOT on date of application.

For example, if a child moves to an area outside the normal admissions round and has higher priority under the oversubscription criteria, they must be ranked above those with lower priority already on the list.

Waiting lists will be maintained until 30 September in the school year concerned.

Admission appeals

If we do not offer a child a place at this school, it is because the admission number has been reached and an increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal the decision. The information on how to appeal will be included with the letter informing you that your application was unsuccessful. If you decide to appeal the decision, the appeal must be forwarded to the Clerk of the Governors of our school. Appeals must be made in writing, giving the full reason(s) for wishing to appeal including any supporting evidence.

The appeal will be heard by an independent admission Appeal Panel, convened by the Diocesan Board of Statutory Education according to the Welsh Assembly Government’s code of practice on School Admission Appeals. The Appeals Panel hears all appeals by parents who have been refused a place at our school and their decision is binding for all parties concerned.

The right to appeal does not apply for Nursery admissions.
When a parent gives fraudulent or intentionally misleading information in order to obtain a place at our school for their child, we reserve the right to withdraw the offer of a place. Where a place is withdrawn, the application may be resubmitted and if refused, the parent is entitled to appeal against the decision.

**Applications Received Outside the Normal Admission Round**

Anyone expressing an interest in admission outside the normal admission round will be given an application form at the first point of contact. Once received, such applications will be considered without delay and a formal decision either to offer or to refuse a place will, as far as is possible, be made and notified to the applicant within 15 school days or 28 calendar days whichever is the sooner.

**Definitions**

**Parental responsibility**

“Parental responsibility” is defined in the Children Act 1989 and means assuming all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property.

Unless otherwise determined by a court order:

- Mothers automatically 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 1st December 2003 and is not retrospective)
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically. In such cases parental responsibility can be granted through:
  - a residency order;
  - being appointed a guardian;
  - being named in an emergency protection order (limited to taking reasonable steps to safeguard or promote the child or young person’s welfare);
  - or by adoption.
- Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

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 that persons with parental responsibility but with whom the child does not live, can be provided with school reports and be given an opportunity to take part in the child’s education.

Parents include all those people who have a parental responsibility for a child as set out in the Children’s Act 1989. Where responsibility for a child is ‘shared’, the person receiving Child Benefit is deemed to be the person responsible for completing application forms and whose address will be used for admission purposes.

**Care of a Child**

A person has “care” of a child if that person lives with and looks after the child, irrespective of their relationship to the child. Such a person is considered to be a “parent” for the purposes of the
Education Act 1996, even though that person may not necessarily have parental responsibility for the child.

Parents are asked to co-operate with school staff by providing the school with details of the persons with parental responsibility for a pupil, or who have care of the pupil. Any changes in the arrangements for parental responsibility or in the day-to-day care of the child should be notified to the school. Any reference to parents within this policy relating to education matters also extends to include any individual who has care of the child(ren).

**Looked After Children**

A ‘Looked After Child’ is deemed to be one who is ‘Looked After’ by a Local Authority in accordance with Section 22 of the Children Act. These children are given top priority in the over-subscription criteria for all schools, including applications outside of the normal admissions period. Applications for LAC children should be made by the relevant corporate parent.

**Previously looked after children**

Looked after children who ceased to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

**Definition of Sibling**

A sibling is defined as a child who has a brother, sister, stepbrother or stepsister, half-brother or half-sister or is a foster child or adopted child living in the same family unit in the same family household and address and where a sibling will still be registered at the preferred school when the younger child is eligible to attend. Biological siblings who will still be registered at the preferred school on 1st September 2019 will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

**‘Residing In’ and ‘Home Address’**

The address on the form must be the child’s current permanent place of residence.

By permanent we mean where your child physically resides and sleeps for the majority of the week, not for a limited time and not somewhere where the child is temporarily staying for a short time.

This will usually be the parents’ address. If the parents don’t reside together, the address must be of the parent with whom the child spends most time – usually the parent receiving child benefit (where applicable). If there is equal, shared custody of the child, it is left to the parents to decide which address to use but we may ask to see a Court Order or other evidence to confirm this arrangement exists. You should not use a business, relative or carer/childminder’s address. If for any reason you are not the parent or a child’s living arrangements are unusual please explain on the form and supply evidence.

An application can only be made from one address and only one application per child can be made. If you cannot agree which school your child should attend with another parent, you should immediately take your own legal advice regarding making an urgent application to the Court.

Should it be necessary to request evidence we may require a number of items to show where you live with your child, acceptable evidence includes for example:

i) driving licence
ii) child benefit,
iii) a utility bill in your name covering the application and/or allocation period
iv) a copy of your signed tenancy agreement covering the application and/or allocation period or
evidence from any lease or agreement which confirms your right to reside at an address
v) such other evidence as appears to us to be reasonable

Our Governing Body, in conjunction with the Local Authority will check the address provided on
your application against the records held for your child’s current school/nursery, and we may
request information and evidence from you if they differ. The Local Authority may also check
council tax records. If you have not provided your council tax reference number on your application
they may write to ask you to provide additional proof of your address.

For allocation purposes, any offer of a school place is based on where your child lives at the end of
the allocation period (See Local Authority Admission Timetable) and is conditional on your child
living at that address, unless you have notified us of, and we have accepted, a subsequent move.

Should you move after applying but during the allocation period you must provide us with proof of
your new address. Acceptable evidence includes for example:

i) a solicitor’s letter confirming that completion has taken place on the purchase of a property; or
ii) a copy of the current rental agreement, signed by both the Tenants and the Landlords, showing
the address of the property; or
iii) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting
from the MOD, FCO or GCHQ.

We will investigate all applications where there is doubt about the address being given.

**Address warning**

Use of false, misleading, incomplete or inaccurate information may lead us to withdraw an
offer of a place, even after a child has started at a school.

A school place(s) may be withdrawn if parents provide the incorrect address on their initial
application form, or at any point thereafter during the allocation period. We will not accept a
temporary address if you still have a property that was previously used as a home address, unless
there are exceptional circumstances that clearly demonstrate that it can no longer be your
permanent address. Nor will we accept a temporary address we reasonably believe is being used
solely or mainly to obtain a school place. You may be asked to supply additional information to
explain why you are not able to use your permanent address.

We will investigate all allegations of false addresses. The burden of evidence lies with the parents
to provide sufficient documentation to support permanent residence at the address used.

***“Suitable” Church in Wales School***

This refers to the status of the school (Voluntary Controlled or Voluntary Aided) and the language
medium (English, Welsh and Bilingual) depending on parental preference.

**Twins, Triplets, Multiple Births**

Twins, triplets, quadruplets etc residing at the same address and applying for places in the same
year group at the same school.

In instances where there is one remaining place at a school, and according to oversubscription
criteria one sibling from multiple births is allocated the last remaining place, the remaining siblings
MAY be admitted as exceptions. The Welsh Government’s School admissions code states that
infant classes must not contain more than 30 pupils with a single school teacher. In limited
circumstances, children may be admitted as “exceptions” to infant class size limit; multiple births
may be considered as an exception and if so they could be admitted in excess of the published
admission number.
How religious affiliation is tested.

Reference to “attend / are active members” from oversubscription criteria.

If parents wish to have their child’s application considered under criteria d to g, then they need to have their vicar / faith leader complete and sign a supplementary information form (SIF) which needs to be returned to St Mary’s CIW School Governing Body no later than five weeks after the closing date for Nursery or Reception applications (as applicable). The SIF seeks information about the frequency of attendance at services / Sunday School etc. Confirmation of these details is required from the local priest, minister or faith leader. A supplementary information form for this purpose can be found at the end of our admissions policy which is available online at www.wrexham.gov.uk by following the link to school admissions, or directly from our school.

The SIF is to be returned to the school no later than five weeks after the closing date for Nursery or Reception applications (as applicable). The SIF form alone does not constitute an application; parents must also complete an Application Form as detailed at the start of this policy.

Member is defined as member of the Church in Wales by registration on the electoral roll of the parish.

Review

This policy will be reviewed every year in order to include any change of legislation or change in local circumstances.

This policy is in line with the current Welsh Government School admissions code and Welsh Government School admission appeals code.

Madras Church In Wales Voluntary Aided School, Penley

Within this context of Christian belief, we aim to provide our pupils with the highest quality education in a happy and supportive atmosphere. We wish our children to enjoy interesting and stimulating lessons whilst understanding the need for good behaviour and respect for themselves and others. We also enrich the curriculum through a wide range of after school activities and educational visits.

Penley Madras V.A. Primary School accepts pupils between the ages of 3 and 11 years of age.

As a Church in Wales Voluntary Aided School, the admissions committee established by the governing body of the School is responsible for the admission of pupils. Applications can be made online at www.wrexham.gov.uk by following the link to school admissions. Paper application forms can be obtained from Contact Wrexham, 16 Lord Street, Wrexham, LL11 1LG, for those parents who do not have an email address.

School Admission Arrangements Timetable

The Local Authority (LA) admission timetable is followed for the processing of applications. See published timetable in Parent’s Guide on Wrexham County Borough Council Website.

Admission to Reception

Pupils are admitted to Reception in the academic year in which they are five, i.e. any child who attains the age of four by 31st August can be admitted in September. Once a reception place has
been offered and accepted, parents may defer their child’s entry until the start of the term following the child’s 5th birthday. Parents are not able to defer entry beyond this point, or beyond the academic year for which the original application was accepted.

The School Standards and Framework Act 1998 requires LAs and Governing Bodies to admit pupils up to the school’s admission number (AN). The Admission Number relates to the number of children that can be admitted to each year group during the school year and is calculated using the capacity assessment method in the Welsh Government’s guidance document ‘Measuring the Capacity of Schools in Wales’. The Admission Number (AN) for our school is 17.

Looked after and previously looked after children are a priority. In the case of oversubscription, these children will be admitted before all others, except those with a statement of special education needs naming our school.

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 ‘Moving Forward - Gypsy Traveller Education’.

Our school will not discriminate based on gender, or against applicants on the basis of race, colour, nationality or national or ethnic origin.

All applicants will be admitted to the school unless the number of applications exceeds the admission number (AN).

All preferences received will be considered on the basis of equal preferences. Expressing a preference for our school does not guarantee a place if our school is oversubscribed.

In the event that the number of applications exceeds the number of places available, then the following oversubscription criteria will be applied in the order set out below, to decide which pupils to admit.

Please note, any child for whom the school is named in a statement of special educational needs will be admitted before the application of oversubscription criteria.

**Oversubscription Criteria**

a) Looked after children and previously looked after children

b) Pupils with an elder sibling who is of statutory school age and will still be registered at our school when the younger child is eligible to attend. (see “Definitions” section of the policy)

c) Pupils who live in the Mission Area of Maelor and for whom this is the nearest suitable Church in Wales school to their home address. (see “Definitions” section of the policy)

d) Pupils whose parents (see “Definitions” section of the policy) attend St Mary Magdalene, Penley in the Mission Area of Maelor.

e) Pupils whose parents (see “Definitions” section of the policy) attend another Anglican Church and for whom this is the nearest Voluntary Aided Church School.

f) Pupils whose parents (see “Definitions” section of the policy) are active members of a non-Anglican Christian denomination and for them this is the nearest Voluntary Aided Church School.

g) Pupils whose parents (see “Definitions” section of the policy) are active members of another faith and also express a desire for a Church School education, and for them this is the nearest Voluntary Aided Church School.

h) Pupils whose parents wish them to attend a Church in Wales School.

If parents wish to have their child’s application considered under criteria d to g, then they need to have their vicar / faith leader complete and sign a supplementary information form (SIF) which needs to be returned to Penley Madras Governing Body no later than five weeks after the closing date for Nursery or Reception applications (as applicable). The SIF seeks information about the
frequency of attendance at services / Sunday School etc. Confirmation of these details is required from the local priest, minister or faith leader. A supplementary information form for this purpose can be found at the end of our admissions policy which is available online on the Wrexham County Borough Council Website (follow the link to School Admissions) or directly from our school.

**Tie Breaker**

Within each category of the oversubscription criteria, places will be allocated in distance order giving priority to those living nearest to the school. The distances are calculated by the LA who consistently use distances that are measured on a GIS mapping system.

Distances are measured by the shortest available walking route from home to school, which may include public footpaths. The shortest available route is one along which it is considered safe for a child without a disability or learning difficulty to walk the route alone, or with an escort if the age of the child would call for such in accordance with Welsh Government – ‘Learner Travel Statutory Provision and Operational Guidance’. [http://gov.wales/docs/dcells/publications/140616-ltoq-en-v2.pdf](http://gov.wales/docs/dcells/publications/140616-ltoq-en-v2.pdf)

**Proximity**

Proximity will be measured by the LA from the home to the nearest school gate, using the shortest available walking route which is considered safe for a child to walk, measured on a GIS mapping system. In the case of equal distances, such as a flat in a block of dwellings, the ground floor flats would be regarded as nearer than flats on higher floors.

**Allocation of Nursery Places**

Pupils are admitted to the Nursery, which is part of our Early Years class in the academic year in which they are four – i.e. any child who is three by the 31st August can be admitted in September.

Nursery education is not compulsory and parents have no right of appeal regarding nursery admissions under the School Standards and Framework Act 1998.

Nursery schooling will be provided in the morning on the basis of 5 x 2.5 hour sessions per week for each child. Places are available in Nursery classes, up to our Admission Number.

Parents may express a preference for any nursery irrespective of where the child’s home is in relation to the school. However, expressing a preference does not guarantee a place at that nursery. In the event of oversubscription, applications for nursery places will be dealt with by applying the oversubscription criteria detailed above.

Admission to the nursery class does not guarantee admission to Reception. If a child has a place in our Nursery, parents must complete the appropriate form for admission into Reception. This must be submitted in accordance with the School Admissions Arrangements Timetable (as detailed earlier).

**Transport Provision**

Please refer to the Local Authority website (Transport policy) for eligibility to transport provision.
Late Applications

Late applications (i.e. applications received after the published closing date and before the end of the allocation period) will be considered after those submitted on time unless there are exceptional reasons why the application is late.

Exceptional reasons, (for example, when a single parent has been ill for some time, or a family has just moved into the area) must be explained in your application in order for the admissions committee to take them into consideration. Supporting evidence MUST be provided if requested by the admissions committee.

All late applications will be ranked in accordance with the oversubscription criteria and any places which become available will be offered to the highest-ranking applicants up to the end of the allocation period. Thereafter, late applications will be placed on the waiting list.

Waiting List

A waiting list will be maintained in the event of the school being over-subscribed and will consist of:
- those children whose parents have specifically requested in writing (including email) to be placed on the school's waiting list,
- those for whom an appeal form has been received
- any late applications.

Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 30th September in the school year in which they apply. Children will be ranked on our waiting list according to our oversubscription criteria. Hence, if additional places become available while the waiting list is in operation they will be allocated to children according to their position on the waiting list NOT on date of application.

For example, if a child moves to an area outside the normal admissions round and has higher priority under the oversubscription criteria, they must be ranked above those with lower priority already on the list.

Waiting lists will be maintained until 30th September in the school year concerned.

Admission appeals

If we do not offer a child a place at this school, it is because the admission number has been reached and an increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal the decision. The information on how to appeal will be included with the letter informing you that your application was unsuccessful. If you decide to appeal the decision, the appeal must be forwarded to the Clerk of the Governors of our school.

Appeals must be made in writing, giving the full reason(s) for wishing to appeal including any supporting evidence.

The appeal will be heard by an independent admission Appeal Panel, convened by the Diocesan Board of Statutory Education according to the Welsh Assembly Government’s code of practice on School Admission Appeals. The Appeals Panel hears all appeals by parents who have been refused a place at our school and their decision is binding for all parties concerned.

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When a parent gives fraudulent or intentionally misleading information in order to obtain a place at our school for their child, we reserve the right to withdraw the offer of a place. Where a place is withdrawn, the application may be resubmitted and if refused, the parent is entitled to appeal against the decision.
Applications Received Outside the Normal Admission Round

Anyone expressing an interest in admission outside the normal admission round will be given an application form at the first point of contact. Once received, such applications will be considered without delay and a formal decision either to offer or to refuse a place will, as far as is possible, be made and notified to the applicant within 15 school days or 28 calendar days whichever is the sooner.

Definitions

Parental responsibility

“Parental responsibility” is defined in the Children Act 1989 and means assuming all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property.

Unless otherwise determined by a court order:
- Mothers automatically 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 1st December 2003 and is not retrospective)
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically. In such cases parental responsibility can be granted through:
  - a residency order;
  - being appointed a guardian;
  - being named in an emergency protection order (limited to taking reasonable steps to safeguard or promote the child or young person’s welfare);
  - or by adoption.
- Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

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 that persons with parental responsibility but with whom the child does not live, can be provided with school reports and be given an opportunity to take part in the child’s education.

Parents include all those people who have a parental responsibility for a child as set out in the Children’s Act 1989. Where responsibility for a child is ‘shared’, the person receiving Child Benefit is deemed to be the person responsible for completing application forms and whose address will be used for admission purposes.

Care of a Child

A person has “care” of a child if that person lives with and looks after the child, irrespective of their relationship to the child. Such a person is considered to be a “parent” for the purposes of the Education Act 1996, even though that person may not necessarily have parental responsibility for the child.

Parents are asked to co-operate with school staff by providing the school with details of the persons with parental responsibility for a pupil, or who have care of the pupil. Any changes in the
arrangements for parental responsibility or in the day-to-day care of the child should be notified to the school. Any reference to parents within this policy relating to education matters also extends to include any individual who has care of the child(ren).

**Looked After Children**

A ‘Looked After Child’ is deemed to be one who is ‘Looked After’ by a Local Authority in accordance with Section 22 of the Children Act. These children are given top priority in the over-subscription criteria for all schools, including applications outside of the normal admissions period. Applications for LAC children should be made by the relevant corporate parent.

**Previously looked after children**

Looked after children who ceased to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

**Definition of Sibling**

A sibling is defined as a child who has a brother, sister, stepbrother or stepsister, half-brother or half-sister or is a foster child or adopted child living in the same family unit in the same family household and address and where a sibling will still be registered at the preferred school when the younger child is eligible to attend. Biological siblings who will still be registered at the preferred school on 1st September 2019 will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

‘**Residing In**’ and ‘**Home Address**’

The address on the form must be the child’s current permanent place of residence.

By permanent we mean where your child physically resides and sleeps for the majority of the week, not for a limited time and not somewhere where the child is temporarily staying for a short time.

This will usually be the parents’ address. If the parents don’t reside together, the address must be of the parent with whom the child spends most time – usually the parent receiving child benefit (where applicable). If there is equal, shared custody of the child, it is left to the parents to decide which address to use but we may ask to see a Court Order or other evidence to confirm this arrangement exists. You should not use a business, relative or carer/childminder’s address. If for any reason you are not the parent or a child’s living arrangements are unusual please explain on the form and supply evidence.

An application can only be made from one address and only one application per child can be made. If you cannot agree which school your child should attend with another parent, you should immediately take your own legal advice regarding making an urgent application to the Court.

Should it be necessary to request evidence we may require a number of items to show where you live with your child, acceptable evidence includes for example:

i) driving license

ii) child benefit,

iii) a utility bill in your name covering the application and/or allocation period

iv) a copy of your signed tenancy agreement covering the application and/or allocation period or evidence from any lease or agreement which confirms your right to reside at an address

v) such other evidence as appears to us to be reasonable

Our Governing Body, in conjunction with the Local Authority will check the address provided on
your application against the records held for your child’s current school/nursery, and we may request information and evidence from you if they differ. The Local Authority may also check council tax records. If you have not provided your council tax reference number on your application they may write to ask you to provide additional proof of your address.

For allocation purposes, any offer of a school place is based on where your child lives at the end of the allocation period (See Local Authority Admission Timetable) and is conditional on your child living at that address, unless you have notified us of, and we have accepted, a subsequent move.

Should you move after applying but during the allocation period you must provide us with proof of your new address. Acceptable evidence includes for example:

i) a solicitor’s letter confirming that completion has taken place on the purchase of a property; or

ii) a copy of the current rental agreement, signed by both the Tenants and the Landlords, showing the address of the property; or

iii) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

We will investigate all applications where there is doubt about the address being given.

**Address warning**

Use of false, misleading, incomplete or inaccurate information may lead us to withdraw an offer of a place, even after a child has started at a school.

A school place(s) may be withdrawn if parents provide the incorrect address on their initial application form, or at any point thereafter during the allocation period. We will not accept a temporary address if you still have a property that was previously used as a home address, unless there are exceptional circumstances that clearly demonstrate that it can no longer be your permanent address.

Nor will we accept a temporary address we reasonably believe is being used solely or mainly to obtain a school place. You may be asked to supply additional information to explain why you are not able to use your permanent address.

We will investigate all allegations of false addresses. The burden of evidence lies with the parents to provide sufficient documentation to support permanent residence at the address used.

**“Suitable” Church in Wales School**

This refers to the status of the school (Voluntary Controlled or Voluntary Aided) and the language medium (English, Welsh and Bilingual) depending on parental preference.

**Twins, Triplets, Multiple Births**

Twins, triplets, quadruplets etc. residing at the same address and applying for places in the same year group at the same school.

In instances where there is one remaining place at a school, and according to oversubscription criteria one sibling from multiple births is allocated the last remaining place, the remaining siblings MAY be admitted as exceptions. The Welsh Government’s School admissions code states that infant classes must not contain more than 30 pupils with a single school teacher. In limited circumstances, children may be admitted as “exceptions” to infant class size limit; multiple births may be considered as an exception and if so they could be admitted in excess of the published admission number.
How religious affiliation is tested.

Reference to “attend / are active members” from oversubscription criteria.

If parents wish to have their child’s application considered under criteria d to g, then they need to have their vicar / faith leader complete and sign a supplementary information form (SIF) which needs to be returned to Penley Madras Governing Body no later than five weeks after the closing date for Nursery or Reception applications (as applicable). The SIF seeks information about the frequency of attendance at services / Sunday School etc. Confirmation of these details is required from the local priest, minister or faith leader. A supplementary information form for this purpose can be found at the end of our admissions policy which is available online at www.wrexham.gov.uk by following the link to school admissions, or directly from our school.

The SIF is to be returned to the school no later than five weeks after the closing date for Nursery or Reception applications (as applicable). The SIF form alone does not constitute an application; parents must also complete an Application Form as detailed at the start of this policy.

Member is defined as member of the Church in Wales by registration on the electoral roll of the parish.

Review

This policy will be reviewed every year in order to include any change of legislation or change in local circumstances.

This policy is in line with the current Welsh Government School admissions code and Welsh Government School admission appeals code.

Bronington Church In Wales Voluntary Aided School

Bronington Voluntary Aided Primary School accepts pupils between the ages of 3 and 11 years of age.

As a Church in Wales Voluntary Aided School, the admissions committee established by the governing body of the School is responsible for the admission of pupils. Applications can be made on-line at www.wrexham.gov.uk by following the link to school admissions. Paper application forms can be obtained from Contact Wrexham, 16 Lord Street, Wrexham, LL11 1LG, for those parents who do not have an email address.

School Admission Arrangements Timetable

The Local Authority (LA) admission timetable is followed for the processing of applications. See published timetable in Parent’s Guide on Wrexham County Borough Council Website.

Admission to Reception

Pupils are admitted to Reception in the academic year in which they are five, i.e. any child who attains the age of four by 31st August can be admitted in September. Once a reception place has been offered and accepted, parents may defer their child’s entry until the start of the term following the child’s 5th birthday. Parents are not able to defer entry beyond this point, or beyond the academic year for which the original application was accepted.
The School Standards and Framework Act 1998 requires LAs and Governing Bodies to admit pupils up to the school’s admission number (AN). The Admission Number relates to the number of children that can be admitted to each year group during the school year and is calculated using the capacity assessment method in the Welsh Government’s guidance document ‘Measuring the Capacity of Schools in Wales’. The Admission Number (AN) for our school is 17.

Looked after and previously looked after children are a priority. In the case of oversubscription, these children will be admitted before all others, except those with a statement of special education needs naming our school.

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 ‘Moving Forward - Gypsy Traveller Education’. Our school will not discriminate based on gender, or against applicants on the basis of race, colour, nationality or national or ethnic origin.

All applicants will be admitted to the school unless the number of applications exceeds the admission number (AN). All preferences received will be considered on the basis of equal preferences. Expressing a preference for our school does not guarantee a place if our school is oversubscribed.

In the event that the number of applications exceeds the number of places available, then the following oversubscription criteria will be applied in the order set out below, to decide which pupils to admit.

Please note, any child for whom the school is named in a statement of special educational needs will be admitted before the application of oversubscription criteria.

**Oversubscription Criteria**

- a) Looked after children and previously looked after children
- b) Pupils with an elder sibling who is of statutory school age and will still be registered at our school when the younger child is eligible to attend. (see “Definitions” section of the policy)
- c) Pupils who live in the Mission Area of Maelor and for whom this is the nearest suitable Church in Wales school to their home address. (see “Definitions” section of the policy)
- d) Pupils whose parents (see “Definitions” section of the policy) attend Holy Trinity Church Bronington, in The Maelor Mission Area.
- e) Pupils whose parents (see “Definitions” section of the policy) attend another Anglican Church and for whom this is the nearest Voluntary Aided Church School.
- f) Pupils whose parents (see “Definitions” section of the policy) are active members of a non-Anglican Christian denomination and for them this is the nearest Voluntary Aided Church School.
- g) Pupils whose parents (see “Definitions” section of the policy) are active members of another faith and also express a desire for a Church School education, and for them this is the nearest Voluntary Aided Church School.
- h) Pupils whose parents wish them to attend a Church in Wales School.

If parents wish to have their child’s application considered under criteria d to g, then they need to have their vicar / faith leader complete and sign a supplementary information form (SIF) which needs to be returned to The Governing Body of Bronington VA Primary School no later than five weeks after the closing date for Nursery or Reception applications (as applicable). The SIF seeks
information about the frequency of attendance at services / Sunday School etc. Confirmation of these details is required from the local priest, minister or faith leader. A supplementary information form for this purpose can be found at the end of our admissions policy which is available online on the Wrexham County Borough Council Website (follow the link to School Admissions) or directly from our school.

**Tie Breaker**

Within each category of the oversubscription criteria, places will be allocated in distance order giving priority to those living nearest to the school. The distances are calculated by the LA who consistently use distances that are measured on a GIS mapping system.

Distances are measured by the shortest available walking route from home to school, which may include public footpaths. The shortest available route is one along which it is considered safe for a child without a disability or learning difficulty to walk the route alone, or with an escort if the age of the child would call for such in accordance with Welsh Government – ‘Learner Travel Statutory Provision and Operational Guidance’. [http://gov.wales/docs/dcells/publications/140616-ltog-en-v2.pdf](http://gov.wales/docs/dcells/publications/140616-ltog-en-v2.pdf)

**Proximity**

Proximity will be measured by the LA the home to the nearest school gate, using the shortest available walking route which is considered safe for a child to walk, measured on a GIS mapping system. In the case of equal distances, such as a flat in a block of dwellings, the ground floor flats would be regarded as nearer than flats on higher floors.

**Allocation of Nursery Places**

Pupils are admitted to the Nursery, which is part of our Early Years class in the academic year in which they are four – i.e. any child who is three by the 31st August can be admitted in September. Nursery education is not compulsory and parents have no right of appeal regarding nursery admissions under the School Standards and Framework Act 1998.

Nursery schooling will be provided in the on the basis of 5 x 2.5 hour sessions per week for each child. Places are available in Nursery classes, up to our Admission Number.

Parents may express a preference for any nursery irrespective of where the child’s home is in relation to the school. However, expressing a preference does not guarantee a place at that nursery. In the event of oversubscription, applications for nursery places will be dealt with by applying the oversubscription criteria detailed above.

Admission to the nursery class does not guarantee admission to Reception. If a child has a place in our Nursery, parents must complete the appropriate form for admission into Reception. This must be submitted in accordance with the School Admissions Arrangements Timetable (as detailed earlier).

**Transport Provision**

Please refer to the Local Authority website (Transport policy) for eligibility to transport provision.

**Late Applications**

Late applications (i.e. applications received after the published closing date and before the end of the allocation period) will be considered after those submitted on time unless there are exceptional reasons why the application is late.
Exceptional reasons, (for example, when a single parent has been ill for some time, or a family has just moved into the area) must be explained in your application in order for the admissions committee to take them into consideration. Supporting evidence MUST be provided if requested by the admissions committee.

All late applications will be ranked in accordance with the oversubscription criteria and any places which become available will be offered to the highest-ranking applicants up to the end of the allocation period. Thereafter, late applications will be placed on the waiting list.

Waiting List
A waiting list will be maintained in the event of the school being over-subscribed and will consist of: those children whose parents have specifically requested in writing (including email) to be placed on the school’s waiting list, those for whom an appeal form has been received any late applications.

Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 30th September in the school year in which they apply. Children will be ranked on our waiting list according to our oversubscription criteria. Hence, if additional places become available while the waiting list is in operation they will be allocated to children according to their position on the waiting list NOT on date of application. For example, if a child moves to an area outside the normal admissions round and has higher priority under the oversubscription criteria, they must be ranked above those with lower priority already on the list.

Waiting lists will be maintained until 30 September in the school year concerned.

Admission appeals
If we do not offer a child a place at this school, it is because the admission number has been reached and an increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal the decision. The information on how to appeal will be included with the letter informing you that your application was unsuccessful. If you decide to appeal the decision, the appeal must be forwarded to the Clerk of the Governors of our school. Appeals must be made in writing, giving the full reason(s) for wishing to appeal including any supporting evidence.

The appeal will be heard by an independent admission Appeal Panel, convened by the Diocesan Board of Statutory Education according to the Welsh Assembly Government's code of practice on School Admission Appeals. The Appeals Panel hears all appeals by parents who have been refused a place at our school and their decision is binding for all parties concerned.

The right to appeal does not apply for Nursery admissions.

When a parent gives fraudulent or intentionally misleading information in order to obtain a place at our school for their child, we reserve the right to withdraw the offer of a place. Where a place is withdrawn, the application may be resubmitted and if refused, the parent is entitled to appeal against the decision.

Applications Received Outside the Normal Admission Round
Anyone expressing an interest in admission outside the normal admission round will be given an application form at the first point of contact. Once received, such applications will be considered without delay and a formal decision either to offer or to refuse a place will, as far as is possible, be
made and notified to the applicant within 15 school days or 28 calendar days whichever is the sooner.

Definitions

Parental responsibility

“Parental responsibility” is defined in the Children Act 1989 and means assuming all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property.

Unless otherwise determined by a court order:

• Mothers automatically 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 1st December 2003 and is not retrospective)
• Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically. In such cases parental responsibility can be granted through;
  o a residency order;
  o being appointed a guardian;
  o being named in an emergency protection order (limited to taking reasonable steps to safeguard or promote the child or young person’s welfare);
  o or by adoption.
• Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

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 that persons with parental responsibility but with whom the child does not live, can be provided with school reports and be given an opportunity to take part in the child’s education.

Parents include all those people who have a parental responsibility for a child as set out in the Children’s Act 1989. Where responsibility for a child is ‘shared’, the person receiving Child Benefit is deemed to be the person responsible for completing application forms and whose address will be used for admission purposes.

Care of a Child

A person has “care” of a child if that person lives with and looks after the child, irrespective of their relationship to the child. Such a person is considered to be a “parent” for the purposes of the Education Act 1996, even though that person may not necessarily have parental responsibility for the child.

Parents are asked to co-operate with school staff by providing the school with details of the persons with parental responsibility for a pupil, or who have care of the pupil. Any changes in the arrangements for parental responsibility or in the day-to-day care of the child should be notified to the school. Any reference to parents within this policy relating to education matters also extends to include any individual who has care of the child(ren).
Looked After Children
A ‘Looked After Child’ is deemed to be one who is ‘Looked After’ by a Local Authority in accordance with Section 22 of the Children Act. These children are given top priority in the oversubscription criteria for all schools, including applications outside of the normal admissions period. Applications for LAC children should be made by the relevant corporate parent.

Previously looked after children
Looked after children who ceased to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

Definition of Sibling
A sibling is defined as a child who has a brother, sister, stepbrother or stepsister, half-brother or half-sister or is a foster child or adopted child living in the same family unit in the same family household and address and where a sibling will still be registered at the preferred school when the younger child is eligible to attend. Biological siblings who will still be registered at the preferred school on 1st September 2019 will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

‘Residing In’ and ‘Home Address’
The address on the form must be the child’s current permanent place of residence. By permanent we mean where your child physically resides and sleeps for the majority of the week, not for a limited time and not somewhere where the child is temporarily staying for a short time. This will usually be the parents’ address. If the parents don’t reside together, the address must be of the parent with whom the child spends most time – usually the parent receiving child benefit (where applicable). If there is equal, shared custody of the child, it is left to the parents to decide which address to use but we may ask to see a Court Order or other evidence to confirm this arrangement exists. You should not use a business, relative or carer/childminder’s address. If for any reason you are not the parent or a child’s living arrangements are unusual please explain on the form and supply evidence.

An application can only be made from one address and only one application per child can be made. If you cannot agree which school your child should attend with another parent, you should immediately take your own legal advice regarding making an urgent application to the Court.

Should it be necessary to request evidence we may require a number of items to show where you live with your child, acceptable evidence includes for example:

i) driving license
ii) child benefit,
iii) a utility bill in your name covering the application and/or allocation period
iv) a copy of your signed tenancy agreement covering the application and/or allocation period or evidence from any lease or agreement which confirms your right to reside at an address
v) such other evidence as appears to us to be reasonable

Our Governing Body, in conjunction with the Local Authority will check the address provided on your application against the records held for your child’s current school/nursery, and we may request information and evidence from you if they differ. The Local Authority may also check council tax records. If you have not provided your council tax reference number on your application they may write to ask you to provide additional proof of your address.
For allocation purposes, any offer of a school place is based on where your child lives at the end of the allocation period (See Local Authority Admission Timetable) and is conditional on your child living at that address, unless you have notified us of, and we have accepted, a subsequent move. Should you move after applying but during the allocation period you must provide us with proof of your new address. Acceptable evidence includes for example:

i) a solicitor’s letter confirming that completion has taken place on the purchase of a property; or
ii) a copy of the current rental agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
iii) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

We will investigate all applications where there is doubt about the address being given.

**Address warning**
Use of false, misleading, incomplete or inaccurate information may lead us to withdraw an offer of a place, even after a child has started at a school.

A school place(s) may be withdrawn if parents provide the incorrect address on their initial application form, or at any point thereafter during the allocation period. We will not accept a temporary address if you still have a property that was previously used as a home address, unless there are exceptional circumstances that clearly demonstrate that it can no longer be your permanent address.

Nor will we accept a temporary address we reasonably believe is being used solely or mainly to obtain a school place. You may be asked to supply additional information to explain why you are not able to use your permanent address.

We will investigate all allegations of false addresses. The burden of evidence lies with the parents to provide sufficient documentation to support permanent residence at the address used.

**“Suitable” Church in Wales School**
This refers to the status of the school (Voluntary Controlled or Voluntary Aided) and the language medium (English, Welsh and Bilingual) depending on parental preference.

**Twins, Triplets, Multiple Births**
Twins, triplets, quadruplets etc residing at the same address and applying for places in the same year group at the same school.

In instances where there is one remaining place at a school, and according to oversubscription criteria one sibling from multiple births is allocated the last remaining place, the remaining siblings MAY be admitted as exceptions. The Welsh Government’s School admissions code states that infant classes must not contain more than 30 pupils with a single school teacher. In limited circumstances, children may be admitted as “exceptions” to infant class size limit; multiple births may be considered as an exception and if so they could be admitted in excess of the published admission number.
How religious affiliation is tested.
Reference to “attend / are active members” from oversubscription criteria. If parents wish to have their child’s application considered under criteria d to g, then they need to have their vicar / faith leader complete and sign a supplementary information form (SIF) which needs to be returned to Bronington VA Governing Body no later than five weeks after the closing date for Nursery or Reception applications (as applicable). The SIF seeks information about the frequency of attendance at services / Sunday School etc. Confirmation of these details is required from the local priest, minister or faith leader. A supplementary information form for this purpose can be found at the end of our admissions policy which is available online at www.wrexham.gov.uk by following the link to school admissions, or directly from our school.

The SIF is to be returned to the school no later than five weeks after the closing date for Nursery or Reception applications (as applicable). The SIF form alone does not constitute an application; parents must also complete an Application Form as detailed at the start of this policy.

Member is defined as member of the Church in Wales by registration on the electoral roll of the parish.

Review
This policy will be reviewed every year in order to include any change of legislation or change in local circumstances.

This policy is in line with the current Welsh Government School admissions code and Welsh Government School admission appeals code.

All Saints’ Church In Wales Aided School, Gresford

As a Church in Wales Aided School, the Governing Body of the School is responsible for the admission of pupils. Applications can be made on-line at www.wrexham.gov.uk or alternatively admission forms can be obtained from the School. The timescale of the Local Authority admission timetable is followed for the processing of applications.

The School Standards and Framework Act 1998 requires LA’s and Governing Bodies to admit pupils up to the admission number, where there are sufficient applications for places.

The school will consider late applications in cases where a viable reason is given. These include when a single parent has been ill for some time, or a family has just moved into the area, or is returning from abroad provided applications are received before offers of places are made.

Parents will receive written notification of all admission applications.

Pupils are admitted to the Nursery, which is part of our Early Years class in the academic year in which they are four – i.e. any child who is three by the 31st August can be admitted in September. Nursery provision is a statutory entitlement but not compulsory. Parents have no right of appeal under the School Standards and Framework Act 1998 if unsuccessful in gaining a place. Admission to Nursery does not guarantee admission to Reception; if a child has a place in our Nursery the appropriate application form for admission into Reception must be submitted within the prescribed timescale of the annual admissions round.
The Admission number for each year group is currently 45.

Pupils are admitted to Reception in the academic year in which they are five i.e. any child who attains the age of four by 31st August can be admitted in September.

“Looked after children” and “previously looked after children” are a priority. In the case of oversubscription the Governors will admit pupils best satisfying the legal requirements and current legislation.

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 ‘Moving Forward - Gypsy Traveller Education’.

The school will not discriminate between boys and girls, or against applicants on the basis of race, colour, nationality or national or ethnic origin.

**Admissions Criteria**

The Governors have agreed that in the event that the school is oversubscribed the following criteria will be applied in the order set out below, to decide which pupils to admit.

1. Looked after children and previously looked after children who are baptised members of the Church in Wales
2. Other looked after and previously looked after children
3. Children who have a brother or sister at the school, from Reception to Year 5, at the time of application.
4. Children of parents who live within the current Ecclesiastical Parish of Gresford. A copy of the map of the Parish of Gresford is available from the School Office.
5. Children whose parents are involved in the work and worship of the Parish Church of Gresford.
6. Children whose parents are involved in the work and worship of a neighbouring parish church and for whom this is the nearest aided school.
7. Children whose parents are involved in the work and worship of another Christian denomination and for whom this is the nearest aided school, subject to a supporting letter from the priest/minister of the Church which they attend.
8. Proximity to the school of the child’s permanent home address and not, for example that of a childminder or grandparents.

Please note, any child for whom the school is named in a statement of special educational needs will be admitted before the application of oversubscription criteria.

For criteria 5 - 7 the Governors will seek information about the frequency of attendance at services and degree of involvement in the work of the church and seek confirmation of these details from the local priest or minister on a supplementary form which is available on line or from the school.

Within each category those living nearest to the school are accorded higher priority. This is measured using the shortest safe walking route. The distances are calculated by use of a Geographical Information System which accurately measures the distance from the home address to the school. This will be measured from the home to the nearest school gate. If distances are equal, as calculated by the GIS system, for example a flat in a block of dwellings with the same front door entrance, a differentiation by floor level will be used.

**Definition of Parents**

Parents include all those people who have a parental responsibility for a child as set out in the Children’s Act 1989. Where responsibility for a child is ‘shared’, the person receiving Child Benefit is deemed to be the person responsible for completing application forms and whose address will be used for admission purposes.
Definition of Sibling
For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, stepbrother or stepsister or is an adopted or is a foster child living in the same family unit in the same family household and address who attends the preferred school in September 2019. Biological siblings who attend the preferred school in September 2019 will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

‘Residing In’ and ‘Home Address’
The Home Address will be the address used for correspondence. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the end of the allocation period set by the Local Authority. Families who are due to move house should provide:

i) a Solicitor’s letter confirming that exchange of Contracts has taken place on the purchase of a property; or
ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
iii) in the case of SERVING H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

Twins, Triplets, Multiple Births
When the Governing Body are considering twins, triplets or other multiple births for one remaining place, the family will be offered the place and may decide (a) if they will accept it for one sibling whomever they decide or (b) they decline the place and it is offered to the next person in the allocation after the twins/triplets/multiple births. Please note the multiple birth sibling(s) would not be given priority on admission other than considered as a sibling link once the family had accepted the place(s) offered for one of the twins/triplets/multiple births.

Waiting Lists
A waiting list will be maintained in the event of the school being over-subscribed. Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 30th September in the school year in which they apply. If additional places become available while the waiting list is in operation they will be allocated to children on the waiting list on the basis of the above oversubscription criteria.

Admission appeals
Nursery provision is a statutory entitlement, but it is not compulsory. Parents have no right of appeal under the School Standards and Framework Act 1998 if they are unsuccessful in gaining a place. Admission to the nursery class does not guarantee admission to the school reception class.

If we do not offer a child a place at this school, it is because the increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal. If you exercise that right, the appeal must be forwarded to the Clerk of the Governors of the school.

The appeal will be considered by an independent admission Appeal Panel, administered by the Diocesan Board of Education according to the Welsh Government’s code of practice on school Admission Appeals. The Appeals Panel then meets to consider all appeals by parents who have been refused a place at our school. This decision is binding for all parties concerned.
**Review**

In accordance with the School Improvement Plan, this policy will be reviewed every two years or sooner in light of any change of legislation or change in local circumstances.

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**St. Paul’s Church In Wales Aided School, Isycoed**

Recognising its historical foundation, the school will preserve and develop its religious character in accordance with the principles of the Church in Wales, the Church of England and in partnership with the churches at parish and diocesan levels.

The school aims to serve the community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils. This experience is planned to encourage pupils to develop positive attitudes towards learning so that each can reach his or her full potential. Opportunities are provided to develop self-discipline, respect for others and for property, an appreciation of the environment and the individual’s responsibilities towards it.

In partnership with parents, the school instils respect for religious and moral values and tolerance of other races, religions and cultures.

Pupils are encouraged to develop in confidence, to celebrate achievement and to take pride in their membership of the school community.

St Paul’s Voluntary Aided Primary School *accepts pupils between the ages of 3 and 11 years.*

As a Church in Wales Voluntary Aided School, the admissions committee established by the governing body of the School is responsible for the admission of pupils. Applications can be made on-line at [www.wrexham.gov.uk](http://www.wrexham.gov.uk) by following the link to school admissions. Paper application forms can be obtained from Contact Wrexham, 16 Lord Street, Wrexham, LL11 1LG, for those parents who do not have an email address.

**School Admission Arrangements Timetable**

The Local Authority (LA) admission timetable is followed for the processing of applications. See published timetable in Parents’ Guide on Wrexham County Borough Council Website.

**Admission to Reception**

Pupils are admitted to Reception in the academic year in which they are five, i.e. any child who attains the age of four by 31st August can be admitted in September. Once a reception place has been offered and accepted, parents may defer their child's entry until the start of the term following the child’s 5th birthday. Parents are not able to defer entry beyond this point, or beyond the academic year for which the original application was accepted.

The School Standards and Framework Act 1998 requires LAs and Governing Bodies to admit pupils up to the school’s admission number (AN). The Admission Number relates to the number of children that can be admitted to each year group during the school year and is calculated using the capacity assessment method in the Welsh Government’s guidance document ‘Measuring the Capacity of Schools in Wales’. The Admission Number (AN) for our school is 7.
Looked after and previously looked after children are a priority. In the case of over-subscription, these children will be admitted before all others, except those with a statement of special education needs naming our school.

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 'Moving Forward - Gypsy Traveller Education'.

Our school will not discriminate based on gender, or against applicants on the basis of race, colour, nationality or national or ethnic origin.

All applicants will be admitted to the school unless the number of applications exceeds the admission number (AN).

All preferences received will be considered on the basis of equal preferences. Expressing a preference for our school does not guarantee a place if our school is oversubscribed.

In the event that the number of applications exceeds the number of places available, then the following oversubscription criteria will be applied in the order set out below, to decide which pupils to admit.

Please note, any child for whom the school is named in a statement of special educational needs will be admitted before the application of oversubscription criteria.

**Oversubscription Criteria**

a) Looked after children and previously looked after children  
b) Pupils with an elder sibling who is of statutory school age and will still be registered at our school when the younger child is eligible to attend. (see “Definitions” section of the policy)  
c) Pupils who live in the Mission Area of Alyn and for whom this is the nearest suitable Church in Wales school to their home address. (see “Definitions” section of the policy)  
d) Pupils whose parents (see “Definitions” section of the policy) attend St Paul’s Church, Isycoed in the Mission Area of Alyn.  
e) Pupils whose parents (see “Definitions” section of the policy) attend another Anglican Church and for whom this is the nearest Voluntary Aided Church School.  
f) Pupils whose parents (see “Definitions” section of the policy) are active members of a non-Anglican Christian denomination and for them this is the nearest Voluntary Aided Church School.  
g) Pupils whose parents (see “Definitions” section of the policy) are active members of another faith and also express a desire for a Church School education, and for them this is the nearest Voluntary Aided Church School.  
h) Pupils whose parents wish them to attend a Church in Wales School.

If parents wish to have their child’s application considered under criteria d to g, then they need to have their vicar / faith leader complete and sign a supplementary information form (SIF) which needs to be returned to the governing body of the Maelor Church Schools Federation no later than five weeks after the closing date for Nursery or Reception applications (as applicable). The SIF seeks information about the frequency of attendance at services / Sunday School etc. Confirmation of these details is required from the local priest, minister or faith leader. A supplementary information form for this purpose can be found at the end of our admissions policy which is available online on the Wrexham County Borough Council Website (follow the link to School Admissions) or directly from our school.
**Tie Breaker**

Within each category of the oversubscription criteria, places will be allocated in distance order giving priority to those living nearest to the school. The distances are calculated by the LA who consistently use distances that are measured on a GIS mapping system. Distances are measured by the shortest available walking route from home to school, which may include public footpaths. The shortest available route is one along which it is considered safe for a child without a disability or learning difficulty to walk the route alone, or with an escort if the age of the child would call for such in accordance with Welsh Government – ‘Learner Travel Statutory Provision and Operational Guidance’. [http://gov.wales/docs/dcells/publications/140616-ltog-en-v2.pdf](http://gov.wales/docs/dcells/publications/140616-ltog-en-v2.pdf)

**Proximity**

Proximity will be measured by the LA from the home to the nearest school gate, using the shortest available walking route which is considered safe for a child to walk, measured on a GIS mapping system. In the case of equal distances, such as a flat in a block of dwellings, the ground floor flats would be regarded as nearer than flats on higher floors.

**Allocation of Nursery Places**

Pupils are admitted to the Nursery, which is part of our Early Years class in the academic year in which they are four – i.e. any child who is three by the 31st August can be admitted in September.

Nursery education is not compulsory and parents have no right of appeal regarding nursery admissions under the School Standards and Framework Act 1998.

Nursery schooling will be provided in the on the basis of 5 x 2.5 hour sessions per week for each child. Places are available in Nursery classes, up to our Admission Number.

Parents may express a preference for any nursery irrespective of where the child’s home is in relation to the school. However, expressing a preference does not guarantee a place at that nursery. In the event of oversubscription, applications for nursery places will be dealt with by applying the oversubscription criteria detailed above.

Admission to the nursery class does not guarantee admission to Reception. **If a child has a place in our Nursery, parents must complete the appropriate form for admission into Reception. This must be submitted in accordance with the School Admissions Arrangements Timetable (as detailed earlier).**

**Transport Provision**

Please refer to the Local Authority website (Transport policy) for eligibility to transport provision.

**Late Applications**

Late applications (i.e. applications received after the published closing date and before the end of the allocation period) will be considered after those submitted on time unless there are exceptional reasons why the application is late.

Exceptional reasons, (for example, when a single parent has been ill for some time, or a family has just moved into the area) must be explained in your application in order for the admissions committee to take them into consideration. Supporting evidence MUST be provided if requested by the admissions committee.

All late applications will be ranked in accordance with the oversubscription criteria and any places which become available will be offered to the highest-ranking applicants up to the end of the allocation period. Thereafter, late applications will be placed on the waiting list.
**Waiting List**

A waiting list will be maintained in the event of the school being over-subscribed and will consist of:
- those children whose parents have specifically requested in writing (including email) to be placed on the school’s waiting list,
- those for whom an appeal form has been received
- any late applications.

Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 30th September in the school year in which they apply. Children will be ranked on our waiting list according to our oversubscription criteria. Hence, if additional places become available while the waiting list is in operation they will be allocated to children according to their position on the waiting list NOT on date of application.

For example, if a child moves to an area outside the normal admissions round and has higher priority under the oversubscription criteria, they **must** be ranked above those with lower priority already on the list.

Waiting lists will be maintained until 30 September in the school year concerned.

**Admission appeals**

If we do not offer a child a place at this school, it is because the admission number has been reached and an increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal the decision. The information on how to appeal will be included with the letter informing you that your application was unsuccessful. If you decide to appeal the decision, the appeal must be forwarded to the **Clerk of the Governors of our school**. Appeals must be made in writing, giving the full reason(s) for wishing to appeal including any supporting evidence.

The appeal will be heard by an independent admission Appeal Panel, convened by the Diocesan Board of Statutory Education according to the Welsh Assembly Government's code of practice on School Admission Appeals. The Appeals Panel hears all appeals by parents who have been refused a place at our school and their decision is binding for all parties concerned.

The right to appeal does not apply for Nursery admissions.

**When a parent gives fraudulent or intentionally misleading information in order to obtain a place at our school for their child, we reserve the right to withdraw the offer of a place. Where a place is withdrawn, the application may be resubmitted and if refused, the parent is entitled to appeal against the decision.**

**Applications Received Outside the Normal Admission Round**

Anyone expressing an interest in admission outside the normal admission round will be given an application form at the first point of contact. Once received, such applications will be considered without delay and a formal decision either to offer or to refuse a place will, as far as is possible, be made and notified to the applicant within 15 school days or 28 calendar days whichever is the sooner.

**DEFINITIONS:**

**Parental responsibility**

“Parental responsibility” is defined in the Children Act 1989 and means assuming all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property.
Unless otherwise determined by a court order:

- Mothers automatically 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 1st December 2003 and is not retrospective)
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically. In such cases parental responsibility can be granted through:
  - a residency order;
  - being appointed a guardian;
  - being named in an emergency protection order (limited to taking reasonable steps to safeguard or promote the child or young person’s welfare);
  - or by adoption.
- Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

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 that persons with parental responsibility but with whom the child does not live can be provided with school reports and be given an opportunity to take part in the child’s education.

Parents include all those people who have a parental responsibility for a child as set out in the Children’s Act 1989. Where responsibility for a child is ‘shared’, the person receiving Child Benefit is deemed to be the person responsible for completing application forms and whose address will be used for admission purposes.

**Care of a Child**

A person has “care” of a child if that person lives with and looks after the child, irrespective of their relationship to the child. Such a person is considered to be a “parent” for the purposes of the Education Act 1996, even though that person may not necessarily have parental responsibility for the child.

Parents are asked to co-operate with school staff by providing the school with details of the persons with parental responsibility for a pupil, or who have care of the pupil. Any changes in the arrangements for parental responsibility or in the day-to-day care of the child should be notified to the school. Any reference to parents within this policy relating to education matters also extends to include any individual who has care of the child(ren).

**Looked After Children**

A ‘Looked After Child’ is deemed to be one who is ‘Looked After’ by a Local Authority in accordance with Section 22 of the Children Act. These children are given top priority in the over-subscription criteria for all schools, including applications outside of the normal admissions period. Applications for LAC children should be made by the relevant corporate parent.

**Previously looked after children**

Looked after children, who ceased to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.
Definition of Sibling
A sibling is defined as a child who has a brother, sister, stepbrother or stepsister, half-brother or half-sister or is a foster child or adopted child living in the same family unit in the same family household and address and where a sibling will still be registered at the preferred school when the younger child is eligible to attend. Biological siblings who will still be registered at the preferred school on 1st September 2019 will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

'Residing In’ and ‘Home Address’
The address on the form must be the child’s current permanent place of residence.

By permanent we mean where your child physically resides and sleeps for the majority of the week, not for a limited time and not somewhere where the child is temporarily staying for a short time.

This will usually be the parents’ address. If the parents don’t reside together, the address must be of the parent with whom the child spends most time – usually the parent receiving child benefit (where applicable). If there is equal, shared custody of the child, it is left to the parents to decide which address to use but we may ask to see a Court Order or other evidence to confirm this arrangement exists. You should not use a business, relative or carer/childminder’s address. If for any reason you are not the parent or a child’s living arrangements are unusual please explain on the form and supply evidence.

An application can only be made from one address and only one application per child can be made.

If you cannot agree which school your child should attend with another parent, you should immediately take your own legal advice regarding making an urgent application to the Court.

Should it be necessary to request evidence we may require a number of items to show where you live with your child, acceptable evidence includes for example:
1) driving license
2) child benefit,
3) a utility bill in your name covering the application and/or allocation period
4) a copy of your signed tenancy agreement covering the application and/or allocation period or evidence from any lease or agreement which confirms your right to reside at an address
5) such other evidence as appears to us to be reasonable

Our Governing Body, in conjunction with the Local Authority will check the address provided on your application against the records held for your child’s current school/nursery, and we may request information and evidence from you if they differ. The Local Authority may also check council tax records. If you have not provided your council tax reference number on your application they may write to ask you to provide additional proof of your address.

For allocation purposes, any offer of a school place is based on where your child lives at the end of the allocation period (See Local Authority Admission Timetable) and is conditional on your child living at that address, unless you have notified us of, and we have accepted, a subsequent move.

Should you move after applying but during the allocation period you must provide us with proof of your new address. Acceptable evidence includes for example:
1) a solicitor’s letter confirming that completion has taken place on the purchase of a property; or
2) a copy of the current rental agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
iii) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ. We will investigate all applications where there is doubt about the address being given.

**Address warning**

Use of false, misleading, incomplete or inaccurate information may lead us to withdraw an offer of a place, even after a child has started at a school.

A school place(s) may be withdrawn if parents provide the incorrect address on their initial application form, or at any point thereafter during the allocation period. We will not accept a temporary address if you still have a property that was previously used as a home address, unless there are exceptional circumstances that clearly demonstrate that it can no longer be your permanent address.

Nor will we accept a temporary address we reasonably believe is being used solely or mainly to obtain a school place. You may be asked to supply additional information to explain why you are not able to use your permanent address.

We will investigate all allegations of false addresses. The burden of evidence lies with the parents to provide sufficient documentation to support permanent residence at the address used.

**“Suitable” Church in Wales School**

This refers to the status of the school (Voluntary Controlled or Voluntary Aided) and the language medium (English, Welsh and Bilingual) depending on parental preference.

**Twins, Triplets, Multiple Births**

Twins, triplets, quadruplets etc residing at the same address and applying for places in the same year group at the same school.

In instances where there is one remaining place at a school, and according to oversubscription criteria one sibling from multiple births is allocated the last remaining place, the remaining siblings MAY be admitted as exceptions. The Welsh Government’s School admissions code states that infant classes must not contain more than 30 pupils with a single school teacher. In limited circumstances, children may be admitted as “exceptions” to infant class size limit; multiple births may be considered as an exception and if so they could be admitted in excess of the published admission number.

**How religious affiliation is tested.**

*Reference to “attend / are active members” from oversubscription criteria.*

If parents wish to have their child’s application considered under criteria *d to g*, then they need to have their vicar / faith leader complete and sign a supplementary information form (SIF) which needs to be returned to the governing body of the Maelor Church Schools Federation no later than five weeks after the closing date for Nursery or Reception applications (as applicable). The SIF seeks information about the frequency of attendance at services / Sunday School etc. Confirmation of these details is required from the local priest, minister or faith leader. A supplementary information form for this purpose can be found at the end of our admissions policy which is available online at [www.wrexham.gov.uk](http://www.wrexham.gov.uk) by following the link to school admissions, or directly from our school.
The SIF is to be returned to the school no later than **five weeks** after the closing date for Nursery or Reception applications (as applicable). The SIF form alone does not constitute an application; parents must also complete an Application Form as detailed at the start of this policy.

Member is defined as member of the Church in Wales by registration on the electoral roll of the parish.

**Review**

This policy will be reviewed every year in order to include any change of legislation or change in local circumstances.

This policy is in line with the current Welsh Government School admissions code and Welsh Government School admission appeals code.

**CATHOLIC & ANGLICAN HIGH SCHOOL**

St Joseph’s is a Catholic and Anglican High School, and as such is truly unique as a shared church school in Wales. The Bishops’ of the Dioceses of Wrexham and St. Asaph ensure that the school exists to serve the Catholic and Church in Wales communities of Wrexham. As a school, we welcome young people from all backgrounds, who would prefer a faith-based education for their child. We ask that all parents applying for a place here to recognise and respect the distinctive ethos and education the school provides and its importance to the school community. This does not affect the right of the parents who are neither Catholic nor Anglican to apply for a place here and we seek to promote inclusivity to all. However, our over-subscription criteria makes clear in fulfilling our Christian mission, that those members of the Catholic and Church in Wales communities will be given precedence in allocation of places and this criteria will be applied should there be more applications for places than the published admission number.

**Applying for a place at St Joseph’s Catholic and Anglican High School**

**Primary to Secondary School Admissions**

When applying for a place at St Joseph’s School parents should ensure they complete both of the following steps:

- St Joseph’s School Application Pack – this is obtained from the school or via the school website www.st-joseph.wrexham.sch.uk. The pack consists of two separate forms. The first is an Application Form which should be completed by the parent or the guardian. The second form is a Supporting Information Form which should be completed by your Minister at your place of worship. If you do not have access to a Minister or Religious Leader please disregard this form. These documents should be returned to St Joseph’s Catholic and Anglican High School by 9th November 2018.

AND

- Local Authority Application Process – the Local Authority operates an on-line application process and details of this can be found on the Wrexham County Council website, www.wrexham.gov.uk. Alternatively, parents may apply to the Contact Wrexham Centre directly for Local Authority paper application forms.

It is important that BOTH these processes are completed and that the Application Form for St Joseph’s school is returned to the school and not the Local Authority. The information received on these documents will assist the Admission Panel.

The Governing Body of St Joseph’s Catholic and Anglican High School is the admitting authority.
Mid Phase Transfers
Where parents wish to transfer their child from a secondary school to St Joseph’s they are advised to contact the school directly.

Admission Policy
In recognition of the spirit of harmony and partnership that has characterised the growth of this shared school, it has been agreed that there will be one Admissions Panel set up to deal with all admissions. Representatives from both denominations will form this Panel.

The school’s admission number is 137 for each Year group.

The Governing Body proposes to admit 137 pupils. St Joseph’s is a fully inclusive school with Resource Provision available. There is no selection on grounds of ability or aptitude. All applications, including those seeking Resource Provision, will be considered using the same criteria detailed below.

The Governors will consider applications, and allocate 137 places, in accordance with the evidence of commitment by parents and children to the comprehensive denominational education offered at St. Joseph’s. Places will be allocated according to the basic ratio established at the foundation of the school: up to 60% of pupils admitted will be from the Catholic tradition and up to 40% of pupils admitted will be from the Anglican tradition. The Governors recognise that members of other Christian denominations and other faith communities have been, and continue to be, part of the life of St. Joseph’s and they are committed to maintaining this within the constraints of the actual numbers applying to the school in any given year.

If the Governing Body receives 137 applications or less from pupils they will all be offered places at the school.

First priority is given to applications received by the published closing date which is 9th November 2018. Late applications will be considered using the same published criteria, however, if the school is over-subscribed any late applications will be considered after those received by the published closing date. Consideration will be given to applications received after this date where an exceptional reason for failing to meet the deadline can be proven beyond reasonable doubt.

When the number of applications exceeds the number of places available, applications for the 137 places available are considered by the Governors in the order of priority stated below.

Over Subscription Criteria
All applications received by the closing date which express parental preference for comprehensive Christian denominational education at St. Joseph’s on the common application form will be considered in the following order of priority.

Evidence and information must be supplied by the parents / guardians on the application form. Where possible, copies of Baptismal certificates should be supplied. Applications must be accompanied by a Supporting Information Form. Supporting information and evidence from the family Priest / Minister / Religious Leader (if applicable) must be recorded by the Minister and not the parent / carer on the Minister Form supplied with the application form. When considering applications those children who have been attending for the greatest number of years will be awarded priority.

1. Looked After Children, or previously Looked After Children
(Please see definition of Looked After Children)
2. **Children from the Catholic and Church in Wales Traditions**

Once places to Looked After Children and previously Looked After Children have been allocated the remaining places will be allocated according to the basic ratio established at the foundation of the school: up to 60% of pupils admitted will be from the Catholic tradition and up to 40% of pupils admitted will be from the Anglican tradition. If there have been no applications received from Looked After Children or previously Looked After Children the 137 places will be split using the same 60% / 40% ratio. This will equate to 82 children of the Catholic tradition and 55 children from the Anglican tradition.

<table>
<thead>
<tr>
<th>Catholic</th>
<th>Church in Wales</th>
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<tbody>
<tr>
<td>(a) Baptised Catholic children in Catholic primaries within Wrexham Local Authority.</td>
<td>(a) Baptised children whose families attend an Anglican Church within the Wrexham Local Authority area. NB this does not mean school based worship.</td>
</tr>
<tr>
<td>(b) Other Baptised Catholic children.</td>
<td>(b) Other Baptised Anglican children</td>
</tr>
<tr>
<td>(c) Other children who attend Catholic primary schools.</td>
<td>(c) Children who attend a Church in Wales Primary school.</td>
</tr>
</tbody>
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Should the numbers exceed the number of places available in each category, the criteria below will be applied, in the following order, to determine who can be admitted:

1. Evidence of sacramental involvement by the child and by the family.
2. Evidence of active involvement in the church community by the child and by the family.
3. The number of years the child has attended a Catholic feeder school

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<tr>
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</tr>
<tr>
<td>(c) Other children who attend Catholic primary schools.</td>
<td>(c) Children who attend a Church in Wales Primary school.</td>
</tr>
</tbody>
</table>

Should the numbers exceed the number of places available, the criteria below will be applied, in the following order, to determine who can be admitted:

1. Supporting evidence from the Vicar / Minister about the active involvement by the child and family in the church they attend.
2. Supporting evidence from the Vicar / Minister about the child and family’s attendance at church.
3. The number of years the child has attended a Church in Wales Primary School.

Where Catholic or Church in Wales places are unfilled, the places become available to the other oversubscribed denomination.

Following the allocation of places under 1 & 2, if any places remain they will be combined and allocated to pupils using the following oversubscription criteria as listed in order of priority.

3. **Children of families who are actively involved in local church communities of other Christian denominations and who are Category “A” members of CYTUN (Churches Together in Wales).** For a full list of these member please go to Appendix A.

For available places the following criteria will be applied, in order, to decide who can be admitted;

a. Evidence of significant active involvement by the child and the family in the supporting church, such as weekly attendance at worship and other involvement.

b. Evidence of some active involvement by the child and the family in the supporting church, such as monthly or less regular attendance at worship.

c. The number of years the child and the family has been involved with the supporting church.
4. **Children of other faith communities.**

For available places the following criteria will be applied, in order, to decide who can be admitted:

a. Evidence of significant active involvement by the child and the family in the supporting place of worship.
b. Evidence of some active involvement by the child and the family in the supporting place of worship.
c. Evidence of commitment to a faith community by the child and the family.

5. **Children of families who are members, but not active members, of local faith communities.**

For available places the following criteria will be applied, in order, to decide who can be admitted:

a. Evidence of some involvement in the supporting church by the child and the family.
b. Number of years the child and the family has been involved with the supporting church.

6. **Children who are not able to be admitted under categories 1 – 5, but who have a sibling* attending at the time of admission.**

For available places the following criteria will be applied:

The greater the number of years the siblings would be together, as part of the school community, will be the deciding factor.

*Please see Definition of Sibling

7. **Children who are not able to be admitted under categories 1 – 6, who have not provided any evidence from their Priest/Minister/Religious Leader regarding their Faith commitment, or who have declared no faith commitment, but who have indicated they would like a place at St Josephs.**

**Tie Breaker**

In the event of a tie breaker being required, the Governors will admit those applicants who live nearest to the school. If equal preference is accorded to two or more applicants under any one criterion then the tie breaker will be applied, with the child living closest to the school being afforded priority. Proximity will be measured by the Governing Body Admissions Panel using the Local Authority’s GIS mapping system. Measurements will be from the home to the nearest school gate, using the shortest safe walking route. In the case of equal distances, such as a flat in a block of dwellings, the ground floor flats would be regarded as nearer than flats on higher floors.

**Home Address**

The ‘Home Address’ will be the address used for correspondence and relates to where ‘Child Benefit’ is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the Governors to confirm the address used on the application form. Home address will be the address that complies with the above at the end of the allocation period set by the Local Authority. Families who are due to move house should provide:

a) a Solicitor’s letter confirming that completion has taken place on the purchase of a property; or  
b) a copy of the current rental agreement, signed by both the Tenants and the Landlords, showing the address of the property; or  
c) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ
Notes:

LOOKED AFTER CHILDREN: A 'Looked After Child' is deemed to be one who is 'Looked After, or has previously been Looked After' by a Local Authority in accordance with Section 22 of the children Act. Wrexham County Borough Council follows regulations set by the Welsh Government to ensure that the interests of these most vulnerable children are protected. These children are given top priority in the over-subscription criteria for all schools, including applications outside of the normal admissions period. Application forms for Looked After Children should be signed by the relevant corporate parent.

DEFINITION OF PARENTS
Parents include all those people who have a parental responsibility for a child as set out in the Children’s Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit* is deemed to be the person responsible for completing application forms and whose address will be used for admission purposes.

*Child Benefit – or the person who would be entitled to the payment of child benefit if they met the income threshold as set by HMRC

PARENTAL RESPONSIBILITY
Unless otherwise determined by a court order:
• Mothers automatically 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 1st December 2003 and is not retrospective)
• Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically. In such cases parental responsibility can be granted through a residency order; being appointed a guardian; being named in an emergency protection order (limited to taking reasonable steps to safeguard or promote the child or young person’s welfare); or by adoption.

In case of dispute between parents, where more than one parent has parental responsibility and they do not agree to an application being made to a particular school, a temporary school place will be offered until any dispute is resolved by both parents as a personal matter.

SIBLING (brother/sister): The admission arrangements will ensure that multiple birth children are not separated. Brothers and sisters whether full, half, step, foster or adopted will be considered relevant where living together in the same family unit in the same family household and address and where an older child will still be registered at the school when the younger child would be eligible to attend. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

APPEALS: If the Governors send a letter stating that they are unable to offer a place, a parent may appeal. This appeal must be made in writing by a parent / guardian to the Clerk of the Governors of the school and must be received by the closing date indicated in the letter. An independent Appeals Panel, set up on behalf of the Diocese of Wrexham and the Diocese of St. Asaph, will then hear the Appeal.

OTHER YEAR GROUPS: Admissions are subject to places being available and to the same admissions criteria.
WITHDRAWING OFFERS OF PLACES BY THE GOVERNORS: Parents should note that should the Governors find evidence of a fraudulent or intentionally misleading application from a parent, which effectively denied a parent with a stronger claim an offer of a place, the offer could be withdrawn. Where a place is withdrawn on the basis of misleading information, the application will be considered afresh, and a right of appeal offered if the place is refused. This statement is made in accordance with ‘School Admissions Code, Statutory Code Document No. 005/2013, page 26 paragraphs 3.40 & 3.41.

WAITING LISTS: Transition to Secondary School from Primary School

Parents who are unsuccessful in their application can have their child’s name added to a waiting list. The waiting list will be kept until 30th September of the year of application. If any places become available before the term starts in September the Admissions Panel will consider those names on the waiting list. If there are more names on the waiting list than there are available the Governors will use the over-subscription criteria as detailed in this policy. Once this date has been reached the waiting list will be destroyed.

Mid-Phase Transfers
Waiting lists for other year groups are kept. The over-subscription criteria will be applied should any vacancies arise.

Appendix A

CYTUN – Category “A” Members*
(A) All churches and denominations in Wales which subscribe to the Basis and have a spread of congregations in Wales and which have their own national organisation and ecclesial identity:
The Baptist Union of Wales
South Wales Baptist Association
The Methodist Church
The Church in Wales
The German Speaking Lutheran Church
The Salvation Army
The United Reformed Church
The Roman Catholic Church
The Union of Welsh Independents
The Congregational Federation
The Presbyterian Church of Wales
The Indian Orthodox Church (link: St Mary’s Indian Orthodox Church, Bristol)
The Church of Pentecost - UK (Cardiff District)
(B) Those churches which have a spread of congregations in Wales and which in principle, have no creedal statements in their traditions and therefore cannot formally subscribe to the Basis, but which are committed to the aims and purposes of the Charity:
Religious Society of Friends

* details from CYTUN website – http://www.cytun.org.uk/us.html
FOUNDATION SECONDARY SCHOOL:

The Maelor School, Penley

The school complies with the Education Act 2009 which gives priority to the admission of Looked After Children.

In the event of admissions applications exceeding our admission number of 130, the governors have agreed that the following criteria should be applied in the order of priority shown:-

Oversubscription Criteria

1. “Looked After Children” and “previously looked after children”

2. Attendance at the feeder primary schools in the Maelor: Ysgol Sant Dunawd - Bangor on Dee, Bronington Aided Primary - Bronington, Eyton V. Controlled Primary - Eyton, St Chad’s V.Aided Primary School - Hanmer, St Paul’s V. Aided Primary - Isycoed, Madras Church in Wales Aided Primary - Penley, Ysgol Deiniol C. P. - Marchwiel, St. Mary’s Aided – Overton on Dee and Borderbrook V.C. Primary - Tallarn Green.

3. Siblings of pupils already attending the 11-16 part of the school. [Brothers and sisters whether full, half, step or foster will be considered relevant where living together in the same family household and address and where the older child will still be registered at the school when the younger child would be eligible to attend. Children residing in the same household as part of an ‘extended family’ such as cousins, will not be treated as siblings. Siblings will be in years 8-11 when the younger child is due to start]

4. Proximity – Priority is given on the shortest distance [Distances are measured by the shortest available walking route from home to school, which may include public footpaths. The shortest available route is one along which it is considered safe for a child without a disability or learning difficulty to walk the route alone, or with an escort if the age of the child would call for such in accordance with Welsh Government – ‘Learner Travel Statutory Provision and Operational Guidance’.

In the event of being oversubscribed in criteria 2 and 3 the distance as set out in criteria 4 will be used as a tie break.

Declined a Place:

If you are refused a place after the school has applied the above admissions criteria you have a right to appeal to an independent appeals panel. In order to do this a Parent/Carer should request an appeal in writing to the “Clerk to the Appeals Panel” at the school’s address.

Multiple Births Admission Criteria:

When the Governing Body are considering twins, triplets or other multiple births for one remaining place, the family will be offered the place and may decide (a) if they accept it for one sibling whomever they decide or (b) they decline the place and it is offered to the next person in the allocation after the twin/triplets/multiple births. Please note the multiple birth sibling(s) would not be given priority on admission other than considered as a sibling link once the family had accepted the place(s) offered for one of the twins/triplets/multiple births.

Waiting List:

The Maelor School will maintain a waiting list following the allocations of places during the normal admissions round. The waiting list will remain in place until the 30th September in the school year in which the application is made. For mid school transfer applications the Maelor School will keep the application on the waiting list for the academic year in which the application is made.
Thereafter parents should make a fresh application for admission. If additional places become available while the waiting list is in operation they will be allocated to children on the waiting list on the basis of the oversubscription criteria and not on the date of the application. If places become available prior to the appeals hearing they will be filled from the waiting list.

Late Applications
Applications received after the published closing date will be treated as a late application. Late applications will be considered using the same published criteria. However, if the school is over-subscribed then any late applications will be looked at after those applications received by the closing date.

Applications outside the normal admission round:
The school will apply the admission policy to all applications received outside the normal admissions round or for other year groups (mid school transfers) using the criteria and arrangements set out above.

HOW TO APPLY FOR A PLACE
Your will need to complete a Wrexham Admission Pack available to download from the Wrexham Authority website www.wrexham.gov.uk and follow the links to Education & Learning, Schools Admissions & Transfers, the application form should be returned to the LA by the published annual date (If your child attends a Wrexham primary school this information will be given to them at the beginning of the Autumn term). It is simpler if the application can be made using the Local Authority Online application form.

You will also need to complete The Maelor School admission form and return this to the school by the published closing date.

English as an Additional Language (EAL) Service

The English as an Additional Language Service offers language support to pupils whose first language is not English.

The Service consists of a team of teachers, teaching assistants and bilingual support workers who work with pupils to develop their ability to communicate in English, and thereby fully access the National Curriculum. Where pupils with little, or no, English language apply for school places, they shall be referred to the EAL service by the Admissions Officer.

Before admission to school is agreed, a home visit may be made by the EAL service to assess the level of support required. The Admissions Officer, in consultation with the headteacher and the parents, will then make arrangements for admission.

School Attendance, Punctuality and Absence

Any regular absence from school can be a significant problem which can have serious consequences for the wellbeing of a child and affect academic outcomes. Parents have a legal duty to ensure that their children are properly educated. For most children this means regular attendance at a local school. Regular attendance means that children should be in school from Monday to Friday during the hours that the school is open. Children that fail to attend or that regularly arrive late and miss registration are not attending school regularly.
In law, there are some reasons to explain school absence that a Headteacher can choose to accept. These explanations include:

Medical absences or some other unavoidable cause.
Religious observance.
School transportation issues.

However, these explanations must be accepted by a Headteacher before they are deemed legitimate and parents may be required to provide evidence before a Headteacher will authorise such absences.

Absence for other reasons, including holidays in term time, should be discussed with the Headteacher before any holiday is arranged. Permission for holiday leave can only be given by the Headteacher. The Welsh Government guidance says

- Schools should use their discretion sparingly.
- In exceptional circumstances a parent shall not be granted more than ten school days leave of absence in any one school year.
- Ten school days should not be regarded as the norm or as an entitlement.

Non-urgent doctor and dentist appointments should be made outside school hours whenever this is possible.

Parents who fail to ensure that their children attend school regularly could be issued with a Fixed Penalty Notice of £60 or could face legal proceedings - if found guilty this can result in a criminal conviction. Each parent/carer could also be sent to prison or fined up to £2,500 for each child missing school. The court also has the power to make a Parenting Order.

Some children may truant from school without their parent’s knowledge.

- The police now have powers to detain any child(ren) of school age whom they suspect may be unlawfully absent from school.
- A Community Education Patrol also operates regularly within the locality.
- Help us to support your children by letting the Headteacher know, as soon as possible, the reason for absence.
- Please contact the Education Social Work Service for advice or support with regard to matters of school attendance.

**Discipline and Exclusion**

Schools are aware that they share the responsibility for the behaviour of children in their care. Parents are fully involved whenever matters of concern are reported. There is no corporal punishment. In exceptional cases, Headteachers may exclude pupils from school, either for a fixed term or permanently. Parents have the right to make representations about an exclusion to the school’s Governing Body. In the event of permanent exclusion, parents have formal rights of appeal as documented in Welsh Government guidance. Parents requiring further information should seek advice from their child’s school or from the Education Support Lead Tel: 01978 268140.

The Pupil Referral Service or the Behaviour Support Service may also be involved to offer support to the student and school to help resolve issues.
Welsh Language Policy for all Schools Maintained by the Local Authority

The Authority’s Welsh Language Policy aims to ensure that pupils gain the educational stimulus and advantages afforded by bilingual education and increase their fluency over time. Through its current Welsh in Education Strategic Plan (WESP) the Authority endeavours to enable all children and young people to be confident bilingual speakers through its education provision and be able to live, work and socialise comfortably through the medium of Welsh.

The Authority is committed to supporting, expanding and promoting Welsh-medium education. Through the Authority’s WESP it demonstrates that it is committed to developing Welsh medium education within the whole community, increasing the number and percentage of pupils receiving Welsh-medium education in compliance with the Welsh Government’s Welsh-Medium Education Strategy of developing learners who are fully bilingual and the Authority’s ambitions and plans will be supporting the Welsh Government’s vision and strategy of a million Welsh speakers by 2050 in support of Welsh Government’s Prosperity for All: the national strategy (2017); Education in Wales: Our national mission, Action plan 2017–21 (2017) and Cymraeg 2050: A million Welsh speakers (2017).

Bilingualism will be introduced at the earliest opportunity. The Authority will ensure that bilingual education, once started, will be maintained, developed and normalized as the children progress. There are no exemptions from The National Curriculum in Welsh.

In Welsh-medium schools all subjects are delivered to pupils through the medium of the Welsh language, whereas in English-medium schools Welsh is introduced and taught as a subject, with an increasing emphasis on using Welsh incidentally throughout the school day.

The Authority does not provide a language centre for Welsh language latecomers. Children wishing to access Welsh medium primary education will receive support service for latecomers. Children will receive intensive support to immerse them in the Welsh language at their host school. For those Year 6 pupils currently attending English medium schools, who wish to access Welsh medium secondary education, support is available through the successful immersion scheme based at Ysgol Morgan Llwyd, where immersion pupils become fully fluent and join mainstream classes by the start of Year 9.

Schools, where Welsh is the main medium of instruction, have English introduced at Key Stage 2 (i.e. ages 8 - 11).

Primary Education

All Wrexham County Borough primary schools will be bilingual, though the degree of bilingualism may differ from school to school. Consequently, it will be the responsibility of the Authority (in conjunction with the headteacher and the school governors) to ensure that competent teachers are available in order that the proportion of time allocated to the teaching of both Welsh and English is in accordance with National Curriculum requirements.

In the majority of the schools, English will be the main medium of instruction. Welsh will be taught as a second language in these schools from nursery until Year 6. All schools however, will be responsible to endeavour to place an increasing emphasis on using Welsh incidentally throughout the school day. Welsh Government will be rolling out a National Framework for the incidental use of Welsh for all schools from Sept 2018 onwards from the WG Education in Wales: Our national mission, Action plan 2017–21 (2017) and Estyn will be monitoring.
Secondary Education

Secondary education will be provided through the medium of English or through the medium of Welsh according to the wishes of the parents.

To support the principle and advantages of bilingualism and in order to comply with the requirements of the National Curriculum, Welsh is taught and developed as a second language to all pupils in English medium schools at both KS3 and KS4. At key stage 4 our aim is that all pupils complete the newly revised full GCSE course. All schools will be responsible to endeavour to place an increasing emphasis on using Welsh incidentally throughout the school day.

Welsh medium secondary education is provided at Ysgol Morgan Llwyd, Wrexham where every subject is offered through the medium of Welsh.

Transport Policy

The Transport Policy in full is available to view:


1. Provision of Free Transport - MAINSTREAM

There is a statutory duty placed upon the Authority to make suitable travel arrangements for pupils of compulsory school age – to end of YR 11, residing within the County Borough, with the provision of free transport to their nearest suitable school if they reside beyond “walking distance” to that school. The law defines “walking distance” as over two miles for pupils receiving primary education and over three miles for pupils receiving secondary education.

The nearest suitable school is deemed by the Authority to be the nearest school to the home address which provides education relevant to the age, ability and aptitude of the pupil, (including, where relevant, a pupil referral unit). Distances are measured by the shortest walking route from home to school, which may include public footpaths. The shortest available route is one along which it is considered safe for a child without a disability or learning difficulty to walk the route alone, or accompanied if the age of the child would call for such.

The nearest School assessment is calculated using the Education ONE software system – which is used by many Local Councils throughout Wales. The GPS mapping layer used to assess measurements is amended each October, and any changes to Highways Infrastructure in the County are included. No other mapping systems, such as Google Maps or AA Route Finder are considered for assessments.

Identification of the nearest school for free transport assessment is calculated by way of the shortest walking route from Home to School. The route to school will be measured from the Home to the nearest school gate, and may include public footpaths, bridleways and other pathways, as well as adopted roads. It is not necessarily the shortest distance by road.

Once the nearest school is identified by the ONE system:
Transport is granted if over 3 mile [Secondary] or 2 mile [Primary].
Transport is refused if under 3 mile [Secondary] or 2 mile [Primary].
The Authority will consider, on their merits, requests from parents for free transport for pupils who live within the statutory walking distance of the nearest suitable school where the route to school is, in the Authority’s view, deemed unavailable.

In all cases, the efficient use of resources will dictate the mode of transport provided. Transport may be provided by means of a contracted school transport service and / or use of an existing public
transport service. Where pupils attend, as a result of parental preference, a school which is not the nearest suitable school, it must be understood that parents accept full responsibility for transport arrangements. This will include making all the necessary arrangements as well as meeting the cost. Should parents/carers wish to check which is their nearest suitable school they may do so by contacting the Transport Unit.

Pupils of mixed ages, for example, primary and secondary age pupils may travel on shared transport as well as, pupils from different denominational and linguistic backgrounds.

It is not possible to arrange the routes of vehicles to pass close to the homes of all pupils. Therefore, it may be necessary to make arrangements for pupils to reach the nearest ‘pick up’ point of the vehicle, this will be from a point reasonably near the child’s home to a point reasonably near the school not to the school door but reasonably near thereto.

2. Looked After Children.

Suitable transport arrangements will be made for a child, of compulsory school age, looked after by a local authority, with the provision of free transport to the school or other educational institution at which they are registered if they reside beyond the walking distance, as defined in (1) above, to that school or institution.

3. Parental Responsibility

Parents have the responsibility for:

i) getting their child to and from school where they do not qualify for free transport;
ii) applying for free transport to determine if their child qualifies;
iii) informing the LA and the school of changed circumstances which may affect transport;
iv) ensuring that their child is ready and waiting for transport at the appropriate time and place.
   Where children are picked up/dropped off at the home, the parent is responsible for accompanying the child to and from the door to the vehicle;
v) making every effort to ensure that their child’s behaviour while using school transport is socially acceptable;
vi) to ensure that their child(ren) are aware of and understand the All-Wales Travel Behaviour Code; www.gov.wales/learner-travel-code
vii) the safety of their child to and from agreed pick up/drop off points.

The Council’s code of conduct for home to school transport details the responsibility of parents, pupils and transport operators. Visit www.wrexham.gov.uk/english/Transport Policy

4. Behaviour

Under the provisions of the Travel Behaviour Code, any misbehaviour by pupils while travelling on school transport that could affect the safety of pupils, drivers, escorts and/or other road users may lead to sanctions and/or the withdrawal of transport provision.
In such situations, pupils will be subject to the normal disciplinary rules of their school.

5. Journey Times

The Policy does not specify a time limit for journeys, however, the following factors will be taken into consideration in assessing journey times:
• nature, purpose and circumstances of each journey
• the learner’s age
• any special needs of the learner
• location of the learner’s home in relation to available schools.
6. Pick-Up/Drop Off Arrangements

Transport will normally be to and from bus stops or pick up points for groups of pupils. It will only be provided from door-to-door in exceptional circumstances. Pupils will need to be at a designated pick-up point situated reasonably near to their home. No pupil/student who is eligible to be transported on a contract route will be eligible for transport provision outside the normal daily timetable of that contract.

Parents to ensure that their child(ren) are present at the agreed pick up/drop off points 10 minutes before the scheduled transport arrival time.

If no contact can be made the transport providers must contact the ITU for instruction. Transport providers may be instructed to take children to the nearest place of safety in the event that a parent or carer is unable to meet the child at the specified drop-off point/time or back to school. The additional cost of this may be charged to parents.

7. Additional Transport Arrangements

If a Contractor has provided a suitable vehicle at the relevant place and time and neither the parent nor the pupil present themselves then no alternative provision will be made on that day.

8.a) Transport to Voluntary and Welsh Medium Schools

Pupils attending the nearest Voluntary Aided school, Voluntary Controlled school or Welsh Medium school will receive free transport provided that the school attended is the nearest suitable school of that type and they reside beyond the agreed walking distance as defined in (1) above.

b) National Curriculum as described in Wales

Pupils attending the nearest school at which they can access the National Curriculum as expressed in Wales, in terms of the Welsh Language and Culture will receive free transport provided that the school attended is the nearest suitable school of that type and they reside beyond the agreed walking distance as defined in (1) above.

9. Travel Arrangements to Other Training Providers or Work Experience.

Suitable travel arrangements will be made for pupils of compulsory school age, residing within the County Borough, who receive their education or training at different educational establishments or training providers on different days of the week, or who attend an authorised work experience placement, provided that the route from home to the establishment is beyond the agreed walking distance as defined in (1) above. This may be by the payment of the pupil’s travel expenses. The Authority shall not however be responsible for the travel arrangements between educational establishments or sites.

10. Transport to Schools in Neighbouring Authorities

Pupils residing within Wrexham County Borough who attend schools located in neighbouring authorities will receive free transport provided that the school attended is the nearest suitable school and they reside beyond the agreed walking distance as specified in (1) above.

11. Special Transport on Medical Grounds

Free transport may be provided on medical grounds to facilitate a pupil’s attendance at the school at which they are registered on the recommendation of the Authority’s designated School Medical Officer where no suitable public transport exists.
12. Concessionary Transport

From time to time it is possible that the number of pupils to be carried by the authority will be below the seating capacity of the vehicle being used on a specific route. In such cases the Authority will reserve the right to make spare capacity available to children attending their nearest school who live below the statutory distance as specified in (1) above for so long as such availability exists. It must be understood that the provision of concessionary seats does not represent a continued obligation on behalf of the Authority to provide transport and, is entirely dependent upon the availability of spare seats. Therefore, concessionary seats may be withdrawn at short notice, should they become required by entitled students subsequently requesting provision. Concessionary seats will cost parents £100 per term and this charge will be reviewed annually.

13. Change of Address

Parents who move address and wish their child to remain at their existing school, when it is no longer their nearest suitable school, will no longer be entitled to continued free school transport.

14. School Closures – Transport Arrangements

If a school closes, assisted transport may be provided for displaced pupils who are registered at the school at the time of the school closure and who have to travel further to their new nearest suitable school, where considered appropriate under the arrangements agreed under the school closure plan.

15. Post 16 Transport

Students are reminded that there is no transport provided by Wrexham County Borough Council for sixth-form schools and colleges for post-16 students.

Any post-16 students requiring transport are advised to contact their sixth form establishment for information and advice regarding private transport arrangements that may be available.

16. Appeals Procedure

Parents may appeal against the decision taken by the Local Authority and if they decide to do so they must indicate on what ground they base their appeal within the Transport Policy. Any appeal should be made in writing to the Head of Environment and Planning, The Guildhall, Wrexham, LL13 8BG.

Policies in Relation to Education Welfare Benefits

School Meals and Refreshments

Parents may be entitled to financial support or allowances. The following paragraphs refer to benefits available to parents who meet the criteria.
Pupils receiving primary education other than that in Key Stage 2 may be eligible for free school milk provision. Further details of current entitlement may be obtained from the school.

Parents who require further details or application forms should ask at their child’s school or alternatively contact the Schools Meals Team, FM Services, Housing and Economy, Ruthin Road, Wrexham, LL13 7TU. (Tel: 01978 298991).

The Authority will ensure:-

• the provision of a mid-day meal in all primary and special schools with a choice of courses wherever possible;
• the provision of a mid-day meal in all secondary schools on a cafeteria basis with an individual pricing system;
• free school meals will only be provided for pupils whose parents receive Income Support, Jobseekers Allowance (Income Based), guaranteed elements of State Pension Credit, Immigration Asylum Seekers Allowance, Income-related Employment and Support Allowance (IR), Child Tax Credit with income below the set limit but not if you are receiving Working Tax Credit and Universal Credit. No other category or benefit or other income qualifies.

Details about the procedure for claiming free school meals are available from the head teacher of the school or from the School Meals Team (Tel: 01978 298991). All enquiries will be dealt with in confidence.

Facilities will be made available at all primary and secondary schools for children who wish to bring their own mid-day meal.

Education Act, 1996 - Charging and Remissions Policy
The full Charging and Remissions Policy of your school governing body is available from the headteacher of the school that your child attends.

LA Policy on Remissions
Details about the procedure for claiming remission are available from headteachers and enquiries will be dealt with in confidence. Applications should be made via the headteacher.

School Uniform Grant – Now Known as PDG Access Grant
Applications for the above grant can be made from July onwards if your child is entering Reception & Year 7 in September.

The latest information and application process can be found via the following link:
https://www.wrexham.gov.uk/english/education/school_uniform_grant.htm

General Information for Parents and Carers
Information on the following can be found at www.wrexham.gov.uk following the links to Education and Learning, Education in Wrexham or Child Welfare or by telephoning Education general enquiries on 01978 298991.

Education Information Links:
• Term Dates
• Parental Access to Pupils’ Records
• The Foundation Phase
• The National Curriculum
• School Governing Bodies
Privacy Notice
What the Local Authority does with Information it holds on Pupils in Wrexham County Borough

To meet the requirements of the General Data Protection Regulation, the Local Authority is required to issue a Privacy Notice to pupils and/or parents summarising the information held on record about pupils, why it is held, and the third parties to whom it may be passed on. Our privacy notice is available on the local authority website https://www.wrexham.gov.uk/top_navigation/privacy-notices.htm

The LA collects information about pupils and their parents or legal guardians when they apply for admission to a school. The school collects information about pupils and their parents or legal guardians when they enrol at the school. The schools also collect information at other key times during the school year. Information is also received from other schools when pupils transfer. That information is used to update the information held by the Local Authority.

There is a Privacy Notice which provides information about the collection and processing of pupils’ personal and performance information by the Welsh Assembly Government this can be accessed at https://gov.wales/statistics-and-research/about/how-we-use-your-data/?lang=en

For a full copy of the privacy notice or for further information about the personal information collected and its’ use, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Legislation, you should contact;
• your child’s school
• Wrexham County Borough Council FOI@wrexham.gov.uk or 01978 292000.
LIST OF SCHOOLS IN WREXHAM

Children and Young People Service,
Lambpit Street,
Wrexham,
LL11 1AR

Tel: 01978 298991

Schools are listed alphabetically according to location.

Although every effort is made to ensure that information is correct at the time of publication there may be changes to the details or procedures outlined. Due to School Modernisation, some school capacities and Admission Numbers may be subject to change.

School email addresses can be viewed online at www.wrexham.gov.uk following the link to Education and Learning_Schools_Online School Search Facility
Defining schools according to Welsh medium provision

**Language Key: Primary School Categories**

Welsh Medium [WM] [Welsh medium primary school]
Dual stream [DS] [Dual Stream Primary school]
English medium [EM] [Predominantly English medium primary school]

**Language Key: Secondary School Categories**

Welsh Medium [WM] [Welsh medium secondary school]
English medium [EM] [Predominantly English medium secondary school where 1 or 2 subjects may be taught through the medium of Welsh as an option.]
Map 1
Location of Schools Outside Wrexham Town

SECONDARY SCHOOLS
1 Darland High School 26 Pentre CP School
2 Bryn Alyn High School 27 Rhosymedre CP School
3 Ysgol y Grango 28 St Mary’s Aided School
4 Ysgol Rhivawbon 29 Ysgol Maes Llanyrafon
5 The Maelor School 30 Eyton CP School
31 Ysgol Yr Hafod - infant site
32 Ysgol Yr Hafod - junior site
33 Ysgol ID Hoseon CP

PRIMARY SCHOOLS
6 Ysgol Heulfan 34 Rhostyffyn CP School
7 St Mary’s Aided School 35 Ysgol Penrhyn CP
8 Black Lane CP School 36 Gwersyllt CP School
9 Bwichgwyn CP School 37 Park CP School
10 Ysgol Tanyfron 38 Rofft CP School
11 Brynteg CP School 39 St Peter’s CP School
12 Minera CP School 40 All Saints School
13 Penyrallt CP School 41 Holt CP School
14 Ysgol Maes Y Myndyd 42 St Paul’s CP School
15 Ysgol Penycae CP 43 Ysgol Deiniol
16 Acrefair CP School 44 Ysgol Sant Dunawd Industrial Estate
17 Garth CP School 45 St Mary’s Aided School
18 Ysgol Min Y Ddol CP* 46 Borderbrook CP School
19 Cefn Mawr CP School 47 Bronington CP School
20 Ysgol Brynocsyllyf 48 Hamer CP School
21 Ysgol Cyneddyl, Glynceiniog 49 Madras School
22 Ysgol Llanarmon DC 50 Dodds Lane Student Centre

OTHER SCHOOLS
23 Ysgol Bryn Tabor* 51 Ysgol Benacwy
24 Chirk, Ysgol Y Waun 52 Risca CP School
25 Ysgol Bro Alun 53 St Peter’s CP School
26 Penyrallt CP School 54 Ysgol Llanarmon

Note: * Welsh Medium School.
# PRIMARY / JUNIOR / INFANT SCHOOLS

<table>
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<tr>
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<th>SCHOOL NAME</th>
<th>Address</th>
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<tbody>
<tr>
<td>1</td>
<td>St Giles VC</td>
<td>Madeira Hill, Wrexham LL13 7HD</td>
<td>01978 318880</td>
</tr>
<tr>
<td>2</td>
<td>Victoria CP</td>
<td>Poyser Street, Wrexham LL13 7RR</td>
<td>01978 360060</td>
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<tr>
<td>3</td>
<td>Gwefro CP</td>
<td>Queensway, Wrexham LL13 8UW</td>
<td>01978 340380</td>
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<tr>
<td>4</td>
<td>Ysgol Bodhyfryd CP</td>
<td>Range Road, Wrexham LL13 7DA</td>
<td>01978 351168</td>
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<td>5</td>
<td>Ysgol Plas Coch CP</td>
<td>Stansty Lane, Wrexham LL11 2BU</td>
<td>01978 311198</td>
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<td>6</td>
<td>Alexandra CP</td>
<td>Bodhyfryd, Wrexham LL12 7AZ</td>
<td>01978 315120</td>
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<td>7</td>
<td>Rhosddu CP</td>
<td>Parcels Lane, Wrexham LL11 2NB</td>
<td>01978 318830</td>
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<td>8</td>
<td>Wat's Dyke CP</td>
<td>Garden Village, Wrexham LL11 2TE</td>
<td>01978 355731</td>
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<td>9</td>
<td>Acton Park CP</td>
<td>Box Lane, Wrexham LL12 8BT</td>
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<td>Barker's Lane CP</td>
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<td>Borras Park CP</td>
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<td>12</td>
<td>Hafod y Wern CP</td>
<td>Deva Way, Wrexham, LL13 9HD</td>
<td>01978 367080</td>
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<td>13</td>
<td>New Welsh Medium School</td>
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# SECONDARY SCHOOLS

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<td>Ysgol Clywedog</td>
<td>Ruthin Road, Wrexham, LL13 7UB</td>
<td>01978 346800 Fax: 01978 346814</td>
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<tr>
<td>2</td>
<td>Ysgol Morgan Llwyd (Welsh Medium)</td>
<td>Cefn Road, Wrexham, LL13 9NG</td>
<td>01978 315050 Fax: 01978 315051</td>
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<tr>
<td>3</td>
<td>Rhosnesni High School</td>
<td>Rhosnesni Lane, Wrexham, LL13 9ET</td>
<td>01978 340840 Fax: 01978 340841</td>
</tr>
<tr>
<td>4</td>
<td>St Joseph's Catholic and Anglican High School</td>
<td>Sontley Road, Wrexham, LL13 7EN</td>
<td>01978 360310 Fax: 01978 360311</td>
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# SPECIAL SCHOOL

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<td>St Anne's Catholic Primary</td>
<td>Prince Charles Road, Wrexham, LL13 8TH</td>
<td>01978 261623</td>
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<td>St Mary's Catholic Primary</td>
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# NURSERY SCHOOL

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<td>1</td>
<td>Wrexham Early Years Centre</td>
<td>Prince Charles Road, Wrexham, LL13 8TH</td>
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Primary school details

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<tr>
<th>Key – Primary Status:</th>
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<tr>
<td>CP- Community Primary</td>
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<tr>
<td>VA- Voluntary Aided</td>
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<td>VC- Voluntary Controlled</td>
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Welsh Government (WG) - Schools defined according to Welsh medium provision, primary school categories

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<tr>
<th>Status</th>
<th>WG</th>
<th>Age Range &amp; partime no. on roll at January 2018</th>
<th>School Capacity</th>
<th>Admission number for September 2019</th>
<th>No. of Nursery applications (1st Preference) for 2018 entry (at June 2018)</th>
<th>Appeals</th>
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<tbody>
<tr>
<td>CP</td>
<td>5</td>
<td>3-4</td>
<td>30</td>
<td>15 (resource) 15 (main-stream)</td>
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NURSERY

CONTACT DETAILS

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<td>CP</td>
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<td>3-11</td>
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PRIMARY

CONTACT DETAILS

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<th>No. of Reception applications (1st Preference) for 2018 entry (at June 2018)</th>
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<td>3-11</td>
<td>420</td>
<td>60</td>
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Wrexham Early Years Centre
Prince Charles Road
Wrexham
LL13 8TH

Headteacher: Mrs R Hughes
Tel: 01978 356177
Email: mailbox@wrexhameycentre.wrexham.sch.uk

Acrefair CP
Tower View
Acrefair
LL14 3SH

Headteacher: Mrs R Turner
Tel: 01978 820616
Email: mailbox@acrefair-pri.wrexham.sch.uk

Acton Park CP
Box Lane
Wrexham
LL12 8BT

Headteacher: Miss JE Grundy
Tel: 01978 318950
Email: mailbox@actonpark-pri.wrexham.sch.uk
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**Headteacher:** Mrs H Pugh  
Tel: 01978 820582  
Email: mailbox@garth-pri.wrexham.sch.uk

**Headteacher:** Mrs K Owen-Jones  
Tel: 01978 340380  
Email: mailbox@gwenfro-pri.wrexham.sch.uk

**Headteacher:** Mrs J O’Toole (Acting Head)  
Tel: 01978 269520  
Email: mailbox@gwersyllt-pri.wrexham.sch.uk

**Headteacher:** Mr S Edwards  
Tel: 01978 367080  
Email: mailbox@hafodywern-pri.wrexham.sch.uk

**Headteacher:** Mrs M Sturt  
Tel: 01829 270021  
Email: mailbox@holt-pri.wrexham.sch.uk
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<td>St Chad's Aided Hanmer Whitchurch Shropshire SY13 3DG</td>
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<td>Headteacher: Mrs F Green Tel: 01978 661556 Email: <a href="mailto:mailbox@stpauls-pri.wrexham.sch.uk">mailbox@stpauls-pri.wrexham.sch.uk</a></td>
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<tr>
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<td>2</td>
<td>3-11 92</td>
<td>126</td>
<td>18</td>
<td>15</td>
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<tr>
<td><strong>Ysgol Deiniol CP</strong>&lt;br&gt;The Ridgeway&lt;br&gt;Marchwiel&lt;br&gt;LL13 0SB&lt;br&gt;Headteacher: Mr K Baugh&lt;br&gt;Tel: 01978 353760&lt;br&gt;Email: <a href="mailto:mailbox@deiniol-pri.wrexham.sch.uk">mailbox@deiniol-pri.wrexham.sch.uk</a></td>
<td>CP</td>
<td>5</td>
<td>3-11 172</td>
<td>175</td>
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<td><strong>Ysgol I D Hooson CP</strong>&lt;br&gt;Heol Caradoc&lt;br&gt;Rhoslanerchrugog&lt;br&gt;Wrexham&lt;br&gt;LL14 2DS&lt;br&gt;Headteacher: Mr R Jones&lt;br&gt;Tel: 01978 832950&lt;br&gt;Email: <a href="mailto:mailbox@hooson-pri.wrexham.sch.uk">mailbox@hooson-pri.wrexham.sch.uk</a></td>
<td>CP</td>
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<td><strong>Ysgol Maes Y Llan</strong>&lt;br&gt;Maes Y Llan Lane&lt;br&gt;Ruabon&lt;br&gt;LL14 6AE&lt;br&gt;Headteacher: Mr P Hamilton&lt;br&gt;Tel: 01978 820991&lt;br&gt;Email: <a href="mailto:mailbox@maesyllan-pri.wrexham.sch.uk">mailbox@maesyllan-pri.wrexham.sch.uk</a></td>
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<td>Ysgol Min Y Ddol CP</td>
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<td>CP</td>
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<td>Plas Kynaston Lane</td>
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<tr>
<td>Cefn Mawr Wrexham</td>
<td>Email: <a href="mailto:mailbox@minyddol-pri.wrexham.sch.uk">mailbox@minyddol-pri.wrexham.sch.uk</a></td>
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<tr>
<td>Ysgol Penrhyn CP</td>
<td>Headteacher: Mr M Matthias</td>
<td>CP</td>
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<td>3-11</td>
<td>210</td>
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<td>New Broughton</td>
<td>Tel: 01978 269920</td>
<td></td>
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</tr>
<tr>
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<td>Bangor-on-Dee</td>
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<tr>
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<tr>
<td>Melyd Avenue – FP</td>
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<td></td>
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<tr>
<td>Johnstown LL14 2TB</td>
<td>Email: <a href="mailto:mailbox@yrhafodjohnstown-pri.wrexham.sch.uk">mailbox@yrhafodjohnstown-pri.wrexham.sch.uk</a></td>
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<td>Headteacher: Mr J Roberts Tel: 01691 770530 Email: <a href="mailto:mailbox@ywaun-pri.wrexham.sch.uk">mailbox@ywaun-pri.wrexham.sch.uk</a></td>
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</table>
| Darland High School | **Headteacher:** Mr P Agnew  
Tel: 01244 570588  
Email: mailbox@darland.wrexham.sch.uk | CS 5 | 11-16 | 847 | 168 | 151 | 2 successful |
| Rhosnesni High School | **Headteacher:** Mr A Brant  
Tel: 01978 340840  
Email: mailbox@rhosnesni-high.wrexham.sch.uk | CS 5 | 11-16 | 646 | 263 | 135 | - |
| Ysgol Bryn Alyn | **Headteacher:** Mrs A Slinn  
Tel: 01978 720700  
Email: mailbox@ysgolbrynalyn.wrexham.sch.uk | CS 5 | 11-16 | 693 | 179 | 150 | - |
| Ysgol Clywedog | **Headteacher:** Mr M Vickery  
Tel: 01978 346800  
Email: mailbox@clywedog.wrexham.sch.uk | CS 5 | 11-16 | 695 | 202 | 124 | - |
| Ysgol Y Grango | **Headteacher:** Mr S Garthwaite  
Tel: 01978 833010  
Email: mailbox@grango-high.wrexham.sch.uk | CS 5 | 11-16 | 536 | 118 | 108 | - |
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<td>965</td>
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<td><strong>Headteacher:</strong> Miss C Pritchard&lt;br&gt;<strong>Tel:</strong> 01978 315050&lt;br&gt;<strong>Email:</strong> <a href="mailto:bocspost@ysgolmorganllwyd.wrexham.sch.uk">bocspost@ysgolmorganllwyd.wrexham.sch.uk</a></td>
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<td>655</td>
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<td><strong>Headteacher:</strong> Mrs M Ferron-Evans&lt;br&gt;<strong>Tel:</strong> 01978 822392&lt;br&gt;<strong>Email:</strong> <a href="mailto:mailbox@rhiwabon-high.wrexham.sch.uk">mailbox@rhiwabon-high.wrexham.sch.uk</a></td>
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<tr>
<td><strong>St Joseph's Catholic &amp; Anglican High School,</strong>&lt;br&gt;Sontley Road&lt;br&gt;Wrexham&lt;br&gt;LL13 7EN</td>
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<td>5</td>
<td>11-16 701</td>
<td>685</td>
<td>137</td>
<td>198</td>
<td>9 successful 26 unsuccessful</td>
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<td><strong>The Maelor School</strong>&lt;br&gt;Penley&lt;br&gt;Wrexham&lt;br&gt;LL13 0LU</td>
<td>FS</td>
<td>5</td>
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<td>650</td>
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<td><strong>Headteacher:</strong> Mr S Ellis&lt;br&gt;<strong>Tel:</strong> 01948 830291&lt;br&gt;<strong>Email:</strong> <a href="mailto:mailbox@maelor-high.wrexham.sch.uk">mailbox@maelor-high.wrexham.sch.uk</a></td>
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## SPECIAL SCHOOLS/SPECIAL PROVISION

### CONTACT DETAILS

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<td>Y Canol Ysgol Heulfan Sunny View Gwersyllt LL11 4HS</td>
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<tr>
<td>Wrexham Assessment Centre c/o Alexandra CP School Bodhyfryd LL12 7AZ</td>
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**Headteacher:** Mr J Eggington (Dros Dro)  
Tel: 01978 346910  
Email: mailbox@st-christophers.wrexham.sch.uk

**Head of Provision:** Mrs J Thomas-Haigh  
Tel: 01978 722050

**Teacher in Charge:** Mrs C Andrews  
Tel: 01978 290101

### PUPIL REFERRAL UNIT

### CONTACT DETAILS

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**Headteacher:** Mr D Lee  
Tel: 01978 423266

**Headteacher:** Mr D Lee  
Tel: 01978 298520
## FURTHER EDUCATION

<table>
<thead>
<tr>
<th>CONTACT DETAILS</th>
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<tr>
<td>Coleg Cambria, Grove Park Road, Wrexham, LL12 7AB</td>
<td>-</td>
</tr>
<tr>
<td>Independent of the Local Authority</td>
<td>-</td>
</tr>
<tr>
<td>Tel: 0300 3030 007</td>
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</tr>
<tr>
<td>Email: <a href="mailto:enquiries@cambria.ac.uk">enquiries@cambria.ac.uk</a></td>
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## Contacts for Information and Advice

Wrexham County Borough Council, Children and Young People Service,  
Lambpit Street, Wrexham, LL11 1AR  
Telephone: 01978 298991

<table>
<thead>
<tr>
<th>Contacts</th>
<th>Main Responsibilities</th>
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<tr>
<td>Admissions Team</td>
<td>Admission into nursery, primary, junior and secondary LA maintained community and voluntary controlled schools. Transfers between schools during the year. Appeals.</td>
</tr>
<tr>
<td>Tel: 01978 298991</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:Admissions@wrexham.gov.uk">Admissions@wrexham.gov.uk</a></td>
<td></td>
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<tr>
<td>School Transport</td>
<td>Transport entitlement, complaints.</td>
</tr>
<tr>
<td>Abbey Road South, Wrexham Industrial Estate, Wrexham, LL13 9PW</td>
<td></td>
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<tr>
<td>Tel: 01978 292056</td>
<td></td>
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<td>Tel: 01978 298991</td>
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<tr>
<td>Support Services</td>
<td>Free school meals entitlement.</td>
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<tr>
<td>Tel: 01978 297413</td>
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<tr>
<td>Diocesan Commissioner for Catholic Schools</td>
<td>Advisory.</td>
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<tr>
<td>Bishop’s House, Sontley Road, Wrexham, LL13 7EW</td>
<td>Tel: 01978 290344</td>
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<tr>
<td>Church in Wales</td>
<td>Advisory.</td>
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<tr>
<td>Director of Lifelong Learning</td>
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<tr>
<td>Diocesan Office, High Street, St Asaph, Denbighshire, LL17 0RD</td>
<td>Tel: 01745 582245</td>
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<tr>
<td>Maelor Foundation School</td>
<td>Own Admission Authority.</td>
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<tr>
<td>Penley, Wrexham, LL13 0LU</td>
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<td>Tel: 01948 830291</td>
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<tr>
<td>Wrexham Family Information Service</td>
<td>Provides free information, support and guidance on all aspects of childcare and children’s services in Wrexham.</td>
</tr>
<tr>
<td>Wrexham Library and Arts Centre, Rhosddu Road, Wrexham</td>
<td>Tel: 01978 292094</td>
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Addresses and telephone numbers of neighbouring authorities are:

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Children and Young People Service

A Parent’s Guide to Education Services in Wrexham - 2018/19

Wrexham LA would welcome your views on this booklet. Your comments will help to improve it in future years. Please take a few moments to complete this survey form and return it to the address below.

Please circle as appropriate

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<th>Did you find the Guide</th>
<th>Very Good</th>
<th>Poor</th>
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<td>• Included the information you wanted</td>
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<td>• Well laid out so that you could find the sections you wanted?</td>
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<td>• Helped you to understand the admissions process in Wrexham</td>
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Is there anything not covered in the Guide which you think should be covered in future?

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Do you have any other suggestions for improving it?

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Thank you for taking the time to complete the form.

Please return to the Admissions Team

Children and Young People Service
Lambpit Street
Wrexham, LL11 1AR
Map 2
Location of Schools in Wrexham Town

1. Secondary School
2. Primary School
3. Nursery
4. Special School
5. Local Education Authority Office

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| **St Giles VC**  
Madeira Hill, Wrexham LL13 7HD  
Tel: 01978 318880 | | **Ysgol Clywedog**  
Ruthin Road, Wrexham, LL13 7UB  
Tel: 01978 346800 Fax 01978 346814 |
| **Victoria CP**  
Poyser Street, Wrexham LL13 7RR  
Tel: 01978 360060 | | **Ysgol Morgan Liwyd (Welsh Medium)**  
Cefn Road, Wrexham, LL13 9NG  
Tel: 01978 315050 Fax: 01978 315051 |
| **Gwenfro CP**  
Queensway, Wrexham LL13 8UW  
Tel: 01978 340380 | | **Rhosnesni High School**  
Rhosnesni Lane, Wrexham, LL13 9ET  
Tel: 01978 340840 Fax: 01978 340841 |
| **Ysgol Bodhyfryd CP**  
Range Road, Wrexham LL13 7DA  
Tel: 01978 351168 | | **St Joseph's Catholic and Anglican High School**,  
Sontley Road, Wrexham, LL13 7EN  
Tel: 01978 360310 Fax: 01978 360311 |
| **Ysgol Plas Coch CP**  
Stansty Lane, Wrexham LL11 2BU  
Tel: 01978 311198 | | **Wrexham Early Years Centre**  
Prince Charles Road, Wrexham, LL13 8TH  
Tel: 01978 356177 |
| **Alexandra CP**  
Bodhyfryd, Wrexham LL12 7AZ  
Tel: 01978 315120 |  |  |
| **Rhosddu CP**  
Pribets Lane, Wrexham LL11 2NB  
Tel: 01978 318830 |  |  |
| **Wat's Dyke CP**  
Garden Village, Wrexham LL11 2TE  
Tel: 01978 355731 |  |  |
| **Acton Park CP**  
Box Lane, Wrexham LL12 8BT  
Tel: 01978 318950 |  |  |
| **Barker's Lane CP**  
Barker's Lane, Wrexham LL13 9TP  
Tel: 01978 357754 |  |  |
| **Borras Park CP**  
Borras Park Road, Wrexham LL12 7TH  
Tel: 01978 346890 |  |  |
| **Hafod y Wern CP**  
Deva Way, Wrexham, LL13 9HD  
Tel: 01978 367080 |  |  |
| **New Welsh Medium School**  
Deva Way, Wrexham, LL13 9HD |  |  |
| **St Anne's Catholic Primary**  
Prince Charles Road, Wrexham, LL13 8TH  
Tel: 01978 261623 |  |  |
| **St Mary's Catholic Primary**  
Lea Road, Wrexham, LL13 7NA  
Tel: 01978 352406 |  |  |
| **St Christopher's School**  
Stockwell Grove, Wrexham, LL13 7BW  
Tel: 01978 346910 |  |  |
| **SPECIAL SCHOOL** |  |  |

1. St Giles VC
2. Victoria CP
3. Gwenfro CP
4. Ysgol Bodhyfryd CP
5. Ysgol Plas Coch CP
6. Alexandra CP
7. Rhosddu CP
8. Wat's Dyke CP
9. Acton Park CP
10. Barker's Lane CP
11. Borras Park CP
12. Hafod y Wern CP
13. New Welsh Medium School
14. St Anne's Catholic Primary
15. St Mary's Catholic Primary
16. St Christopher's School

1. Ysgol Clywedog
2. Ysgol Morgan Liwyd (Welsh Medium)
3. Rhosnesni High School
4. St Joseph's Catholic and Anglican High School
5. Wrexham Early Years Centre
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<td>Headteacher: Mrs F Green Tel: 01948 770676 Email: <a href="mailto:mailbox@borderbrook-pri.wrexham.sch.uk">mailbox@borderbrook-pri.wrexham.sch.uk</a></td>
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<td>Headteacher: Mrs O Corben Tel: 01691 600278 Email: <a href="mailto:mailbox@llanarmondc-pri.wrexham.sch.uk">mailbox@llanarmondc-pri.wrexham.sch.uk</a></td>
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<td>Headteacher: Mr S Williams Tel: 01978 269500 Email: <a href="mailto:mailbox@minera-pri.wrexham.sch.uk">mailbox@minera-pri.wrexham.sch.uk</a></td>
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<td>Headteacher: Mrs A Williams Tel: 01978 859100 Email: <a href="mailto:mailbox@park-pri.wrexham.sch.uk">mailbox@park-pri.wrexham.sch.uk</a></td>
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<td>Penygelli CP Heol Glyndwr Coedpoeth Wrexham LL11 3HA</td>
<td>Headteacher: Mr M Jones Tel: 01978 722160 Email: <a href="mailto:mailbox@penygelli-jun.wrexham.sch.uk">mailbox@penygelli-jun.wrexham.sch.uk</a></td>
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<td>Penycae CP Copperas Hill Penycae, Wrexham LL14 2SD</td>
<td>Headteacher: Mr T Newbould Tel: 01978 840509 Email: <a href="mailto:mailbox@penycae-pri.wrexham.sch.uk">mailbox@penycae-pri.wrexham.sch.uk</a></td>
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<td>Rhosddu CP Price's Lane Rhosddu Wrexham LL11 2NB</td>
<td>Headteacher: Mrs M Young Tel: 01978 318830 Email: <a href="mailto:mailbox@rhosddu-pri.wrexham.sch.uk">mailbox@rhosddu-pri.wrexham.sch.uk</a></td>
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<td>Headteacher: Mrs M Darlington Tel: 01978 352357 Email: <a href="mailto:mailbox@rhostyllen-pri.wrexham.sch.uk">mailbox@rhostyllen-pri.wrexham.sch.uk</a></td>
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<td>Headteacher: Mrs E Edwards Tel: 01978 812510 Email: <a href="mailto:mailbox@rhosymedre-pri.wrexham.sch.uk">mailbox@rhosymedre-pri.wrexham.sch.uk</a></td>
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<td>St Anne's Catholic Primary Prince Charles Road Wrexham LL13 8TH</td>
<td>Headteacher: Mrs C Priest-Jones Tel: 01978 261623 Email: <a href="mailto:mailbox@stannespri.wrexham.sch.uk">mailbox@stannespri.wrexham.sch.uk</a></td>
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<td>St Chad's Aided Hanmer Whitchurch Shropshire SY13 3DG</td>
<td>Headteacher: Mrs G Purcell Tel: 01948 830238 Email: <a href="mailto:mailbox@hanmer-pri.wrexham.sch.uk">mailbox@hanmer-pri.wrexham.sch.uk</a></td>
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<td>St Giles VC Madeira Hill Wrexham LL13 7HD</td>
<td>Headteacher: Mr F Darlington Tel: 01978 318880 Email: <a href="mailto:mailbox@stgiles-pri.wrexham.sch.uk">mailbox@stgiles-pri.wrexham.sch.uk</a></td>
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<td>Headteacher: Mrs R Acton Tel: 01978 352406 Email: <a href="mailto:mailbox@stmarys-wxm-pri.wrexham.sch.uk">mailbox@stmarys-wxm-pri.wrexham.sch.uk</a></td>
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<td>Headteacher: Mr A Bowers Tel: 01978 722970 Email: <a href="mailto:mailbox@stmarys-brymbo-pri.wrexham.sch.uk">mailbox@stmarys-brymbo-pri.wrexham.sch.uk</a></td>
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<td>St Paul’s Aided Bowling Bank Isycoed LL13 9RL Federated with Borderbrook VC (The Maelor Church Schools Federation)</td>
<td>Headteacher: Mrs F Green Tel: 01978 661556 Email: <a href="mailto:mailbox@stpauls-pri.wrexham.sch.uk">mailbox@stpauls-pri.wrexham.sch.uk</a></td>
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<td>Headteacher: Mrs H Pritchard Tel: 01244 570594 Email: <a href="mailto:mailbox@stpeters-pri.wrexham.sch.uk">mailbox@stpeters-pri.wrexham.sch.uk</a></td>
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</table>
| Ysgol Min Y Ddol CP  
Plas Kynaston Lane  
Cefn Mawr  
Wrexham  
LL14 3PA | CP | 1 | 3-11 | 140 | 20 | 16 | - |
| **Headteacher:** Mrs C Rayner (Acting Head)  
Tel: 01978 820903  
Email: mailbox@minyddol-pri.wrexham.sch.uk | | | | | | | |
| Ysgol Penrhyn CP  
New Broughton  
Wrexham  
LL11 6SF | CP | 5 | 3-11 | 210 | 30 | 25 | - |
| **Headteacher:** Mr M Matthias  
Tel: 01978 269920  
Email: mailbox@penrhyn-pri.wrexham.sch.uk | | | | | | | |
| Ysgol Plas Coch  
Stansy Lane  
Wrexham  
LL11 2BU  
**Federated with Ysgol Bro Alun** | CP | 1 | 3-11 | 315 | 45 | 43 | - |
| **Headteacher:** Mr O Jones  
Tel: 01978 311198  
Email: mailbox@plascochpri.wrexham.sch.uk | | | | | | | |
| Ysgol Sant Dunawd  
Bangor-on-Dee  
Wrexham  
LL13 0JA | CP | 5 | 3-11 | 140 | 20 | 7 | - |
| **Headteacher:** Miss S Tate  
Tel: 01978 780757  
Email: mailbox@santdunawd-pri.wrexham.sch.uk | | | | | | | |
| Ysgol Yr Hafod  
Melyd Avenue – FP  
Johnstown  
LL14 2TB  
Bangor Road – KS2  
Johnstown  
LL14 2SW | CP | 5 | 3-11 | 308 | 44 | 30 | - |
| **Headteacher:** Mrs A Heale  
Tel: 01978 840643  
Email: mailbox@yrhafodjohnstown-pri.wrexham.sch.uk  
Press 1 for Key Stage 2 Site  
Press 2 for Foundation Phase Site | | | | | | | |
<table>
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<tr>
<td>Ysgol Y Waun (Foundation Phase) Chapel Lane Chirk Wrexham LL14 5NF</td>
<td>Headteacher: Mr J Roberts Tel: 01691 770530 Email: <a href="mailto:mailbox@ywaun-pri.wrexham.sch.uk">mailbox@ywaun-pri.wrexham.sch.uk</a> Press 2 for Chapel Lane - Foundation Phase Site Press 4 for Lloyd's Lane - Key Stage 2 Site</td>
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<td>(Key Stage 2) Lloyds Lane Chirk Wrexham LL14 5NH</td>
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<tr>
<td>Darland High School</td>
<td>Headteacher: Mr P Agnew Tel: 01244 570588 Email: <a href="mailto:mailbox@darland.wrexham.sch.uk">mailbox@darland.wrexham.sch.uk</a></td>
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<tr>
<td>Rhosnesni High School</td>
<td>Headteacher: Mr A Brant Tel: 01978 340840 Email: <a href="mailto:mailbox@rhosnesni-high.wrexham.sch.uk">mailbox@rhosnesni-high.wrexham.sch.uk</a></td>
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<td>1313</td>
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<tr>
<td>Ysgol Bryn Alyn</td>
<td>Headteacher: Mrs A Slinn Tel: 01978 720700 Email: <a href="mailto:mailbox@ysgolbrynalyln.wrexham.sch.uk">mailbox@ysgolbrynalyln.wrexham.sch.uk</a></td>
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<tr>
<td>Ysgol Clywedog</td>
<td>Headteacher: Mr M Vickery Tel: 01978 346800 Email: <a href="mailto:mailbox@clywedog.wrexham.sch.uk">mailbox@clywedog.wrexham.sch.uk</a></td>
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<tr>
<td>Ysgol Y Grango</td>
<td>Headteacher: Mr S Garthwaite Tel: 01978 833010 Email: <a href="mailto:mailbox@grango-high.wrexham.sch.uk">mailbox@grango-high.wrexham.sch.uk</a></td>
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<tr>
<td>Ysgol Morgan Llywyl Cefn Road Wrexham LL13 9NG</td>
<td>Headteacher: Miss C Pritchard Tel: 01978 315050 Email: <a href="mailto:bocspost@ysgolmorganllwyd.wrexham.sch.uk">bocspost@ysgolmorganllwyd.wrexham.sch.uk</a></td>
<td>CS</td>
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<tr>
<td>Ysgol Rhiwabon, Pont Adam, Ruabon Wrexham LL14 6BT</td>
<td>Headteacher: Mrs M Ferron-Evans Tel: 01978 822392 Email: <a href="mailto:mailbox@rhiwabon-high.wrexham.sch.uk">mailbox@rhiwabon-high.wrexham.sch.uk</a></td>
<td>CS</td>
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<td>11-18 451</td>
<td>655</td>
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<tr>
<td>St Joseph's Catholic &amp; Anglican High School Sontley Road Wrexham LL13 7EN</td>
<td>Headteacher: Mr C Wilkinson Tel: 01978 360310 Email: <a href="mailto:mailbox@st-joseph.wrexham.sch.uk">mailbox@st-joseph.wrexham.sch.uk</a></td>
<td>AS</td>
<td>5</td>
<td>11-16 701</td>
<td>685</td>
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<tr>
<td>The Maelor School Penley Wrexham LL13 0LU</td>
<td>Headteacher: Mr S Ellis Tel: 01948 830291 Email: <a href="mailto:mailbox@maelor-high.wrexham.sch.uk">mailbox@maelor-high.wrexham.sch.uk</a></td>
<td>FS</td>
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<td>11-18 785</td>
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## SPECIAL SCHOOLS/SPECIAL PROVISION

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<tr>
<td>St Christopher’s School Stockwell Grove Wrexham LL13 7BW</td>
<td>Headteacher: Mr J Eggington (Dros Dro) Tel: 01978 346910 Email: <a href="mailto:mailbox@st-christophers.wrexham.sch.uk">mailbox@st-christophers.wrexham.sch.uk</a></td>
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</tr>
<tr>
<td>Y Canol Ysgol Heulfan Sunny View Gwersyllt LL11 4HS</td>
<td>Head of Provision: Mrs J Thomas-Haigh Tel: 01978 722050</td>
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<tr>
<td>Wrexham Assessment Centre c/o Alexandra CP School Bodhyfryd LL12 7AZ</td>
<td>Teacher in Charge: Mrs C Andrews Tel: 01978 290101</td>
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## PUPIL REFERRAL UNIT

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<tr>
<td>Wrexham Pupil Referral Service Penycae Stiwdio Afoneitha Road Penycae, Wrexham LL14 2PF</td>
<td>Headteacher: Mr D Lee Tel: 01978 423266</td>
</tr>
<tr>
<td>Wrexham Pupil Referral Service Haulfan Stiwdio 82 Rhosddu Road Wrexham LL11 2NP</td>
<td>Headteacher: Mr D Lee Tel: 01978 298520</td>
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## FURTHER EDUCATION

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<td>-</td>
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<tr>
<td>Wrexham</td>
<td>-</td>
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<tr>
<td>LL12 7AB</td>
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<td>Independent of the Local Authority</td>
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<tr>
<td>Tel: 0300 3030 007</td>
<td>-</td>
</tr>
<tr>
<td>Email: <a href="mailto:enquiries@cambria.ac.uk">enquiries@cambria.ac.uk</a></td>
<td>-</td>
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<tr>
<td>Tel: 0300 3030 007</td>
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<td>Email: <a href="mailto:enquiries@cambria.ac.uk">enquiries@cambria.ac.uk</a></td>
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# Contacts for Information and Advice

Wrexham County Borough Council, Children and Young People Service, 
Lambpit Street, Wrexham, LL11 1AR Telephone: 01978 298991

<table>
<thead>
<tr>
<th>Contacts</th>
<th>Main Responsibilities</th>
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<tbody>
<tr>
<td><strong>Admissions Team</strong></td>
<td>Admission into nursery, primary, junior and secondary LA maintained community and voluntary controlled schools. Transfers between schools during the year. Appeals.</td>
</tr>
<tr>
<td>Tel: 01978 298991</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:Admissions@wrexham.gov.uk">Admissions@wrexham.gov.uk</a></td>
<td></td>
</tr>
<tr>
<td><strong>School Transport</strong></td>
<td>Transport entitlement, complaints.</td>
</tr>
<tr>
<td>Abbey Road South, Wrexham Industrial Estate, Wrexham, LL13 9PW</td>
<td></td>
</tr>
<tr>
<td>Tel: 01978 292056</td>
<td></td>
</tr>
<tr>
<td><strong>Education Inclusion Service</strong></td>
<td>Special Educational Needs, Education Social Work Service, Statementing queries.</td>
</tr>
<tr>
<td>Tel: 01978 298991</td>
<td></td>
</tr>
<tr>
<td><strong>Support Services</strong></td>
<td>Free school meals entitlement.</td>
</tr>
<tr>
<td>Tel: 01978 297413</td>
<td></td>
</tr>
<tr>
<td><strong>Diocesan Commissioner for Catholic Schools</strong></td>
<td>Advisory.</td>
</tr>
<tr>
<td>Bishop’s House, Sontley Road, Wrexham, LL13 7EW</td>
<td></td>
</tr>
<tr>
<td>Tel: 01978 290344</td>
<td></td>
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<tr>
<td><strong>Church in Wales</strong></td>
<td>Advisory.</td>
</tr>
<tr>
<td>Director of Lifelong Learning</td>
<td></td>
</tr>
<tr>
<td>Diocesan Office, High Street, St Asaph, Denbighshire, LL17 0RD</td>
<td></td>
</tr>
<tr>
<td>Tel: 01745 582245</td>
<td></td>
</tr>
<tr>
<td><strong>Maelor Foundation School</strong></td>
<td>Own Admission Authority.</td>
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<tr>
<td>Penley, Wrexham, LL13 0LU</td>
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</tr>
<tr>
<td>Tel: 01948 830291</td>
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<tr>
<td><strong>Wrexham Family Information Service</strong></td>
<td>Provides free information, support and guidance on all aspects of childcare and children’s services in Wrexham.</td>
</tr>
<tr>
<td>Wrexham Library and Arts Centre, Rhosddu Road, Wrexham</td>
<td></td>
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<tr>
<td>Tel: 01978 292094</td>
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Addresses and telephone numbers of neighbouring authorities are:

<table>
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<tr>
<th>Authority</th>
<th>Contact Details</th>
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</table>
| **Cheshire West and Chester** | School Admissions  
Children and Young People’s Services  
Cheshire West and Chester Authority  
Wyvern House, The Drumber  
Winsford, Cheshire, CW7 1AH  
Tel: 0300 123 7039 |
| **Denbighshire**          | School Admissions  
Education Support  
County Hall, Wynnstay Road  
Ruthin, Denbighshire  
LL15 1YN  
Tel: 01824 706101 |
| **Flintshire**            | Director of Lifelong Learning,  
Flintshire County Council,  
County Hall, Mold, Flintshire, CH7 6ND  
Tel: 01352 704068 |
| **Powys**                 | Admissions & Transport  
Powys County Hall, Llandrindod Wells  
Powys, LD1 5LG  
Tel: 01597 826455 |
| **Shropshire**            | Admissions Team,  
Learning and Skills  
The Shirehall, Abbey Foregate  
Shrewsbury, SY2 6ND  
Tel: 03456 789008 |
| **Telford & Wrekin**      | School Organisation, Admission & Planning  
Telford & Wrekin Council, 6B Derby House  
Telford, TF3 4JA  
Tel: 01952 380901 |
Children and Young People Service

A Parent’s Guide to Education Services in Wrexham - 2018/19

Wrexham LA would welcome your views on this booklet. Your comments will help to improve it in future years. Please take a few moments to complete this survey form and return it to the address below.

Please circle as appropriate

Did you find the Guide

<table>
<thead>
<tr>
<th>Very Good</th>
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<td>Poor</td>
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- Clearly written?
- Easy to understand?
- Included the information you wanted
- Well laid out so that you could find the sections you wanted?
- Helped you to understand the admissions process in Wrexham

Is there anything not covered in the Guide which you think should be covered in future?

................................................................................................................................................
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Do you have any other suggestions for improving it?

................................................................................................................................................
................................................................................................................................................
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Thank you for taking the time to complete the form.

Please return to the Admissions Team

Children and Young People Service
Lambpit Street
Wrexham, LL11 1AR