

TORFAEN COUNTY BOROUGH COUNCIL SCHOOL ADMISSIONS POLICY 2027/28



This document is available in Welsh
Mae'r ddogfen hon ar gael yn Gymraeg



TORFAEN
COUNTY
BOROUGH



BWRDEISTREF
SIROL
TORFAEN

SCHOOL TERM DATES FOR 2027/2028 ACADEMIC YEAR

Although it is not envisaged that these will change the Authority reserves the right to make amendments where circumstance dictates.

Term	Term Begins	Half Term Begins	Half Term Ends	Term Ends	No. of Days
Autumn	Thursday 02-09-2027	Monday 25-10-2027	Friday 29-10-2027	Friday 17-12-2027	72
Spring	Tuesday 04-01-2028	Monday 21-02-2028	Friday 25-02-2028	Friday 07-04-2028	63
Summer	Monday 24-04-2028	Monday 29-05-2028	Friday 02-06-2028	Friday 21-07-2028	60
				Total	195

May Day – Monday 1 May 2028.

* Includes 5 days for teachers' in-service training.

Any closure(s) for election purposes to be balanced during the academic year.

SEPTEMBER 2027 ADMISSIONS TIMETABLE

September 2027 admission groups:	Admission round commences:	Closing date for applications:	Decision date:
Nursery	8 th June 26	20 th July 26 5pm	18 th Sept 26
Reception	13 th Nov 26	15 th Jan 27 5pm	16 th April 27*
Secondary	18 th Sept 26	30 th Oct 26 5pm	1 st March 27*

***This is a common offer date across all Welsh admission authorities**

Applicants are advised to ensure that their application is submitted by the relevant closing date. If you submit your application late, it may increase the possibility of not achieving a place at the preferred school (s).

Note the closing time for submission of applications is 5pm on each closing date

In Torfaen, each address will fall within the catchment area of both an English Medium and a Welsh Medium school. Catchment school details can be found here; [Catchment Areas | Torfaen County Borough Council](#)

WELCOME

Dear Parent/Carer,

Welcome to the School Admissions Policy for 2027. Whether your learner is starting their education journey with us, continuing that journey or stepping up to a new school, I hope you will find this guide useful. It provides quality, comprehensive information for parents and carers and will advise of everything you need to know about our education services and institutions, from pre-school to further education, admission application dates to term time dates. It also includes information about our arrangements for Welsh Medium and Church Schools.

I appreciate the key role you play in the education of young people and would like to thank you, as their parents and carers for the support you provide for our learners and their schools. With your support and working with our schools and other Council services we can ensure each school and student have the opportunity to realise their true potential and the best start in life.

Councillor Richard G. Clark

Deputy Leader & Executive Member for Children Families & Education

INTRODUCTION

Starting school is a very important event in your child's life. We hope this booklet provides you with all the information you need to make this happen as smoothly as possible. As your child progresses through school this booklet will continue to support you by providing you with lots of information along the way.

Contact details of all schools in Torfaen can be found in this booklet along with a map showing where the schools are located. You will also find a wide range of information on our website www.torfaen.gov.uk. Should you have concerns that you wish to discuss we will always be pleased to meet you at the Civic Centre, Pontypool in person. Our Admissions Team will be happy to discuss any concerns you may have.

The Admissions
Team Civic Centre
Pontypool
NP4 6YB

Admission and Transfer Manager – Kelly Slade

Tel: 01495 766915

Email: school.admissions@torfaen.gov.uk

Website link: [Home | Torfaen County Borough Council](#)

CONTENTS

EDUCATION THROUGH THE MEDIUM OF WELSH	9
VOLUNTARY AIDED/CONTROLLED (VA/VC) SCHOOLS (FAITH BASED SCHOOLS)	10
APPLYING FOR A SCHOOL PLACE / HOW TO MAKE AN APPLICATION.....	11
NURSERY AND PRE SCHOOL PROVISION	12
RECEPTION AND SECONDARY ADMISITIONS 2027	15
KEY DATES FOR ADMISSION TO RECEPTION/SECONDARY IN SEPTEMBER 2027 .	16
GENERAL ADMISSIONS INFORMATION	18
IN-YEAR ADMISSION	21
WAITING LISTS	22
LATE APPLICATION ARRANGEMENTS	22
CHILDREN OF UK SERVICE PERSONNEL AND OTHER CROWN SERVANTS (INCLUDING DIPLOMATS).....	23
DUTY TO ADMIT A CHILD WITH AN INDIVIDUAL DEVELOPMENT PLAN TO A MAINTAINED SCHOOL.....	24
CHILDREN HOUSED VIA DOMESTIC VIOLENCE AGENCIES	25
GYPSY AND ROMA TRAVELLER CHILDREN	25
MANAGED MOVES.....	25
HARD-TO-PLACE PROTOCOL	26
SOME REASONS WHY WE MAY REFUSE ADMISSION	26
ADMISSION TO NEIGHBOURING LA SCHOOLS	28
LEGISLATION	28
SAFEGUARDING AND CHILD PROTECTION.....	29
CHILDREN LOOKED AFTER	30
CHILD IN NEED.....	30
WHAT WILL YOUR CHILD LEARN AT SCHOOL?	31
PHASES OF EDUCATION	31
POST-COMPULSORY EDUCATION	31
SCHOOL AND COLLEGE TRANSPORT (OTHER THAN FOR ALN)	32
EDUCATION THROUGH THE MEDIUM OF WELSH	34
APPEALS	35
EARLY YEARS AND PRE-SCHOOL.....	36

TORFAEN FAMILY INFORMATION SERVICE	37
CHILDCARE OPTIONS	38
SUPPORT FOR STUDENTS IN HIGHER EDUCATION	41
ALN AND INCLUSION SERVICE	42
TORFAEN SPECIALIST PROVISION SPECIAL SCHOOLS AND RESOURCE BASES...	44
PLACEMENTS IN OUT OF COUNTY SCHOOLS	45
TORFAEN PUPIL REFERRAL UNIT	46
LOCAL AUTHORITY SERVICES AND SUPPORT	47
SENSORY AND COMMUNICATION SUPPORT SERVICE (SENCOM)	49
COMIT (COMMUNICATION INTERVENTION TEAM)	49
VISION IMPAIRMENT SERVICE	51
EXCLUSIONS.....	52
EDUCATION WELFARE SERVICE	54
NON ATTENDANCE (FIXED PENALTY NOTICES)	54
COMPLAINTS	56
CHARGING AND REMISSIONS POLICY	57
SCHOOL INSPECTIONS	57
PUBLICATION AND CHANGES	57
HEALTHY EATING IN SCHOOLS	58
SCHOOL HOLIDAY ENRICHMENT PROGRAMME	58
THE WELSH NETWORK OF HEALTHY SCHOOL SCHEMES (WNHSS)	59
HEALTHY AND SUSTAINABLE PRE SCHOOL SCHEME	60
SUSTAINABLE COMMUNITIES FOR LEARNING PROGRAMME	60
IMMUNISATION	61
MILK AND MEALS.....	62
FREE SCHOOL MEALS	62
SCHOOL ESSENTIALS GRANT	62
CHILD EMPLOYMENT	64
PUBLIC EXAMINATIONS	64
REGISTERED PRIVATE/VOLUNTARY EARLY YEARS SETTINGS	65
WELSH MEDIUM SETTINGS.....	65
ENGLISH MEDIUM SETTINGS.....	65
LIST OF SECONDARY SCHOOLS (WITH RELEVANT PARTNER PRIMARY SCHOOLS)	67

SECONDARY SCHOOLS	67
MAP OF TORFAEN SCHOOLS	68
LIST OF SCHOOLS.....	69
APPEALS	75
TORFAEN COUNTY BOROUGH COUNCIL CO-ORDINATED ADMISSION ARRANGEMENTS FOR PRIMARY SCHOOLS	76
ST ALBAN’S R.C. HIGH GOVERNING BODY	80
HENLLYS CHURCH IN WALES VOLUNTARY AIDED SCHOOL	83
PONTHIR CHURCH IN WALES VOLUNTARY AIDED SCHOOL	87
TORFAEN CATHOLIC PRIMARY SCHOOLS ADMISSIONS POLICY	91

EDUCATION THROUGH THE MEDIUM OF WELSH

Nursery and Pre School provision

There are four Welsh Medium Nursery units at Ysgol Gymraeg Cwmbran, Ysgol Bryn Onnen (Varteg, Pontypool), Ysgol Gymraeg Gwynllyw (Trevethin) and Ysgol Panteg (Griffithstown).

Part time Early Years education through the medium of Welsh is also available at approved childcare setting, Ysgol Feithrin Pont-Y-Pwl in Pontypool who offer full day care 3 days a week with 2 half day sessions on the other 2 days. All children who attend this setting from 2 and 1/2 years old can remain so until they start Reception should they wish too. Please contact the Family Information Service regarding all Welsh medium childcare provision.

Reception and Secondary Admissions

For parents wishing their child to be educated through the medium of Welsh, there are currently three Welsh Medium **Primary** Schools plus one 3-18 school also offering Reception places in Torfaen, details as follows:

Ysgol Bryn Onnen situated in Varteg serving the North of the borough.

Ysgol Gymraeg Cwmbran serving the majority of the Cwmbran area.

Ysgol Panteg situated in Griffithstown serving parts of Cwmbran and mid Torfaen.

*Ysgol Gymraeg Gwynllyw, situated in Trevethin serving the Pontypool area.

*It should be noted that this provision started as a “seedling” school offering places in nursery and reception in September 2022, in the first year of operation.

Secondary Welsh medium provision is provided at Ysgol Gymraeg Gwynllyw situated in Pontypool. This school became an “all-through” 3-18 setting from September 2022.

The admission arrangements and policies for Welsh Medium provision are the same as those in respect of English medium schools.

Pupils attending a Welsh Medium School will be provided with transport in accordance with the Authority’s transport policy.

Sixth form admissions (non-statutory education) English Medium 6th form provision is provided in the Torfaen Learning Zone, Cwmbran. This provision will be operated by Coleg Gwent on behalf of the council and applications should be made directly to the college.

Ysgol Gymraeg Gwynllyw still continues to provide Welsh Medium post 16 education. If you wish your child to attend sixth form at this school, please contact the school direct.

VOLUNTARY AIDED/CONTROLLED (VA/VC) SCHOOLS (FAITH BASED SCHOOLS)

Voluntary Aided (VA) primary schools

There are 5 VA 'faith' primary schools in Torfaen, details as follows:

St. David's RC Primary School, Cwmbran

Our lady of the Angels RC Primary School, Cwmbran

Padre Pio RC Primary School, Pontypool

Henllys Church in Wales Primary School

Ponthir Church in Wales Primary School

As Governing Bodies are responsible for admission to voluntary aided schools, each will have its own admissions policy.

In a change to previous years, all Reception applications in the normal admissions round should be submitted to the Council, even if one of the school preferences is a faith school (see co-ordinated admissions arrangements for further details).

Nursery and In-year applications for a faith school should be submitted directly to the relevant school.

Voluntary Controlled (VC) Primary School

There is 1 VC primary school in Torfaen:

Blaenavon Heritage VC Primary School (Church in Wales)

VC schools have a faith-based association which underpin their culture and ethos. The school receives support from their faith-based organisation and in addition to community and LA governors, VC schools have faith-based governors as part of their governance structure.

All applications for Blaenavon Heritage VC Primary School (Church in Wales) should be submitted to the council.

Voluntary Aided (VA) Secondary School

St. Albans RC High School is the regional Roman Catholic Secondary provision for Torfaen. **Applications to St Alban's RC High School, should be made directly via their website <https://www.stalbans-pontypool.org.uk/about-us/admissions>**

APPLYING FOR A SCHOOL PLACE / HOW TO MAKE AN APPLICATION

All pupils requiring a mainstream school place must make an application through the school admissions process. The majority of learners will have their needs identified, met and monitored within maintained mainstream schools through universal and targeted provision. Some pupils will be identified as having Additional Learning Needs and require more targeted or specific interventions and Additional Learning Provision provided by their school.

Where a pupil has Additional Learning Needs and has been assessed as requiring an Individual Development Plan (IDP) the pupil may have a specified school named in their statutory plan. Admission arrangements for these pupils can be found below in the section headed 'Duty to admit a child with an individual development plan to a maintained school'. If pupils do not have a school named, it is considered that the needs of the pupil can be accommodated in any mainstream school and thus no specific priority is afforded, and the application will be assessed in accordance with the agreed oversubscription criteria.

All admissions into any school are dealt with in accordance with the admissions policy of either the LA or the relevant Governing body and at no stage are pupils 'selected' or are interviews held to determine admission.

In Torfaen, each address will fall within the catchment area of both an [English-medium and a Welsh-medium school](#). Whilst residing within the catchment area of the preferred school forms an element of the oversubscription criteria it does not guarantee a placement on this basis.

Applications to the Council can be made on-line via the [Torfaen County Borough Council website](#) between the commencing and closing dates detailed in the admissions timetable. In making an online application, applicants will receive immediate confirmation that their application has been submitted and will be able to view their decision online on the offer date. However, if the e-mail confirmation is not received the applicant should contact the School Admissions Team immediately to check that the application has been successfully submitted.

If, however, you would prefer to complete a paper copy please either download a copy from www.torfaen.gov.uk or phone 01495 766915.

If you complete a paper copy you must complete and return this to the school admissions team (not the school) by the relevant closing date (see timetable). It is your responsibility to ensure the applications is submitted by the closing date.

All applications received by the closing date would be considered together and if necessary, the over-subscription criteria will be applied.

Where the Authority is unable to offer a child a place in their catchment school, free transport would be provided (if requested) to the nearest school with an available place (not choice of school), subject to the distance criteria laid down in the Authority's transport policy.

Any applications received after the closing date or remain incomplete would be dealt with in accordance with Torfaen's oversubscription criteria and the late application process.

Notifying applicants of the decision

The council will notify all applicants of the outcome of their application for a school place on the specified offer date (refer to the admissions timetable).

All decision letters will be issued by second class post no less than 3 working days (including Saturdays) before the offer date. However, applicants who choose to make an online application are guaranteed to receive an email confirming their decision on the offer date.

Applicants will be required to respond to any offer of a place directly to the Council within 14 days of the offer date. If an applicant does not respond to the offer of a place within this time limit, the Council will remind the applicant of the need to respond within a further 7 days. Failure to respond by this final 21-day deadline may result in the offer being withdrawn and the place being offered to another child.

NURSERY AND PRE SCHOOL PROVISION

Within Torfaen there is a range of settings available to Nursery aged children.

The Local Authority (LA) Nursery Units (known as maintained nurseries) are attached to Primary Schools. These also include four Welsh Medium units at Ysgol Gymraeg Cwmbran, Ysgol Bryn Onnen (Varteg, Pontypool), Ysgol Gymraeg Gwynllyw (Trevethin) and Ysgol Panteg (Griffithstown).

There are also two Nursery Units at St. David's RC Primary School and Our Lady of the Angels RC Primary School which cater for Catholic children. Nursery admissions into these schools are dealt with by the Governing Body of the relevant school.

Pupils with severe and complex needs are catered for at Crownbridge Special Needs School which is situated on the site of Croesyceiliog Comprehensive School. An Integrated Children's Centre (ICC) is situated in Cwmbran on the Nant Celyn school site.

There are also English and Welsh medium non-maintained early years settings registered with the Local Authority to provide education for three and four year olds. Parents/carers can choose to place their child in a voluntary or private sector early years setting that is a registered education provider. There are non-maintained providers that can provide additional childcare should you require it. Unlike admission to the LA nurseries, there is no opening/closing dates applicable to these nurseries.

Each Nursery Unit serves a specific catchment area.

Parents may apply for their child to attend any Authority maintained Nursery Unit, but where there are more children wishing to attend than there are available places, the Council will apply the oversubscription criteria in order of priority.

Alternatively, parents can choose to place their child in a voluntary or private sector early years setting that is a registered education provider.

Children are able to be admitted to a Nursery School from the beginning of the term following a child's third birthday if places are available irrespective of when the school holidays fall. This is commonly referred to as a Rising 3 place. Children born between 1 April and 31 August are not eligible for a Rising 3 place.

Autumn Term 1st September – 31st December (Children born between these dates are eligible for a spring/January placement)

Spring Term 1st January – 31st March (Children born between these dates are eligible for a summer/April placement)

Summer Term 1st April – 31st August. (Children born between these dates are eligible for a September placement)

There is only one application window for nursery admission and from that one application both September and Rising 3 places will be allocated, where available

Key dates for nursery admission in 2027/2028

Nursery (January, April & September)

- Online applications will go live on 8th June 2026 (9am)
- Closing date for applications 20th July 2026 (5pm)
- Decision date –18th September 2026

Once allocated a September nursery place, children born between 1 September and 31 March may be offered an early start at that nursery in the term following their third birthday, if places are available. A rising 3 placement can only be obtained in the same nursery that a September placement has been secured. If Rising 3 places are available, eligible pupils will be offered an early start at their allocated nursery as follows:

- On 18th September 2026 for January 2027 Rising 3 places
- On 29th January 2027 for April 2027 Rising 3 places

It is not possible for a child to take-up an early start in one nursery and a September place in another nursery as this takes-up two places.

The Council is unable to consider nursery applications for only part of a school week and therefore admission to nursery schools and classes is offered for a half-day session, either morning or afternoon, 5 days per week. Schools expect pupils attending the nursery to take up all the sessions available to them. If parents do not wish their child to attend all five sessions each week, it might be preferable to seek a place at a non-maintained setting that can more easily accommodate these flexible arrangements.

In certain limited circumstances, full-time placements can be offered to 4-year-olds, if places are available.

There is no right of appeal against a decision to refuse a nursery placement and no transport is provided for Nursery aged children.

It is the Council's policy to meet parental preference where possible; however, in some cases there may be more applications for a particular setting than there are places available. In determining which child should be admitted to Nursery, the Council will apply the following oversubscription criteria in order of priority.

Where a school is named in a Local Authority Individual Development Plan (IDP), the Council has a duty to admit the child to the named setting before the over-subscription criteria is applied against applications received.

Over subscription criteria for Nursery places

- **Priority 1: Full time priority (for four-year-olds only).**
 - Children who are looked after or have previously been looked after residing in the catchment area.
 - Children with highly complex ALN needs (in agreement with the ALN department) and/or specific medical needs where appropriate agencies (health) support full time Nursery provision, residing in the catchment area.
 - Children who are on the Child Protection Register residing in the catchment area.
- **Priority 2: Part time priority 3-4 year olds.** Children who are looked after (CLA) by the Local Authority or have been previously looked after.
- **Priority 3:** Children on medical grounds which are supported by a medical consultant's/specialist's report, obtained by the parents, specifying the medical advantage of the child attending the preferred school compared with the normal catchment school.

NB: Reports from family doctors are not accepted for this purpose.

- **Priority 4:** Children residing in the catchment area of their preferred school.
- **Priority 5:** Children residing outside of the catchment area of their preferred school who meet the criteria for full-time priority (Priority 1).

After taking account of the above categories, priority will be based on closeness to the school. Distance measurements are calculated using Geographic Information System (GIS) software. The distance is measured from the point where the child's home meets the highway, to the nearest available school entrance using Ordnance Survey road and footpath

network data. Only paths and pavements which are suitable for pedestrians are used in the analysis.

Whilst it is the Authority who determines the admission of a child and informs parents of the decision, it is the individual units who will officially notify parents as to the status of the placement i.e. mornings or afternoons with offer letters being distributed by the end of November of each year.

Attending a Nursery class does not guarantee admission nor give any advantage to the child's application for Reception. Parents must make a separate application for admission to Reception at the appropriate time.

RECEPTION AND SECONDARY ADMISSIONS 2027

The admission of children to schools is controlled and administered by an 'Admissions Authority'. In the case of county borough and voluntary controlled schools, this is recognised as Torfaen County Borough Council (Local Authority (LA)). In the case of voluntary aided schools (church schools), and foundation schools the admissions authority is the governing body of the relevant individual school.

Parents and or Carers need to express a preference for the school they would wish their child(ren) to attend. In the vast majority of cases, parents and or carers are quite happy to choose their local school, but it is legally necessary for that school to be named on an application form and signed by the person with parental responsibility. Those who submit an application form (to express a preference) will have priority over those who do not.

Primary (Reception)

Your child will start Reception Class at the start of the school year, i.e. September, in which he/she will be 5 years old even though the law does not require a child to start school until the start of the term following their fifth birthday.

Please note that only one admission form being required (at reception year) for Ysgol Gymraeg Gwynllyw, because it is an "all-through" school.

Regarding **Reception admissions** most parents will receive a letter detailing how to apply, 6 weeks prior to the admission deadline date. The letters are sent either directly to the child's home address (If the child is not currently attending an LA Nursery base) or via pupil post detailing how to make the application online.

Secondary (year 7)

Your child will start secondary school at the start of the school year in which he/she will be 12 years of age. Please note that attendance at a primary school does not form part of the criteria for relevant admissions into its partner/cluster secondary school.

In respect of **Secondary admissions** all parents will receive a letter 6 weeks before the closing date via pupil post containing details on how parents can apply online.

KEY DATES FOR ADMISSION TO RECEPTION/SECONDARY IN SEPTEMBER 2027

Primary

- Online applications will go live on 13th November 2026 (9am)
- Closing date for applications 15th January 2027 (5pm)
- Decision date –16th April 2027*

Primary appeals will be held during May/June 2027 for applications received by the closing date and in accordance with the appeal time frame.

Secondary

- Online applications will go live on 18th September 2026 (9am).
- Closing date for applications 30th October 2026 (5pm).
- Decision date –1st March 2027*

Secondary appeals will be held during May/June 2027 for applications received by the closing date and in accordance with the appeal time.

*This is a common offer date across all Welsh admission authorities.

When considering applications for admission, the Authority must admit pupils up to a school's Admission Number (AN). The Admission Number being the number of pupils who will be admitted to any year group before applications can be refused.

Where the number of applications exceeds the number of places available the following **over subscription criteria** would be used to determine which applicants would be offered places:

Over subscription criteria for Primary/Secondary places

Where a school is named in a Local Authority Individual Development Plan, the Council has a duty to admit the child to the named setting before the over-subscription criteria is applied against applications received.

- **Priority 1:** Children who are looked after (CLA) by the Authority or have been previously looked after.
- **Priority 2:** Children on medical grounds which are supported by a medical consultant's/specialist's report, obtained by the parents, specifying the medical advantage of the child attending the preferred school compared with the normal catchment school.

NB: Reports from family doctors are not accepted for this purpose.

- **Priority 3:** Children residing in the catchment area of their preferred school with relevant siblings at the school at the date of admission.
- **Priority 4:** Children residing in the catchment area of their preferred school without any siblings at the school at the date of admission.
- **Priority 5:** Children residing outside of the catchment area of their preferred school with relevant siblings at the school at the date of admission.
- **Priority 6:** Children residing out of catchment area of their chosen school without any siblings at the school at the date of admission.

NB: Brothers and sisters, whether full, half, step or foster will be considered relevant where living together at the same address. This only applies when an older child will definitely be registered at the school when the younger one will be eligible to attend. Siblings born in the same academic year will also be afforded sibling priority.

Where there is more than one such case, priority will be assessed based on those children closest in age to the elder brothers or sisters already at the school at the date of admission.

The sibling criteria is considered relevant in years Reception to year 11 only. In allocating nursery places siblings do not receive priority under the published over-subscription criteria.

After taking account of the above categories, priority will be based on closeness to the school. Distance measurements are calculated using Geographic Information System (GIS) software. The distance is measured from the point where the child's home meets the highway, to the nearest available school entrance using Ordnance Survey road and footpath network data. Only paths and pavements which are suitable for pedestrians are used in the analysis

The Authority will endeavour to comply with a parent's preferred choice of school taking into account its' own admissions policy and any statutory requirements. Where the number of applications exceeds the number of places available it may be necessary to refuse admission.

In these circumstances, parents have a **statutory right of appeal** and will be provided (in writing) with the reasons for refusal and details of how to appeal. Appeals are arranged by the Authority's Democratic Services Department and heard by an Independent Appeal Panel. Appeals will be held in accordance with the timescales set out in the Welsh Governments Appeals Code of Practice 2013. A placement at an alternative school will not be affected should you wish to pursue the appeal. At the appeal you can be accompanied by a friend or advisor and any written evidence should be submitted before the hearing.

Further information about appeals can be obtained from Democratic Services, Civic Centre, Pontypool, NP4 6YB.

GENERAL ADMISSIONS INFORMATION

Address Validation

Parents / Carers are required to submit their Council Tax reference number on their child's admission application form. The Local Authority will use this information to validate that the address submitted on the application form coincides with the information held on the Local Authority's Council Tax database, the adult completing the application must be named on the council tax database.

Where the council tax record cannot be used or for those applicants residing outside of Torfaen, the council will consider a minimum of two of the following documents as being of assistance to determine residency at a particular address:

- A Council Tax Demand Notice (no more than 12 months old)
- An HMRC, DWP or Local Authority notification of entitlement i.e., Child Tax Credit, Working Tax Credit, Universal Credit, Job Seekers Allowance, Child Benefit or Housing Benefit (no more than 3 months old).
- A signed and dated tenancy/lease agreement or official rent book issued by a housing association, local council, established letting agency or solicitor which must cover the relevant closing date (for normal admissions round) / date of submission (for in year transfer applications).
- A mortgage statement (no more than 3 months old).
- A Gas, Electric or Water bill demonstrating use of the relevant service (no more than 3 months old).
- Valid UK photo ID driving licence.
- Valid certificate of Home or Motor Insurance (no more than 12 months old).
- Valid TV Licence certificate (no more than 12 months old).
- Electoral Registration Record (This is an internal check that can be carried out for Torfaen residents only, registration cards are not accepted).

The Council will use the home address provided in the application to determine the catchment school and any eligibility for free home to school transport, in accordance with the Council's current transport policy. Any new address will not be taken into consideration when determining the outcome of an application if the applicant and child do not live there on the closing date.

It is the applicant's responsibility to advise the School Admissions Team of any changes in circumstances including a change of address following submission of the application. This is to ensure that correspondence is sent to the correct address and will not affect the outcome of the application if this is after the closing date. Any new address can only be taken into consideration when determining the outcome of an application if the child lives there on the closing date and satisfactory evidence is provided to confirm this.

Evidence

The Authority will require parents to submit documentary evidence where necessary to validate data submitted on an application form e.g., Birth certificate, NHS Medical card, Passport, Recent Council Tax or Utility Bill.

Proof of the child's date of birth will be required in all cases, except where a child is transferring from one Torfaen school to another. Accepted forms of evidence include:

- Birth Certificate
- Passport
- Residence Permit issued by the UK Home Office
- Resettlement Registration Form issued by the UK Home Office

Please note: We will not accept a nursery application without proof of date of birth

Shared residency

Where parents have shared responsibility for the child and the child spends equal time with both parents during the school week, the place of residence of the parent who receives the child benefit will be considered the child's home for allocation purposes.

Person making the application

Only persons holding parental responsibility for the named child are able to make an application and they will be required to make a declaration to this effect as part of the application process. Ordinarily it is expected that this person resides at the same address as the child and is referred to as the parent for admission purposes. This will include social workers in the case of children looked after by the Local Authority.

Where parental responsibility is equally shared, the Council will ask the child's parents to determine which parent should submit the application.

It is expected that parents will also agree on school preferences for a child before an application is made. The Council is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

If parents cannot agree and neither has obtained a court order stating who should be making the application/what the preference should be, the Council will accept an application from the parent in receipt of Child Benefit for the child.

You should be aware that following changes made to the law about children by 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 that persons with parental responsibility who do not live with a child can be provided with school reports and given an opportunity to take part in the child's education. Further changes in the law took place in 2003.

- Mothers always have parental responsibility (unless a Court Order is in place that states she will no longer have the responsibility).
- Fathers who were married to the mother prior to 2003 have parental responsibility.
- Fathers also have parental responsibility for a child if the child was born after 2003 and their name is on the child's birth certificate.
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically.

Parents are asked to co-operate with school staff by providing the school with details of the persons with parental responsibility for a 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.

Multiple birth children

If when applying the over subscription criteria, the last child to be admitted is one of a multiple birth then the LA will admit the other sibling(s). eg Twins, triplets etc.

Deferred entry into Primary School

The Local Authority will admit a child to a maintained primary/infant school at the start of the academic year in which he/she will turn 5 years old. However, the legal requirements confirm that parents are able to delay the admission of their child until the term following their 5th birthday. The Local Authority is obliged to ensure that any offer of a school place is held for parents who wish for their child's admission into Reception to be deferred until later in the academic year. A parent, however, is not able to defer entry beyond the term following the child's fifth birthday, nor beyond the school year for which the application was made.

Summer Term Births

In the case of a child born during the summer term, they too are not legally required to attend School until the term following their fifth birthday / the September after the normal year of entry for a Reception age child. However, in such circumstances the Local Authority will continue to ensure that children continue to follow their chronological year group and therefore the child would be admitted into year 1 and not Reception.

It is only in exceptional circumstances that the Local Authority will authorise the admission of a summer term birth into a year group that is outside the normal year of entry. In Such circumstances, there will need to be suitable evidence base (e.g report from an Educational Psychologist) that suggests the chronological year group is not suitably able to meet the needs of the child concerned.

Admission outside the normal age group

Although most children will be admitted to a school with their own chronological age group, from time-to-time parents seek places outside their normal age group for gifted and talented children, or those who have experienced problems or missed part of a year, often due to ill health. While it would not normally be appropriate for a child to be placed in a year group that is not concurrent with their chronological age, the Council will consider these requests carefully and make decisions on the basis of the circumstances of each case and in consultation with the parents and the school, and specifically in relation to what is most beneficial to the child. Please contact the School Admissions team for a copy of the policy.

Due regard will also be given to the Educational Psychologist's report where available, and clear reasons will need to be established for such a decision to be made. If it is decided that there are grounds to consider an 'out of year' application, parents refused an application for a place at a school have a statutory right of appeal. However, there is no right of appeal if a place has been offered but not in the desired year group.

IN-YEAR ADMISSION

Sometimes referred to as 'mid-term transfer' or 'casual admission' this is the application process for children of school age who require admission outside of the normal admissions round. It is the process of transferring from one school to another.

Parents can ask to change schools at any stage of their child's education and there are a number of valid reasons for doing so, such as moving to a new house etc. However, changing schools is an issue that needs to be given serious consideration. It is not always the answer because it can have a detrimental effect on a child's education.

During the school year, only limited places are available and applicants moving into or within Torfaen should not assume that their child will be automatically allocated a place at the local school. There is no guarantee of a place at any school, even it is the catchment school. If the school is already full in the relevant year group, the application will be refused.

Consequently, you should consider the following and discuss all options with the School Admissions Team before you move in order to minimise disruption:

- Have you discussed your child's options with their current school? There may be strong educational reasons why a transfer should not take place, which will need to be considered. Parents of pupils in either Year 10 or Year 11 in particular should note that the Council actively discourages requests for transfer at this stage of a child's education, particularly where it is not possible to accommodate their GCSE options as this is likely to have a significant, detrimental effect on their learning outcomes.
- How will your child travel to the school, as they will not necessarily be eligible for transport assistance, even if they have previously qualified? Parents/Carer should be aware that transport would only be provided in accordance with the Local Authority's transport policy.
- If you are making an application to transfer more than one child, will they all be accommodated in the same school? In some cases, you may be offered different schools for each sibling, depending on what places are available.
- When will your child be able to start at the new school? Parents are strongly advised that where possible, they should not remove their child from the current school until a suitable alternative place can be found. Non-attendance will be recorded as unauthorised absence and could be reported to the Education Welfare Officer. Note that a school transfer will not disrupt any action already being pursued by the Education Welfare Service.

If you decide to proceed with your application, the transfer form should be completed and returned to the Admissions Team. When parents apply for a school place, the School Admissions Code requires admission authorities to aim to notify parents of the outcome of an application for a school within 15 school days or 28 calendar days whichever is the sooner. Applications are processed in accordance with this admissions policy and priority will be given to those who are seeking a place during the current term. Where an application is to be made

some time in advance of the required start date, the Council will hold open the place for no more than one school term.

Please remember transfers must be approved by the local authority.

For information and advice you will need to contact Kelly Tucker Tel:- 01495 766915, e-mail:- kelly.tucker@torfaen.gov.uk. Please remember transfers must be approved by the local authority.

For in-year applications to a voluntary aided (faith school), apply directly to the school.

WAITING LISTS

In relation to phase statutory Transfers, The Authority will keep a waiting list for the admission round until 30th September of the same academic year. After such time, the existing waiting lists will be cleared and a fresh application will be required. A child's name will be placed on the waiting list even if parents choose another school or decide to take up their right of appeal.

A child's position on the waiting list will change if subsequent applications are received that have a higher degree of priority under the admission criteria. If a place becomes available during that time places would be allocated to children on the waiting list based on the Authority's over subscription criteria and not based on the date the application was added to the list.

Where an application made for an in-year admission is refused, the child's name will remain on a waiting list for the preferred school until the end of the academic year in which the application is made, at which time a new application may be made. If a place becomes available, all pupils on the waiting list at that time will be considered together for the place and prioritised as detailed in the oversubscription criteria.

Specifically for the nursery admissions process, the waiting list is held for those pupils who have not been able to secure a September place. Where the child is allocated a nursery place, they will not be eligible for the waiting list (other than for a rising 3 placement in that nursery), unless there has been a material change in circumstances that affects the status of the application, such as a house move into another catchment area. It is the applicant's responsibility to contact the School Admissions Team for clarification in relation to any change of circumstances.

LATE APPLICATION ARRANGEMENTS

Any applications that are received after the respective closing date (see timetable) or applications that remain incomplete as at the closing date will be dealt with under late the application arrangements. Late applications must be submitted using a paper application form, it is not possible to make an online application after the closing date.

A change of preference received by the Local Authority after the published closing date will result in the application being determined as late. Any applications or preferences received after the published closing date should be processed on a monthly basis following the offer date, where possible.

Places are allocated in line with the criteria and parents will be informed of the outcome of their applications within the month after receipt. The arrangements for late applications will continue up until the last week of August and in relation to Nursery applications, the waiting list is operational for the whole academic year. After this date, any statutory admissions received are then processed as an in-year transfer of schools.

Please note that applications determined as being late may increase the possibility of not achieving a place at the preferred school (s). This is because all applications submitted with the necessary evidence prior to the closing date will receive priority over those received after the closing date.

The Council cannot accept responsibility for any application or evidence that is not submitted correctly via the on-line system or is lost in the postal system. If posting an application, it is recommended that the form is sent recorded delivery.

CHILDREN OF UK SERVICE PERSONNEL AND OTHER CROWN SERVANTS (INCLUDING DIPLOMATS).

Families of UK personnel and other Crown Servants are subject to frequent movement within the UK and from abroad, often at relatively short notice.

Consequently, for UK service personnel and other Crown Servants the Council will consider the residency criteria has been satisfied (and award catchment priority) if the application is accompanied by any of the following, even if the family do not reside in Torfaen at the relevant date.

- Official Ministry of Defence (MOD) or Foreign and Commonwealth Office (FCO) letter
- A definite occupation date
- Confirmation of the new address.

Torfaen work with SSCE Cymru and our Regional School Liaison Officer for Service Children to ensure we follow the Armed Services Covenant working together to provide support for the children of service families attending Torfaen schools.

DUTY TO ADMIT A CHILD WITH AN INDIVIDUAL DEVELOPMENT PLAN TO A MAINTAINED SCHOOL.

For pupils with additional learning needs, admission to school is influenced by parental preference in a way broadly like other pupils. However, the specific needs of the child and the suitability of a school may influence the final decision on placement. The placement process is governed by procedures identified in the ALN & Educational Tribunal (Wales) Act 2018 and the ALN Code, which may give special priority for admission to a particular school or may also be a reason for refusing a parent's stated preference.

A child's additional learning provision (ALP) is managed via an Individual Development Plan (IDP), maintained either by the school or local authority (LA). LA-maintained IDP's may name a school for the purpose of securing admission (this can be found in section 2D.1) and in such cases, the child must be admitted to the named school. School-maintained IDP's cannot formally name a school.

This duty applies despite the limits on infant class sizes and even if admitting the child would result in the school exceeding its admission number. The duty to admit always applies, including where a school is named in a plan outside the normal admission round.

Before exercising its power, the local authority must consult with the school. The Local Authority will not exercise this power unless:

- (a) the local authority is satisfied that the child's interest requires ALP identified in his or her IDP to be made at the school named, and
- (b) it is appropriate for the child to be provided with education or training at the school.

Accordingly, where a school is named in this sub-section, the local authority should set out underneath why it is satisfied that the child's interest requires the ALP identified in the IDP to be made at that school and why it is appropriate for the child to be provided with education or training there.

Further details on the duties and powers to name a school for the purpose of securing admission can be found in the ALN Code.

From 1 September 2021, the following are also excepted pupils:

- children who were admitted to the school outside the normal admission round as a result of their individual development plan naming the school for the purpose of securing admission.
- children with ALN who are normally educated in a special unit in a mainstream school but receive part of their lessons in a non-special class.

CHILDREN HOUSED VIA DOMESTIC VIOLENCE AGENCIES

Applications from children temporarily housed under the protection of approved domestic violence agencies will be processed as a priority if the application form is accompanied by an official letter from the relevant agency.

GYPSY AND ROMA TRAVELLER CHILDREN

The Council is obliged, by statute, to ensure that all children of compulsory school age receive education that is appropriate to their age, abilities and any special educational needs, and promotes high standards in the provision of education and the welfare of children. These obligations apply to all children whether they are permanent residents in the area.

Torfaen Gypsy Roma Traveler Education Service is a local authority outreach service who provide task focused, school-based additional support to GRT pupils. The team work on an outreach basis supporting pupils on a needs led basis in line with the Torfaen graduated response and ALN matrix of support. Many GRT young people will require outreach support at key points during their education. Outreach provision is essential in building trusting relationships with the GRT community, signposting and working in collaboration with other services and providers to ensure learners are fully included in their schools.

MANAGED MOVES

This policy sets out the arrangements for Torfaen schools and should be read and implemented in conjunction with the Welsh Government circular, 'Effective Managed Moves – a fresh start at school for children and young people'.

A managed move is a carefully planned transfer of a pupil from one school into another in a way which is acceptable to all parties including the pupil.

Managed moves are an important tool in providing pupils with the opportunity of a fresh start in a new school. They can also reduce the need for permanent exclusions and minimise the negative outcomes associated with them.

At the core of any managed move must be the best interest of the child in line with the United Nations Convention on the Rights of the Child (UNCRC) and the seven core aims in the Welsh Government document 'Children & Young People: Rights to Action'.

The National Assembly for Wales Circular 47/2006 – Inclusion & Pupil Support referred to the use of managed moves as one of the early intervention strategies that can be considered to help pupils in the management of their behaviour and attendance at School.

Who would benefit from a Managed Move?

A managed move can be implemented for the following pupils:

- Pupils for whom there is a genuine belief that a fresh start would be beneficial. It is essential to establish the core reasons for the problems being experienced and/or behaviours displayed by the pupil prior to consideration of a managed move.
- Pupils who find that attendance at their current school is negatively affecting their emotional well-being.
- Pupils with emotional and behavioural difficulties who have received a variety of supportive strategies in their school with limited success. A Pastoral Support Plan (PSP) meeting has concluded that a fresh start in a new school would be the most positive intervention strategy to maintain the learner in mainstream education.
- Pupils who have experienced a one-off serious incident that could lead to a permanent exclusion where no other Behavioural Emotional and Social Difficulties have been noted.

HARD-TO-PLACE PROTOCOL

Educational opportunities for some pupils are put at risk because they are regarded as hard to place and they experience delays in admission to school, their placement breaks down shortly after admission, or they find themselves unable to access a school place. A suitable school place should be found quickly and the pupil should be on roll within 20 days. It is also important that no school should be asked to take an excessive or unreasonable number of such pupils and that support services are aligned around a new fair access admission so that the placement is successful.

All school admitting authorities are under a duty to comply with the current relevant Admission Codes. The LA has a duty to ensure that there are sufficient places in the area and has a responsibility to both pupils and schools to ensure that the placement is given the best chance to succeed.

SOME REASONS WHY WE MAY REFUSE ADMISSION

Whilst parents have the right to express a preference for their child to be admitted to any school, there are reasons why that preference may have to be refused.

- The Infant class size initiative which is committed to ensuring that classes do not exceed more than 30 pupils. The statutory class size limit of 30 relates to the Reception Year and Years 1 and 2
- The physical limitations of the school and the site buildings which may result in a class size if fewer than 30 pupils.
- Any other factors which may prejudice the provision of efficient education and /or the efficient use of resources.
- The Local Authority (including the Governing Body of a voluntary aided school) may refuse to comply with parental preference for a period of two years following a second or subsequent exclusion. In such circumstances a parent is unable to appeal against the Local Authority decision.

Class size exceptions

Welsh Government regulations require Councils to limit class sizes to no more than 30 pupils. Whilst there is no legislation limiting Key Stage 2 classes to 30 or fewer this is the class size target for the Welsh Government. There are, however, exceptions to these regulations (called “excepted pupils”) which may allow the 30 pupils per class limit to be exceeded. These pupils are as follows:

- Children whose IDP specify that they should be educated at the school concerned, and who were admitted to the school outside a normal admission round.
- Children who are looked after by local authorities (CLA), or who have ceased to be looked after (previously looked after children) as a result of being adopted or being placed with a family or given a special guardian and are admitted to the school outside a normal admissions round.
- Children initially refused admission to a school, but subsequently offered a place outside a normal admission round by direction of an admission appeal panel, or because the person responsible for making the original decision recognises that an error was made in implementing the school's admission arrangements.
- Children admitted outside the normal admission round who:
 - (a) the maintaining local authority confirmed cannot gain a place at any other suitable school within a reasonable distance of their home because they have moved into the area outside a normal admission round, or
 - (b) they desire a religious education, or an education through the medium of Welsh and the school in question is the only suitable school within a reasonable distance.
- Children who were admitted to the school outside the normal admission round after which the school has arranged its classes, and after the first day of the school year, the effect of which would mean that the school would have to take a relevant measure if such children were not excepted pupils.
- Children whose twin or other sibling from a multiple birth are admitted as non-excepted pupils, as the final pupil(s) allocated a place before the admission number is reached.
- Children who are registered pupils at special schools, but who receive part of their education at a mainstream school.
- Children with ALN who are normally educated in a special unit in a mainstream school, who receive part of their lessons in a non-special class.

ADMISSION TO NEIGHBOURING LA SCHOOLS

Where parents wish to apply for their child to attend a school in another admission authority (i.e Newport, Monmouthshire, Blaenau Gwent or Caerphilly), you are required to apply via the relevant admission authority in accordance with their admission arrangements.

Applicants living in other authority (council) areas who want their children to go to a Torfaen school should apply via Torfaen County Borough Council in accordance with the agreed timescales.

LEGISLATION

This policy complies with the following legislation and statutory codes: The School Standards and Framework Act 1998, The School Admissions Code and The School Admission Appeals Code 2013.

It is important to note that Paragraph 3.45 of the School Admission Code 2013 states:

“Statutory limits on class sizes provide that when a single school teacher is present, and subject to certain limited expectations, infant classes (Reception, Year 1 and Year 2) may not contain more than 30 pupils”.

Admission Number (AN)

The AN is the number of pupils who should be admitted to a relevant age group if sufficient applications for places are received. Pupils may not be refused a place until the AN is reached. The number is calculated by dividing the capacity by the number of year groups to be accommodated at the school. As the AN reflects the schools ability to accommodate pupils it should not be exceeded unless there are exceptional circumstances which support this action. (Welsh Government Circular No: 021/2011 “Measuring the capacity of schools in Wales”, issued October 2011).

School Prospectus

Governing bodies of maintained schools must publish a school prospectus for parents and prospective parents. Copies of a school prospectus are available from the schools listed in the School’s Directory.

SAFEGUARDING AND CHILD PROTECTION

Safeguarding is the action that is taken to promote the welfare of children, young people and adults at risk to protect them from harm and ensure they receive safe and effective care to enable them to have optimum life chances. Child Protection is a part of safeguarding and refers to the activity which is undertaken to protect specific children who are suffering or are at risk of suffering significant harm as a result of abuse or neglect.

Everyone within the Education Service and schools share an objective to help keep children, young people and adults safe. We accept and recognise our responsibilities to develop awareness of the issues which cause children, young people and adults at risk harm and to continuously develop and review our practice by:

- Making safeguarding our key priority
- Adopting guidelines which provide clear procedures for all staff
- Sharing Information about child protection and safeguarding with children, parents and carers, staff and volunteers
- Promptly sharing information about concerns with agencies which need to know, and involving parents and children appropriately
- Following the procedures for safe recruitment and selection of staff
- Updating our safeguarding training at regular intervals
- Providing effective management for staff and volunteers through supervision, support and training
- Constantly monitoring and reviewing our policy and practice and sharing good practice at regular intervals

Head teachers are required to refer any concerns to the social care and housing service so that children, young people and adults at risk are identified quickly. If you would like any further information about this process, please contact the social care and housing service. Tel no 01495 762200, or Bridie Saunders Tel no 01633 647223 / 07710203272.

CHILDREN LOOKED AFTER

The term 'Looked After' refers to children who have been provided with care and accommodation by the Local Authority. This is either led by virtue of a Court Order or young people who are 'accommodated' by the Local Authority on a voluntary basis at the request of, or by agreement with their parents. We refer to these children as 'in care'.

'In Care' means that a court has made the child/young person the subject of a full Interim Court Order, this status provides the Local Authority with parental responsibility and (some) authority to limit the parents exercise of their continuing parental responsibility.

'Section 20 accommodation' is a voluntary agreement by which the Local Authority does not gain parental responsibility and no notice is required for the removal of the child/ young person.

The aim is to ensure the health and safety of Looked After Children who often came from families who have experienced extreme hardship and upheaval, whilst working as closely as possible with the birth parents.

Any disruption to home life often means Looked After Children do not achieve their academic potential. Children's Services work alongside education to ensure the educational needs of each child are met.

The local authority has designated link officers who work closely with Social Care /foster carers /young people and education settings to provide support, advice, guidance to school and outside agencies on processes and procedures relating to ALN (Additional Learning Needs). They work with all agencies involved with young people to promote inclusion and ensure pupils individual needs are met. They can offer advice and guidance on ALN systems and processes, Exclusions and placement planning.

CHILD IN NEED

A child in need is a young person who is receiving a service from Social Care and Housing. This may involve Social Care and Housing providing children and their carers with advice, guidance or information about statutory or non-statutory services, to enable the child's full potential to be maximised.

Many children/young people move in and out of care or accommodation (see looked after children), some may be on the child protection register and some may be on the disability register. All these children/young people will need an assessment of their needs by one or more support agencies (Education, Health, Social Care and Housing, Voluntary Services). All these children/young people would be known as Children in Need.

WHAT WILL YOUR CHILD LEARN AT SCHOOL?

Once your child is at school you will probably want to know what they will be learning. The school curriculum is flexible, catering to the needs of the child and the school. Each school will teach slightly different things in different ways. Schools must cover a core curriculum, and we have a number of initiatives to enrich and improve school life.

PHASES OF EDUCATION

Your child's formal education may begin at the age of three. From this point until leaving school they will follow the revised curriculum for Wales: a planned route of learning designed for all children.

The curriculum will no longer be organised by Key Stages. The principles of the Foundation Phase, now known as Foundation Learning, remain and become part of one seamless curriculum for children aged 3 to 16, providing more joined-up learning.

Expectations are framed broadly so that they can sustain learning over a series of years. While the learning continuum is the same for each learner, the pace of progress through it will differ. As a result, the progression steps can only broadly correspond to expectations at ages 5, 8, 11, 14 and 16.

Source: Education is changing | GOV.WALES.

POST-COMPULSORY EDUCATION

Your child will finish with their compulsory education at 16 years of age.

Learning does not need to end at this point and there are many different options available. These may be class-based or work-orientated and cover a wide variety of subjects.

These courses are run by different types of organisations such as schools, colleges of further education, and work based learning training providers. With such a lot of choice it is important to make sure your child goes to the most appropriate education provider.

After taking part in further education, your child may be interested in higher education. This does not just mean a degree, but might instead be a diploma or certificate of higher education. As with other post 16 learning, the choices and opportunities are diverse and give them the chance to study something that really interests them.

Any further guidance or advice can be found on the following link: [Contact Us | Careers Wales](#)

Telephone number is 0800 028 4844

Website: [Careers Wales | Careers Wales](#)

SCHOOL AND COLLEGE TRANSPORT (OTHER THAN FOR ALN)

General criteria for provision of free transport:

- Free transport is generally restricted to pupils who attend their catchment area schools and who live the necessary distance from the school.
- Distance measurements are calculated using Geographic Information System (GIS) software. The distance is measured from the point where the child's home meets the highway, to the nearest available school entrance using Ordnance Survey road and footpath network data. Only paths and pavements which are suitable for pedestrians are used in the analysis.
- Free transport will be available for Primary aged children who live more than 2 miles from the catchment school and Secondary aged children who live more than 3 miles from the catchment school. Post 16 learners will also be able to access home to school/college transport if they reside more than 3 miles from the relevant educational establishment.
- Where the Authority is unable to offer a child a place in their catchment area school, free transport will be provided to the nearest school (not choice of school) with an available place in accordance with distance criteria mentioned above.
- Free transport would also be provided if the relevant school to be attended was the nearest school (not choice of school) in accordance with distance criteria mentioned above.
- Safe Walking Routes - Free transport may also be provided where the Authority is satisfied that the route between home and school is sufficiently dangerous to warrant such provision, even though the distance is under those quoted above. As part of its assessment the Authority would have regard to whether or not the degree of danger involved is such that escorting parents themselves are at risk from the particular traffic situation.

With regards to voluntary aided schools, free transport is available to the nearest church school in accordance with the distance criteria mentioned above and in accordance with the criteria that a child's parents and or their child adheres to the denominational faith of the school in question.

For example when attending a Roman Catholic school a parent and or their child must be baptised in the catholic faith and where possible a practicing Roman Catholic. The Integrated Transport Unit will consult with individual VA schools to confirm the admission criteria under which a pupil was admitted in order to confirm entitlement. The Authority reserves the right, however, to require documentary evidence to be submitted by parents in order to determine entitlement.

With regard to Welsh Medium schools pupils will be provided with transport to the nearest Welsh Medium school (not choice of school) in accordance with the Authority's transport policy as previously referred to.

Spare Seats: Pupils may be allowed to occupy spare seats on school buses as a temporary concession even though they do not satisfy the criteria referred to above. No charges are currently imposed by the Authority for providing transport in such cases.

Concessions may have to be withdrawn at short notice.

Moving Home: Pupils attending secondary school who move home to an address outside the catchment area of the school attended will not normally continue to be provided with free transport to that school if the move takes place during Years 7,8 or 9 of education at that school even if the distance criteria mentioned above are met. Applications for pupils moving home in Years 10 or 11 will be considered only if transport can be provided by using existing services.

Transport for secondary age pupils: Is primarily provided through the issue of season tickets for pupils to utilise local bus services (legal standing capacity may be utilised).

Transport for primary age pupils: Is normally in a form of contracted vehicles. It may not be possible to arrange the routes of vehicles to pass close to the homes of all pupils and therefore it will be necessary for parents to make arrangements for them to reach the nearest 'pick-up' point of the vehicle. Every effort is made however to keep this distance as short as possible and it should not exceed 1 mile under normal circumstances.

Behaviour on Buses: Pupils whose behaviour during the journey to and from school is not of an acceptable standard may have the agreed travelling arrangements withdrawn.

Post 16 travel: Parents should be aware that there is no legal requirement to provide transport for post 16 pupils/students. However free transport will be provided if a student lives more than 3 miles from the college campus or catchment school to be attended if their parents/carers (or students themselves) are in receipt of Income Support/Income Based Jobseekers Allowance or who qualify under regulations governing Child Tax Credit. Those 16-18 students who live the required distance but whose parents (or themselves) are not in receipt of the above benefits will be provided with an annual grant of £146 (subject to review for September 2027) towards the cost of transport.

Students with Additional Learning Needs requiring specialist transport may also receive free transport in the form of contracted transport subject to assessment.

For more information, please contact 01495 766918/766919.

EDUCATION THROUGH THE MEDIUM OF WELSH

As part of the Welsh Government's vision (Welsh Medium Education Strategy) for education, training and the growing demand for Welsh-medium education each local authority, is required to produce a plan (Welsh Education Strategic Plan (WESP)) that sets out the strategic direction for the planning, delivery and growth in Welsh medium education. The strategy's main aim is to increase the number of people of all ages able to use the Welsh language with their families, in their communities and at work.

The WESP will also help local authorities to contribute to the Welsh Government's Cymraeg 2050 Strategy and reach its target of a million Welsh speakers by 2050. If you would like your child to be educated through the medium of Welsh we provide excellent Welsh Medium Education in Torfaen.

At Ysgol Panteg there is a late immersion provision unit set up to help learners entering Welsh medium education at a later stage (between 7-11) and pupils for whom Welsh may not have been a part of their daily routine, to gain the skills and confidence needed to continue their learning through Welsh. Children generally will join the unit for an intense learning period of approximately 12 weeks before then undergoing a period of transitioned integration into Welsh language mainstream settings within Torfaen. The name 'Carreg Lam' means stepping stone because we are a bridge into a new bilingual future for every pupil.

Please refer to the website for further information [Cartref | Home](#).

Other useful links:

[Being Bilingual in Torfaen](#)

[Schools & Colleges | Torfaen County Borough Council](#)

[Education through the Medium of Welsh | Torfaen County Borough Council](#)

[your-guide-to-welsh-medium-education.pdf](#)

[Cymraeg i Bawb | Cymraeg i Bawb](#)

Welsh medium education is available for everyone – a high proportion of parents of children in Torfaen's Welsh -medium schools do not speak Welsh and this is not a barrier.

Pupils in Welsh-medium schools in Torfaen study both English and Welsh to very high standards. All teaching and assessment, except for English as a subject, is through the medium of Welsh at all key stages.

If your child attends an English-medium school and you are considering a transfer to Welsh-medium education, note that immersion facilities exist to support your child's transition.

Parents themselves do not have to be Welsh speakers in order for their children to benefit from Welsh Medium Education. Children can transfer to Welsh Medium Primary Schools from the English medium nursery sector. If you have any questions you can contact the Head teachers of our Welsh Medium Schools directly as they will be happy to speak with you.

Please see below useful links for to help parents

[Supporting Parents and Families | Learn Welsh](#)

APPEALS

In Torfaen we strive to work in partnership and ensure that all parents-carers get their first preference of school for their children. If it is not possible to allocate a place for your child at the school of your choice, we will tell you about your right of appeal. We do this because we always want to be fair and transparent. Should you wish to appeal, you may accept a place at an alternative school whilst the appeal is waiting to be heard and will not prejudice the outstanding appeal.

If you choose to appeal this will be to an Independent Appeal Panel and arrangements will be made for this to happen. Further information about appeals can be obtained from Democratic Services, Civic Centre, Pontypool telephone 01495 766294. (This will provide advice on who can accompany you and state what written evidence should be supplied). Should you need to appeal it is important to note that the Local Authority allows parents 10 school days to submit an appeal and if this is not adhered to it is assumed that the right of appeal has failed to be accepted within the time limit and will not be heard.

EARLY YEARS AND PRE-SCHOOL

Through either the medium of Welsh or English, Flying Start, Childcare and free school breakfast initiatives are just some examples of how we are helping your child get off to a good start in their learning.

Flying Start childcare is available in Torfaen, to find out more please visit the Family Information website - Flying Start torfaenfis.org.uk.

Choosing the right childcare is a big decision and can be difficult. There are many things to consider but don't worry there is a lot of help available. Our Family Information Service can advise you of the benefits of using registered childcare and provide you with contact details to help you make an informed decision to suit your individual needs.

Torfaen Family Information Service Cwmbran
Integrated Children's Centre
Ton Road
Cwmbran
NP44 7LE

Helpline: 0800 0196330 Email: fis@torfaen.gov.uk

Web address: [Torfaen Family Information Service | Torfaen FIS](#)

[Early Years Education Entitlement for 3 and 4 Year olds | Torfaen FIS](#)

TORFAEN FAMILY INFORMATION SERVICE

From information on childcare to leisure activities for your children, family support to services for children and young people with additional learning needs, Torfaen Family Information Service can help.

If you would like information on the different types of childcare available in Torfaen and guidance on the childcare most suitable for your needs, contact Torfaen Family Information Service for a free tailor-made information pack with details of the locations, costs and contact details for local provision.

If you are choosing a school based nursery education setting for your child, you may be interested to find out about childcare that interacts with nursery provision in Torfaen, such as nursery wraparounds and childminders. Some private and voluntary childcare settings can also offer nursery education places funded by the local authority.

If you are choosing a school, Torfaen Family Information Service can give you information on childcare providing before and after school care for children in Torfaen and childcare for your children during the school holidays suitable for working parents and carers.

The Family Information Service also offers advice and guidance regarding help with the cost of childcare, including information on Tax Credits, Tax Free Childcare and The Childcare Offer for Wales.

The Family Information Service can also provide you with lots of information about becoming bilingual and how to choose Welsh medium childcare and early education for your child; [Being Bilingual in Torfaen](#) – This booklet maps a Welsh medium journey for your child and you – through the preschool and school years - from nursery, to primary, secondary schools, further education and beyond.

Children attending a Welsh medium school, will be educated in Welsh from Nursery until Year 2 and will receive lessons in English from year 3 and use English in their lessons across the curriculum, thus becoming bilingual. Children begin learning Welsh from the start and will be immersed in the language. Support is available for parents who are unable to speak Welsh to help support their child in nursery or school.

Visit learnwelsh.cymru for more information.

Parents, carers and professionals working with families in Torfaen can access the Family Information Service for free, impartial and quality information on the above and much more. Contact us with your enquiry via:

Freephone 0800 0196 330

Email fis@torfaen.gov.uk

Contact us on our social media pages www.facebook.com/TorfaenFIS or [Torfaen Family Information Service | Torfaen FIS](#)

Or browse our information and carry out your own search on the Family Information Service website, www.torfaenfis.org.uk

Torfaen Family Information Service is provided by Torfaen County Borough Council and was established to comply with the statutory obligations under the Education Act 2002 and continues to provide information under the statutory duty set out in The Childcare Act 2006.

CHILDCARE OPTIONS

Choosing suitable childcare to meet the needs of your family is one of the most important decisions you can make as a parent or carer. Whatever the age of your child, you will want to feel confident that they are safe, happy and stimulated whilst they are being cared for. Torfaen Family Information Service can offer details of the range of childcare available in Torfaen as well as free guides to choosing childcare, including examples of questions to ask a prospective childcare provider.

Many families find it difficult to juggle work and caring for their children during the school holidays. The Family Information Service can provide information on holiday childcare in Torfaen, including details of locations and costs.

Help with the cost of childcare

Torfaen Childcare Sufficiency Assessment 2022 found that some parents and carers reported the cost of childcare had prevented them from accessing formal provision, and only 37% of families claim help with the cost of childcare (based on families who completed the parent/carers childcare survey during 2021).

Parent/Carers can access some funding towards the cost of childcare, however this is dependent on a number of eligibility criteria and the amount of help received can differ between families.

Parents/Carers may qualify for help towards the costs of childcare if the childcare they use is registered. The Care Inspectorate Wales (CIW) is responsible for the registration and regulation of childcare in Wales. Parent/Carers can check with the Family Information Service if their childcare provider is registered with CIW and they can request the registration number directly from their chosen provider.

Current funding available for parent/carers and proposed funding during 2026 includes:

- Universal Credit
- Tax Free Childcare
- Support for students
- Childcare Offer for Wales

Universal Credit

Universal Credit is available to new claimants and may help towards the cost of childcare for parent/carers who are in paid employment (if part of a couple, both parent /carers must be in paid employment) and use registered childcare.

Universal Credit may help families claim back 85% of their childcare costs with a maximum claim of £1071.09 for one child per month, or £1,836.16 for two or more children ([GOV.UK](https://www.gov.uk)) if they are eligible for Universal Credit, however this will be based on eligibility criteria and the amount awarded will be based on family circumstances.

Families will only be able to claim for one scheme to help with the cost of childcare.

Tax-Free Childcare Scheme

Tax-Free Childcare is a Government initiative which is available to families with children under 12 (up to 17 years for children with a disability), if they meet the eligibility criteria.

Parent/carers who pay for registered childcare will be able to open an online account which they can pay into to cover the cost of registered childcare. For every £8 parent/carers put into the account, the Government will top up £2. The total top up you can get for each child is £500 every 3 months (up to £2,000 a year). This goes up to £1,000 every 3 months if your child is disabled (up to £4,000 a year) www.GOV.UK.

To qualify, parent/carers must be in work and earning at least the equivalent of 16 hours per week at national minimum wage or living wage on average each per week. The income cap for applying for Tax-Free Childcare is currently based at £100,000.

Self-employed parent/carers will also be able to make a claim into Tax-Free Childcare. You can use Tax-Free Childcare at the same time as The Childcare Offer for Wales if you're eligible for both, to pay for any additional costs incurred. You cannot get Tax-Free Childcare at the same time as claiming Universal Credit.

Payments into the account can also be made by other individuals such as family members or employers, allowing parent/carers the flexibility to save money into the account for times where childcare needs are greater. If parent/carers circumstances change, they can withdraw the money saved, minus the government's contributions. For more information visit <https://www.gov.uk/tax-free-childcare>.

Childcare Offer for Wales

The Childcare Offer for Wales is a Welsh Government initiative and will provide eligible working parents with 30 hours of early education and childcare, for 3-4 year olds only. The Offer is a combination of Government funded nursery education (between 10 – 12.5 hours) and funded childcare (between 17.5 – 20 hours), for up to 48 weeks per year.

Eligible working parents-carers will need to be earning the equivalent of 16 hours at national minimum wage, national living wage or more, and be a resident in Torfaen. An upper income cap for working parents is set at £100,000. If part of a couple, both parents must be working and meet this requirement. If either parent earns above this upper income cap, they will not be eligible for the Offer. The Offer is also available to those who are on Statutory Pay and Leave (Sick, Maternity, Paternity, Parental, Bereavement or Adoption Leave) or enrolled on a further or higher education course that is at least 10 weeks in length. Foster carers and kinship carers (relative or friend who is not a child's parent) may be eligible providing that you meet the parental eligibility criteria.

If you choose for your child to attend a non maintained nursery which is registered as an education provider by the Local Authority the Local Authority will fund your child's placement on a part time basis minimum of 10 educational hours over four or five days per week or 3 full days minimum of 7 hours per day. The level of funding will be comparable with that of a four year old in a maintained provision and this currently equates to £13.34 per day following a child's third birthday. Where a child attends an approved childcare setting, parents-carers will be responsible for any additional payments over and above the funding allocated by the Local Authority.

Parents/carers choosing an approved private or voluntary childcare setting should complete an Early Years 1 form with the setting of their choice, who will apply for the funding on their behalf.

Details of nursery provision can be obtained from Headteachers of the Primary Schools having Nursery Units. Schools with a Nursery Unit attached are indicated with an asterisk (★) in the Schools' Directory.

For further details on admission to Playgroups, Cylch Meithrin and Private Day Nurseries, contact the Family Information Service.

Full details about the Offer can be found here;

[The Childcare Offer for Wales | Torfaen FIS](#)

To find out more contact Torfaen Family Information Service on Freephone 0800 0196 330, email fis@torfaen.gov.uk or visit [Torfaen Family Information Service | Torfaen FIS](#)

SUPPORT FOR STUDENTS IN HIGHER EDUCATION

Depending on your circumstances, the Childcare Grant (CCG) could help with the cost of registered childcare if you're an undergraduate student who has at least one child under 15 who depends on you financially, or under 17 if they have Additional Learning Needs.

How much you get will depend on your household income, how many dependent children you have and what your childcare costs are.

You'll have to cover any remaining childcare costs yourself. If you're a part-time student, you will be assessed for a reduced amount of CCG based on your study intensity.

Your grant doesn't need to be paid back.

You could get 85% of your childcare costs up to a maximum of:

£196 per week for 1 dependent child (2026 – 2027 academic year)

£335 per week for 2 or more dependent children (2026 – 2027 academic year)

If you don't have a childcare provider at the time you apply, you can still get CCG, but this will be capped at £150 per week or 85% of actual costs, whichever is lower. Once you supply childcare provider details, your funding will be recalculated for the higher amount

Families are unable to claim this grant if they or their partner claims the childcare element of Working Tax Credits, Universal Credit, NHS-funded childcare grants, or paying a relative to care for your child or Tax-Free Childcare.

(Taken from www.studentfinancewales.co.uk April 2026).

ALN AND INCLUSION SERVICE

Our aim is to create inclusive cultures and communities in our schools to maximise the educational opportunities for all Torfaen pupils. We want all children, parents/carers and staff to feel equally valued. Breaking down barriers to children's learning to encourage their full participation in school life by offering all children an education, which is designed to enable them to be included, and participate fully, in the society to which they contribute and from which they benefit.

The majority of learners will have their educational needs identified, met and monitored within mainstream early years setting, schools or colleges. All children and young people learn in different ways and at different rates. In every class in every school there will be some pupils who progress at a slower rate than other children. These pupils will benefit from differentiated good quality teaching and learning and universal support from their education provision.

What should I do if I am worried about my child?

As a parent you will know your child best. If you have any concerns about your child's learning or behaviour you should first talk things over with your child's class teacher, Additional Learning Needs Coordinator, Headteacher or early year's provider. It is very important that you discuss your worries with school. Quite a lot of children will struggle with their learning and behaviour at some point during their school life.

Torfaen LA believe that the best way to help your child is for everyone to work together using a Personal Centred approach. This approach puts the pupil at the heart of the planning and ensures that all relevant agencies work together to plan for the young person. The LA believes that children and young people should feel confident that their views will be listened to and valued. Where possible children and young people will be encouraged to participate in all the decision-making processes that occur in education.

Additional Learning Needs and Education Tribunal (Wales) Act 2018

From September 2021 The Additional Learning Needs (ALN) and Education Tribunal (Wales) Act 2018 will replace the current Special Educational Needs (SEN) framework in a 3 year phased implementation both systems will run concurrently with groups of young people transferring to the new system in stages.

The Act makes provision for one universal, statutory Individual Development Plans (IDP) for all children and young people aged 0-25 who have been assessed as having ALN by their school/college or by the Local Authority where pupils have severe and complex needs or are in groups of pupils for whom the LA is responsible e.g. Looked After Children. Further information on the changes can be found below <https://gov.wales/additional-learning-needs>.

School Support

The majority of children with Additional Learning Needs are educated within mainstream early years settings/schools/colleges through universal provision and services. Each school has a provision map which sets out their graduated response for meeting pupil needs with the support and interventions they have developed as a whole school approach to meet the needs of the students on their roll. All maintained mainstream schools in Torfaen have an allocated ALN budget with which to plan support and provision for pupils attending their school.

Some pupils will be identified by their school as having an Additional Learning Need and the pupil may require more individualised planning with targeted interventions and additional learning provision provided by their school through an Individual Development Plan or Individual Education Plan.

Where this is the case the school will talk to you about the plan and you will be invited to a person-centred meeting with the professionals involved in supporting your child to put a plan together. Your child's school may also talk with you about accessing support from one of our central services like Educational Psychology or Outreach who can provide advice and guidance to support planning for a pupil in their school.

The Local Authority's ALN and Inclusion Services work in collaboration with the young person /parents/carers /schools and other agencies using a person centred approach. We provide advice, guidance and support for pupils who have or may have Additional Learning Needs (ALN).

Pupil and Parental Involvement

Torfaen Local Authority work closely with parents/carers of pupils with ALN to ensure they provide their views during each stage of the ALN process. Parent's knowledge and information, they can provide to the LA to support decision making is a vital part of the information we receive. Torfaen advocate that Pupil participation is an important element of the ALN process and pupils are supported to contribute their views whenever possible attend and participate in the meeting. Torfaen subscribe to the Children's Participation Standards.

Torfaen have a Service Level agreement with SNAP Cymru who provide free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities. They give advice and support on a range of issues including assessments, statements of special educational needs, bullying, school attendance, exclusion, health and social care provision and discrimination.

They can be contacted on 0808 801 0608 or on enquiries@snapcymru.org

TORFAEN SPECIALIST PROVISION SPECIAL SCHOOLS AND RESOURCE BASES

A small number of children will have severe and complex Additional Learning Needs who will require specialist support which cannot reasonably be met within the context of a mainstream school. Torfaen Local Authority have a continuum of specialist provision that includes Crownbridge Special School and Specialist Resource Bases attached to mainstream school's for pupils who have been assessed as requiring a more specialist education placement. Our Resource Bases and Special School have considerable expertise in working with pupils who have more complex needs.

The Local Authority is responsible for the placement of pupils within Resource Bases and Special School via the ALN Specialist Placement Panel. Schools assess and monitor pupils on their ALN registers. When they have concluded that a pupil may require more specialist support or intervention that cannot be reasonably provided by their mainstream school, they liaise with their school Educational Psychologist (EP) to discuss the pupil. If it is agreed as appropriate and consent given by parents/carers, the EP will undertake a formal consultation to determine if a specialist placement should be considered. If agreed the pupils name is placed on the specialist placement list for discussion at the meeting. Not all pupils who are placed on the list or discussed for specialist places will receive a placement and some pupils will be able to remain at their school with individual planning. Where a pupil is not awarded a placement at a specialist provision the Local Authority will work with the pupil's mainstream school to provide advice and guidance to continue to support the pupil at their school.

How do I apply?

Wherever possible we seek to place children in mainstream settings. However, some children require provision beyond the resources of a mainstream school. Admission to special schools and resource bases which are attached to primary and secondary schools and which cater for children with Additional Learning Needs (ALN) is dealt with by special arrangement through the Local Authority. Particular advice is needed to help parents and pupils with admission appropriate to defined ALN.

For any further information, please contact Tracy Tucker, telephone 01495 766998.

PLACEMENTS IN OUT OF COUNTY SCHOOLS

The majority of pupils will have their Additional Learning Needs met in Torfaen schools or provisions. Very few children will have been assessed as part of the statutory assessment /IDP process as having severe and complex needs that Torfaen do not have in county provision to provide for their individual needs. In these cases, a specialist placement outside the authority will be sought using the Local Authority commissioning process. We will seek to commission a day placement at an independent or non-maintained special school which is within reasonable travelling distance of the pupil's home. We will also work in conjunction with Social Care and /or Aneurin Bevan Health Board for placement of pupils with complex health and social care needs who may require a residential care placement in conjunction with the care plan.

We will continue to regularly review these pupils progress and monitor their provision to ensure it remains appropriate to meet their education needs as part of the Local Authorities quality assurance process.

Transport for pupils who attend Specialist Provisions

The majority of pupils with ALN attend their nearest suitable maintained mainstream school. Torfaen Transport Policy for students who have ALN is the same as for all pupils and transport is only provided for those students who reside over the statutory walking distances from the nearest suitable mainstream school. These are 2 miles for a primary aged pupil and 3 miles for a secondary aged pupil. Where a parent-carer has chosen a school, which is not the nearest suitable maintained school they will be responsible for the transport to school.

Where Torfaen ALN and Inclusion and Pupil Support Service have awarded a placement at a specialist provision the transport department will be notified of the placement and transport will be put in place where the pupil is ordinarily resident within Torfaen and has been awarded a placement by the Local Authority specialist placement panel at:

- Local Authority Special Needs Resource Base (Unless the pupil resides under the statutory walking distances from the school, they have been awarded a placement).
- Crownbridge Special School.
- Pupil Referral Until or Pont Fach Assessment CentreAn Independent Special School named in the Statement of SEN /IDP - where the Local authority has commissioned the placement

The ALN and Inclusion Pupil Support and Inclusion Service will only be involved in transport for pupils who attend specialist provisions all other transport queries will go through the main transport department. (Please see main transport section).

TORFAEN PUPIL REFERRAL UNIT

The Pupil Referral Unit is maintained by the Local Authority and provides education provision outside the mainstream school setting for pupils who might not otherwise receive a suitable and appropriate education.

Torfaen PRU provides education for pupils with emotional and behavioural difficulties and for those who require education otherwise than at school (EOTAS). The provision includes: a main site, Ty Glyn which caters for pupils at key stage 3 and 4, and New Inn, which caters for pupils who are anxious, or school refusers.

Pupils with a range of needs can be referred to a PRU. These include:

- pupils excluded from school on a permanent or fixed-term basis
- pregnant schoolgirls and school-age mothers
- anxious and vulnerable pupils
- pupils unable to attend school for medical reasons and require alternative tuition
- any pupils moving into the local authority who have attended similar provision.

The PRU provides support and advice to schools on an outreach basis where pupils remain in their schools. They also offer short term placements for pupils at one of the bases. All pupils remain on their school roll whilst attending the PRU. All placements and Outreach support are agreed via the local authority panel and monitored closely. Pupil progress is reviewed with partners and the pupils themselves on a half termly basis. These map pupil progress and plan a return to their school or consider the best future options for the young person.

In addition to PRU placements and Outreach support, individual tuition can be provided off-site when this is deemed appropriate for meeting specific pupils' needs.

The PRU works closely and in partnership with all Torfaen primary and secondary schools. It is able to offer, when appropriate to the needs of the learner, a five day (25hrs) provision and aims to provide a balanced curriculum. Pupils' individual programmes focus on promoting personal understanding and developing skills in behaviour management. All pupils study Mathematics, English, Science, information and communication technology (ICT), art, geography, history, physical education, PSHE and food technology.

All pupils are given the opportunity to follow GCSE courses in English & Maths, BTEC Science courses and Key and Essential skills qualifications.

The PRU is supported by Educational Psychology Service, Education Welfare service and Inclusion Officers. Pupils are required to attend the PRU in exactly the same way as required in mainstream schools. The Education Welfare officer works closely with the PRU in monitoring, recording attendance and supporting pupils and their families.

LOCAL AUTHORITY SERVICES AND SUPPORT

The Local Authority's ALN and Inclusion Service provide a wide range of services to schools. These aim to promote inclusion and provide schools with advice, guidance and support to help them plan and meet the needs of pupils who have or may have Additional Learning Needs.

Educational Psychology Service

Educational Psychologists work with children and young people in the age range 0-25 years. In partnership with the children and young people, their parents/carers, Education Service staff, school staff and staff from other agencies, educational psychologists provide support where there is concern about a young person's educational, emotional or social development. They undertake assessments, work directly with the young people and provide advice on the management of difficulties. They also provide training for those who work with children and young people. Each school has an allocation of Educational Psychology time from the service.

ALN Link Officers

Each school has a designated Link Officer who provides support, advice, guidance to school, parents/carers and outside agencies on processes and procedures relating to ALN (Additional Learning Needs). They work with parents/carers and all agencies involved with young people to promote inclusion and ensure pupils individual needs are met. They can offer advice and guidance on ALN systems and processes, exclusions and vulnerable learners.

Specific Learning Difficulties Service

Torfaen have Specialist teachers who have knowledge and experience of working with children who have specific learning difficulties. They provide advice, support and training for school staff and work with schools to provide tuition for pupils with specific learning difficulties individually or in a small group setting.

Autism Support Service

The Autism Support Service aims to support children and families through exploring their current situation using a person centred approach. The service can serve as a bridge between the family and school ensuring that parents/carers are partners in the education of their child. Support is provided post diagnosis and through transitions in Early Years settings and both primary and secondary schools.

Training is available to parents/carers post diagnosis and for professionals working with children and young people diagnosed with an autism spectrum disorder or undergoing assessment. Drop in calls are also available to parents who are considering requesting a neurodevelopmental assessment for autism, or whose children are undergoing the assessment.

Schools Counselling Services

Torfaen have a service level agreement to provide schools based counselling service for children and young people.

Vulnerable Learners Support

Torfaen have a range of services and work in collaboration with other agencies to provide support for vulnerable learners.

Pupils who have English as an additional language

Torfaen have a service level agreement with Gwent Education Minority Ethnic Service (GEMS). GEMS supports Torfaen pupils whose first language is not English or Welsh. They work with schools to raise the achievement and attainment of black and minority ethnic (BME) learners (aged 4-19). GEMS can advise teaching staff on strategies, resources, assessment and general good practice for learners. They work closely with schools and parents/carers to help pupils improve their English language skills.

GEMS provides:

- advice, support and guidance on race equality for schools and governing bodies
- bilingual assessments to establish language support requirements
- home visits to ensure that good communications between parents/carers and the school are established. Essential school information is passed to parents/carers in their home language and their concerns and questions are passed back to the school.

The Primary Service

Young People from ages 7 to 11 can be referred to the Primary Service, and written parental consent is required before counselling can begin. Referrals can be arranged through the school or by contacting the service. Emailing the Service Manager at ceri.jones@ccyp.org.uk or primary coordinator oliver.wilford@ccyp.org.uk

The Secondary Service

For young people at secondary school, the School Counselling Service is available two days a week in each school. Young People can self refer, be referred by a member of staff, parents/carers or by any adult who is concerned about them.

Anyone referring to the secondary service must make sure that they have the consent of the young person.

The Service also offers an Out of Schools Service for 11 to 18 year olds on Tuesdays between 4pm-6pm at either the Cwmbran Centre for Young People, or at Pontypool Library. For any information about the service, or to make a referral to the secondary or out of schools service, please contact us by ringing our confidential answer service on 01633 453035.

Outreach Service

Torfaen Outreach service provides support for young people within their schools and support for staff working with pupils. They work in a person centred way and offer a coordinated approach between local authority, schools, family and other agencies. Schools can make referrals for support to the weekly meeting. They provide support for anxiety management, Social skills, behaviour management, assessments, teaching and learning programmes and a variety of other interventions to support schools to develop planning and support for pupils.

SENSORY AND COMMUNICATION SUPPORT SERVICE (SENCOM)

The teams within SenCom provide a wide range of advice and intervention strategies including teaching. We are a person-centered organisation, and our levels of intervention are matched to the changing needs of individual children and young people.

We are hosted by Torfaen County Borough Council and work regionally in Blaenau Gwent, Caerphilly, Monmouthshire, Newport and Torfaen with children and young people, families, schools, colleges, and early year's settings.

Our mission is to be a partner with families and schools in successfully including children and young people in all of school life and to ensure their learning journey meets no barriers to progress.

The Service is made up of three teams under the leadership of a Head of Service.

COMIT (COMMUNICATION INTERVENTION TEAM)

ComIT is a school-based service working across five local authorities in South East Wales to enable schools to identify and support children and young people with Speech, Language and Communication Needs (SLCN).

Speech, Language and Communication skills underpin all aspects of learning and development, and research shows that early identification of SLCN and intervention can significantly improve the academic and life outcomes for children and young people.

ComIT works in partnership with the Speech and Language Therapy (SLT) service in Aneurin Bevan University Health Board (ABUHB) and the team consists of a Head of Service, Advisory Teachers, ABUHB Speech and Language Therapists and Specialist Teaching Assistants.

ComIT provides a wide range of information, awareness raising and training, as well as direct support for pupils, through a graduated response. Specialist Teaching Assistants work with individual pupils and small groups in schools and support school-based staff to provide follow-up sessions using recommended learning strategies and resources.

How is a request for support made?

Each Local Authority has a named ComIT Lead Professional who consults with the ComIT Head of Service to identify schools for ComIT intervention, training, and support. Requests for pupil support are received directly from schools.

If you have concerns about your child's speech, language and communication, contact the school and speak with the class teacher or Additional Learning Needs Coordinator (ALNCo). School staff can seek advice from their ComIT Lead Professional and send a Request for Advice (RFA) directly to ComIT.

Support Service for d/Deaf Children & Young People

The Support Service for d/Deaf Children & Young people assist all children and young people with an identified level of deafness to achieve their maximum potential and to acquire the necessary skills for life. The service support successful inclusion into early years settings and schools. The team includes qualified Teachers of Deaf Children and Young People and Specialist Teaching Assistants.

The Support Service for d/Deaf Children & Young People use the National Sensory Impairment Partnership Eligibility Framework, a tool for Sensory Services which aims to guide decision-making when allocating support for individual children and young people. Service support is dynamic and encourages close links with home, school and other agencies. We aim to build capacity in schools in meeting pupils' needs and provide focused support in response to changing needs of children and young people.

How is a referral made?

The vast majority of children are referred to the service by Health, however we are also able to give advice and signpost parents or professionals who have any concerns about a child or young person's hearing.

Following referral, information is shared with the school. A home and/or school visit may be arranged to assess the pupil and to gather further information.

VISION IMPAIRMENT SERVICE

The Vision Impairment Service (VIS) aims to ensure that choice is offered to children, young people, and parents/carers. Expertise and resources are available to schools to enable full inclusive access to learning. Independent living and mobility skills are taught by VIS habilitation specialists. Collaborative working is established to support and meet all needs.

The VIS is able to provide a range of services in relation to individual needs. We work in partnership with children and young people with vision or multi-sensory impairment, parents, schools, education/career services and medical agencies to meet individual needs as identified through the assessment process.

How is a referral made?

We welcome enquiries and referrals from anyone involved with children and young people who may have concerns regarding a possible vision or multi-sensory impairment. To make a referral to the Vision Impairment Service, please contact the service and a member of staff will be able to assist you.

Our Contact Details

Sensory and Communication
Support Service
Civic Centre
Pontypool
Torfaen
NP4 6YB

Telephone: 01633 648888
E-mail Sencom@torfaen.gov.uk

Heads of Service

Rebecca Kelly
Head of Service ComIT

Rebecca.Kelly3@torfaen.gov.uk

Jo Plant
Head of Support Service for d/Deaf
Children & Young People
joanne.plant@torfaen.gov.uk

Sarah Hughes Head of Service VIS
sarah.hughes@torfaen.gov.uk

EXCLUSIONS

The use of exclusion.

A decision to exclude a child for a fixed period or permanently should be taken only:

- In response to serious breaches of the school's behaviour policy
- If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or of others in school.

The decision to exclude

Only the Headteacher or someone designated as the acting Headteacher has the power to exclude a pupil from school. Exclusion should not be decided in the heat of the moment, unless there is immediate risk to the safety of others in the school or the pupil concerned.

Length of the exclusion

Regulations under the Education Act 2002 allow Headteachers to exclude a pupil for one or more fixed periods not exceeding 45 school days in any one school year. However, individual exclusions should be for the shortest time necessary to secure the benefits of exclusion without adverse educational consequences. In all cases of more than a day's exclusion, Headteachers must arrange for work to be provided and marked. Parents-carers should arrange for the work to be collected and returned and the school must ensure that further work is set until the pupil returns to school.

Lunchtime exclusions

Some children's behaviour can be particularly difficult at lunchtime. Where this is the case it may be possible through discussion and agreement with the parent to arrange for the pupil to go home for lunch. If this is not feasible, provision exists to exclude the pupil for the duration of the lunchtime, placing the legal responsibility for the child back with the parent-carer. Where lunchtime exclusion is used it should be a short-term measure only. If a child is in receipt of Free School Meals, arrangements should be made to provide a meal and this may mean a packed lunch.

Permanent exclusion

Permanent exclusion is an extremely serious step. It is an acknowledgement by a school that it has exhausted all available strategies for dealing with the child and can no longer have the child in its community.

Pupils with Additional Learning Needs (ALN)

Other than in the most exceptional circumstances, schools should avoid permanent exclusion for pupils with a statement of ALN/Individual Development Plan. In most cases the Headteacher will be aware that the school, whether mainstream or special, is having difficulty managing a pupil's behaviour, well before the situation has reached the point that exclusion needs to be considered. Schools should try every practicable means to maintain placements, including liaison with the Local Authority and if necessary arranging a statutory review of the statement.

Informing the 'relevant person' about the exclusion

Under the regulations which came into force in January 2004 the 'relevant person' means:

- The parent-carer, if the pupil was aged ten or below on the day before the beginning of the school year in which he/she was excluded
- Both the parent-carer and the pupil, if the pupil is of compulsory school age and was aged eleven or above on the day before the beginning of the school year in which he/she was excluded
- The pupil if aged over compulsory school age (normally 16)

A Headteacher who excludes a pupil must ensure that the relevant person is notified immediately, ideally by telephone. The initial telephone notification must be followed up by a letter within one school day. Exclusion should normally begin on the next school day. Pupils subject to exclusion are not to be left unsupervised or sent from the premises. If the Headteacher decides to extend a fixed period exclusion or, exceptionally, to convert a fixed period exclusion into a permanent exclusion, he/she must arrange for work to be provided as soon as a pupil is excluded for a fixed period.

Appeals process

The Headteacher's exclusion letter should inform the relevant person of the procedures should they wish to make representation or appeal against the exclusion to the Discipline Committee of the Governing Body. Subsequently there is a right of appeal to an Independent Appeals Panel for permanent exclusions and again, the relevant person should be fully informed at the appropriate time. The relevant person as defined in regulations means:

- The parent-carer if the pupil was aged 10 or below on the day before the beginning of the school year in which he/she was excluded.
- Both the parent-carer and pupil if the pupil is of compulsory school age and was aged 11 or above on the day before the beginning of the school year in which he/she was excluded.
- The pupil if aged over compulsory school age (normally 16).

Therefore this gives all excluded pupils the right to be notified formally of their exclusion and enable them to appeal.

Where a child has been permanently excluded from two or more schools, his/her parents can still express a preference for a school place but the requirement to comply with that preference is removed for a period of two years from the date on which the latest exclusion took place.

For further information about services or support please contact:

Additional Learning Needs Team
 Civic Centre
 Pontypool NP4 6YB
 Tel: 01495 766968 / 01495 766848
 Email: AdditionalLearningNeeds@torfaen.gov.uk

EDUCATION WELFARE SERVICE

What do Education Welfare Officers do?

- Offer a free independent advice service to parents, children and young people in liaison with inclusion officers.
- Work with Torfaen schools to support pupils and ensure that they are receiving a suitable education given their age, ability, aptitude and any special educational needs.
- Work with the business community and others to advise and regulate on the employment of children.

How do Education Welfare Officers work?

- Schools can request the officer to make a home visit or to see a child in school.
- Children can discuss problems with their Education Welfare Officer.
- Parents can request an officer's help, advice or support.
- Education Welfare Officers may also be responsible for legal action where parents fail to carry out their legal responsibility to ensure their child's regular attendance at school. (Education Act 1998)

NON ATTENDANCE (FIXED PENALTY NOTICES)

Legal Framework

The law empowers designated Local Authority (LA) Officers, head teachers, including their nominated deputies and the Police to issue Fixed Penalty Notices to the parents of children who have unauthorised absence from schools that fall within the South East Wales Consortium (SEWC) area.

Issue of a Fixed Penalty Notice

- A Fixed Penalty Notice can only be issued in cases of unauthorised absence;
- Fixed Penalty Notices will be restricted to one notice per parent of a pupil in an academic year;
- In cases where there is more than one poorly-attending pupil in a family, notices may be issued for more than one child.
- There will be no restriction on the number of times a parent may receive a formal warning of a possible Fixed Penalty Notice.

Fixed Penalty Notices may be considered appropriate when

- At least 10 sessions (5 school days) are lost due to unauthorised absence during the current academic year. These do not need to be consecutive;
- Unauthorised absences of at least 10 sessions (5 school days) due to holidays in term time or delayed return from extended holidays; or
- Persistent late arrival at school, i.e. after the register has closed, in the current term. “Persistent” means at least 10 sessions of late arrival;
- Truancy, where the child has come to the attention of the Police or public during school hours for being absent from school, without an acceptable reason.

Responding to requests for the issuing of a Fixed Penalty Notices

Following the warning notice issued by the school or Police, parents-carer have a period of 15 school days within which to respond. During this time, the pupil must have no unauthorised absence. This information can be included in the formal written warning letter, where one has been issued.

The EWS will respond to all requests from schools or Police within 10 school days of receipt of a request. When satisfied that all of the relevant criteria have been met the LA will then issue a fixed penalty notice.

Fixed Penalty Notices for unauthorised holidays

Where the requested Fixed Penalty Notice is in response to a holiday related unauthorised absence or is in relation to an offence under section 108 of the Education and Inspections Act 2006, the formal warning letter and 15 day improvement period will not apply.

Right of appeal

There is no statutory right of appeal, but where a parent contests the issuing of a Fixed Penalty Notice, they can submit any complaints to the EWS and/or opt to face proceedings in the Magistrates’ Court under section 444 of the Education Act 1998, where all of the issues relating to their Fixed Penalty Notice can be fully debated and heard.

Payment of Fixed Penalty Notices

If the Fixed Penalty Notice is paid within 28 days, the penalty payable is £60, or £120 if within 42 days. Payments will not be accepted from parents after 42 days has elapsed and cannot be paid either by instalments.

Non-Payment of Fixed Penalty Notices

Non-payment of a Fixed Penalty Notice will result in prosecution for the period covered by the Fixed Penalty Notice under Section 444 of the Education Act 1998.

Further information is available in the Local Code of Conduct - Education Fixed Penalty document. Website Link: [Attendance, behaviour and welfare | Torfaen County Borough Council](#)

COMPLAINTS

Regulations introduced under the Education Act 2002 requires the governing bodies of all maintained schools in Wales, including nursery schools, to establish procedures for dealing with complaints from parents, pupils, members of staff, governors, members of the local community and others.

School Related Complaints

If you have a school related complaint you need to contact the school directly so that it has an opportunity to resolve the issue.

- The statutory responsibility for responding to school related complaints lies with the school and governing body.
- Each Torfaen school has a complaint policy that complies with Welsh Government guidance and has three stages and is available from the school on request.
- It is expected that the majority of complaints are dealt with at Stage A or B.
- Stage C escalates the complaint for consideration by the governing body's complaints committee. This is the final arbiter of school related complaints.
- In all cases the school and governing body will ensure that complaints are dealt with in an unbiased, open and fair way.
- Concerns and complaints are taken very seriously & where mistakes have been made lessons will be learned from them.

For more information contact: Education Achievement Service for South East Wales, Governor Support Service, Tel: 01633 415474.

Education Service Complaints

If you are approaching the Education Service for a service for the first time, (e.g. requesting an appointment etc) then the complaints policy does not apply. You should first give us a chance to respond to your request. If you make a request for an Education service and are not happy with our response, you will be able to make your concern known through the complaints process. There are two stages, stage one being an informal resolution within 10 working days and stage 2 a formal investigation within 20 working days. If you remain dissatisfied you have the option of escalating your complaint to the Public Services Ombudsman for Wales.

CHARGING AND REMISSIONS POLICY

Information regarding a school's charging and remissions policy can be obtained from the Headteacher of the school concerned at the addresses listed in the Schools' Directory.

SCHOOL INSPECTIONS

Estyn is the office of Her Majesty's Chief Inspector of Education and Training in Wales. Estyn carry out inspections of non maintained educational providers, maintained nursery, primary and secondary schools under Section 10 of the School Inspections Act 1996.

All schools are inspected at least once every six years. These inspections cover all aspects of a school's provision, apart from denominational education and the content of collective worship in those voluntary schools specified in Section 23 of the Act. The function of an inspection is to report on:

- The educational standards achieved in the school.
- The quality of education provided by the school.
- The quality of leadership in and management of the school, including whether the financial resources made available to the school are managed efficiently.
- The spiritual, moral, social and cultural development of pupils at the school.
- If you require a copy of a school's inspection report, these are available directly from the individual schools or available to download from the School Directory area of the website.

Further information regarding school inspections is available from the Estyn website: www.estyn.co.uk.

PUBLICATION AND CHANGES

This booklet relates to the admission arrangements for the school year 2027/28 and although the information is correct at the time of going to print, the local authority reserves the right to make any adjustments where this is necessary to enable it to comply with changes in policy and/or legislation.

Information regarding individual schools, together with a copy of the school's prospectus, can be obtained from the Headteacher. The schools are listed in the Schools' Directory.

HEALTHY EATING IN SCHOOLS

Our “Healthy Eating in Schools Policy” is there to ensure your child gets good nutritious food whilst at school. Further information is available at Welsh Government.

Tel number: 03000257463

Email: wellbeingservice@gov.wales

SCHOOL HOLIDAY ENRICHMENT PROGRAMME

The school Enrichment programme (SHEP) is an initiative run in conjunction with Welsh Government to address non-term time hunger for children and young people entitled to Free School Meals (FSM). Provision of FSM during the summer holidays has the potential to help low income families ease the financial burden of providing meals for their children as well as offering social, nutritional and educational benefits.

Contact details are as follows:

Tel number: 01495 742206

Email: julian.davenne@torfaen.gov.uk

THE WELSH NETWORK OF HEALTHY SCHOOL SCHEMES (WNHSS)

A Healthy School is one which:

“Actively promotes the physical, mental and social health of its community through positive action by such means as policy, strategic planning and staff development, with regard to its curriculum, ethos, physical environment and community relations.” – Welsh Government (WG) 2014.

The Welsh Network of Healthy School Schemes (WNHSS) is an award based scheme that leads on to a National Quality Award (NQA) of Excellence. It is funded by WG and managed by Public Health Wales (PHW) in partnership with Education. The scheme runs in all 22 local authorities and 97% of primary and secondary schools in Torfaen are actively involved.

The WNHSS recognises 7 health topics that are covered throughout a school’s involvement in the scheme:

- Food and Fitness
- Mental and Emotional Health and Well Being
- Personal Development and Relationships
- Substance Use and Misuse
- Environment
- Safety
- Hygiene

Should you require further information please contact the Healthy Schools and PSE Officer telephone: 01495766980 or 07960489134 email alison.dally@torfaen.gov.uk

HEALTHY AND SUSTAINABLE PRE SCHOOL SCHEME

The Healthy and Sustainable Pre-School Scheme is an extension of the Welsh Network of Healthy Schools Scheme. At present, 33 pre-school settings in Torfaen are enrolled on the scheme and include day nurseries, flying start, playgroups and childminders.

The scheme promotes positive health behaviours from an early age, including good oral health and the importance of healthy eating and physical activity to support reducing obesity in the Early Years.

The scheme is accredited, and as such, each setting collates evidence to support each of the following action areas:

- Nutrition and Oral Health
- Physical Activity/Active Play
- Mental Emotional Health, Wellbeing and Relationships
- Environment
- Hygiene
- Safety
- Workplace Health and Wellbeing

For further information about the Healthy and Sustainable Pre School Scheme, please contact Ruth Harris, telephone: 07932772653, email ruth.harris@torfaen.gov.uk

SUSTAINABLE COMMUNITIES FOR LEARNING PROGRAMME

Please see the council's website for ongoing updates on sustainable communities for learning;

[Schools investment programme | Torfaen County Borough Council](#)

IMMUNISATION

Before your child starts school it is important that they are up to date with their vaccinations so that they are protected against a number of vaccine preventable diseases. Every year vaccination saves more lives worldwide than any other medical intervention. In Wales, vaccination is a key measure in keeping children healthy and giving them the best start in life.

The table below highlights which vaccinations your child should have received before starting school.

Age Due	Vaccination Name	Disease Protected Against
2 months old	6 in 1	Diphtheria, Tetanus, Polio, Whooping Cough, Hib and Hepatitis B
	PCV	Pneumococcal
	MenB	Meningococcal Group B (MenB)
	Rotavirus	Rotavirus
3 months old	6 in 1	Diphtheria, Tetanus, Polio, Whooping Cough, Hib and Hepatitis B
	Rotavirus	Rotavirus
4 months old	6 in 1	Diphtheria, Tetanus, Polio, Whooping Cough, Hib and Hepatitis B
	MenB	MenB
	PCV	Pneumococcal
12 - 13 months old	Hib/MenC	Hib and Meningococcal Group C (MenC)
	PCV (Booster)	Pneumococcal
	MMR	Measles, Mumps and Rubella
	MenB (Booster)	MenB
2 -3 years old	Annual Flu Nasal Spray	Influenza

Routine childhood vaccinations are highly effective, safe and free. There will be other vaccinations scheduled throughout your child's school life. When your child is due to receive a vaccination in school you will receive an information letter and a consent form, it is important that you complete, sign and return the consent form promptly.

For more information please visit [NHS 111 Wales - Vaccinations](https://www.nhs.uk/111/wales/vaccinations)

MILK AND MEALS

Milk - Provided free of charge to all nursery and Foundation Phase aged children. Meals - A main meal is provided in all primary and secondary schools. Current prices, subject to review (for September 2027), are:

Infants Free
Juniors Free
Seniors £2.60

Each comprehensive school has its own pricing structure. In all comprehensive schools there is also a buttry bar service. The charge for the main meal can be wholly remitted in certain cases. Please refer to individual schools to ascertain method of payment.

FREE SCHOOL MEALS

The Social Security Act 1986 means that the Council is permitted to provide free meals to Senior pupils at school only when the family receive: Income Support, Income Based Job Seekers Allowance, income related employment and Support Allowance, support under Part VI of the Immigration and Asylum Act 1999, Benefit Universal Credit, Guaranteed Element of State Pension Credit or who qualify under regulations governing Child Tax Credit. This also applies to pupils at special day schools.

From September 2023, as part of the Co-operation Agreement between Welsh Government and Plaid Cymru, all pupils in Primary Schools will be provided with a free meal in school.

SCHOOL ESSENTIALS GRANT

Children whose families are on lower incomes and qualify for certain benefits can apply for a grant of:

- £125 per learner
- £200 for learners entering year 7 (to help with increased costs associated with starting secondary school)

The grant can help families with the purchase of:

- School uniform including coats and shoes
- School sports kit including footwear
- Uniform for enrichment activities, including but not limited to, scouts; guides; cadets; martial arts; sports; performing arts or dance
- Equipment e.g. school bags and stationery
- Specialist equipment where new curriculum activities begin such as design and technology and
- Equipment for out of school hour trips such as outdoor learning e.g. waterproofs
- Laptops, IT equipment to support school work

All compulsory school years from reception to year 11 are now eligible.

All looked after children of compulsory school age qualify for the grant, whether they receive free school meals or not.

The funding is also available to the following pupils who are eligible for Free School Meals:

- Pupil's with no recourse to public funds entering the above school years

- Pupils in special schools, special needs resource bases and pupil referral units who are entering the above school years

Pupils who receive Free School Meals due to transitional protection arrangements or under the Universal Free School Meal scheme do not qualify for this funding. Please refer to the Free School Meals section of our website for further information.

Families are only entitled to claim once per child, per school year. The 2027 to 2028 scheme closes on 31 May 2028.

You can apply via the online application form on our website from 1 July 2027 to 31 May 2028. You will need your:

- Contact information
- Child's school name
- National Insurance Number
- Bank details

For the School Essentials Grant please visit www.torfaen.gov.uk

CHILD EMPLOYMENT

Torfaen County Borough Council Byelaws on the Employment of Children regulate the types of occupation and the number of hours for which children under school leaving age may be employed. Employers are obliged to notify Local Authorities of their child employees (Byelaws 9). The role of Education Welfare Officers is to monitor the employment of children to ensure that they are safely and legally employed and that their employment is not having an adverse effect on their health and education. Details of the hours that children are able to work both during term dates and school holidays are available from the Education Welfare Officers. For further information on child employment or support regarding school attendance, please contact your child's school or telephone: Sarah Allard, Senior Education Welfare Officer, telephone: 01495 766965.

Holidays During Term Time Holidays in term time are only authorised if an application is made to the Head Teacher as parents do not have automatic right to withdraw pupils from school for a holiday during term time.

PUBLIC EXAMINATIONS

Public examinations are those that are available to students who follow programmes of study from external awarding bodies such as WJEC, EDEXCEL, OCR and AQA. Schools organise and administer examination entries for pupils and parents are provided with either a paper or electronic copy of their child's timetable to assist in the organisation of revision and ensure pupils attend at the correct time. Parents should contact their child's school in relation to its policy on examination resits (and cost) should the need arise.

REGISTERED PRIVATE/VOLUNTARY EARLY YEARS SETTINGS

WELSH MEDIUM SETTINGS

Ysgol Feithrin Pont-y-pŵl

St. James Hall,
St. James Field,
Pontypool.
NP4 6JT
Telephone: 01495 755616
www.facebook.com/ysgolfeithrinpontypwl

ENGLISH MEDIUM SETTINGS

Belle Vue Day Nursery

Belle Vue Road,
Cwmbran.
NP44 3LF

Telephone: 01633 489999
www.bellevuenursery.co.uk

Building Blocks Too

Fairwater Way,
Cwmbran,
NP44 4PS
Telephone: 01633 480250
<https://buildingblocksnursery.net>

Henllys Day Nursery

Henllys Old School,
Henllys,
Cwmbran.
NP44 6HU
Telephone: 01633 869211
<https://henllysvillagenursery.co.uk>

Llanyrafon Playgroup

Llanyrafon Social Centre,
Llanyrafon Way,
Cwmbran.
NP44 8RD
Telephone: 07761 607540

Building Blocks Day Nursery

Ynys Lane,
Croesyceiliog,
Cwmbran.
NP44 2LH
Telephone: 01633 864313
www.buildingblocksnursery.net

Buzzy Bees Day Nursery

27 Chestnut Green
Cwmbran.
NP44 5TH
Telephone: 01633 484228

Little Stars Day Nursery

Monmouth House,
Mamhilad Park Estate.
NP4 0HZ

Telephone: 01495 755566
www.littlestarsnursery.com

Meithrinfa Pontnewydd

40 Station Road,
Pontnewydd
Cwmbran.
NP44 1NZ
Telephone: 07901 826261 /01633 873893
<https://meithrinfa.co.uk>

Osbourne Lodge Day Nursery

Osbourne Road,
Pontypool.
NP4 6LT
Telephone: 01495 752234
www.osbournelodge-nursery.co.uk

Pontymoile Under 5's

Playgroup
The Active Living Centre,
Pontypool Park,
Pontypool
NP4 8AT
Telephone: 07889 346348

Seren Fach Day Nursery

Caerleon Road,
Ponthir,
Newport.
NP18 1GD

Telephone: 01633 431300
www.serenfach.co.uk

Wriggles and Giggles

Former Telephone Exchange
Victoria Street,
Old Cwmbran.
NP44 3JP
Telephone: 01633 876838

Pontymoile Under 5's Playgroup at Abersychan

Brynteg Community Hall,
Abersychan
NP4 7BG
Telephone: 07889 346348

Poppies Day Nursery

Maesderwen House,
Maesderwen Road,
Pontymoile,
Pontypool.
NP4 5LE
Telephone: 01495 764675
www.poppiesdaynursery.co.uk

Two Counties Nursery (CIC)

The Old School
The Highway,
Croesyceiliog
Cwmbran.
NP44 2HF
Telephone: 01633 489966
www.twocountiesnursery.co.uk

LIST OF SECONDARY SCHOOLS (WITH RELEVANT PARTNER PRIMARY SCHOOLS)

It should be noted that attendance at any of the Primary Schools does not qualify a pupil for entry to its relevant partner Secondary School. Neither does admission guarantee the provision of transport.

SECONDARY SCHOOLS

Abersychan School

Cwmffrwdroer Primary
Garnteg Primary
Blaenavon Heritage VC

Croesyceiliog School

Croesyceiliog Primary
Llanyrafon Primary
Maendy Primary
Pontnewydd Primary
Llantarnam Primary
Ponthir Church in Wales Primary

Ysgol Gymraeg Gwynllyw

Ysgol Gymraeg Cwmbran
Ysgol Bryn Onnen
Ysgol Panteg

Plus Welsh Medium Primary Schools within the council areas of Blaenau, Gwent and North Monmouthshire.

Cwmbran High

Coed Eva Primary
Blenheim Road Community School
Greenmeadow Primary
Woodlands Primary
Nant Celyn Primary

St Alban's RC High

Our Lady of the Angels RC Primary
Padre Pio RC Primary
St David's RC Primary

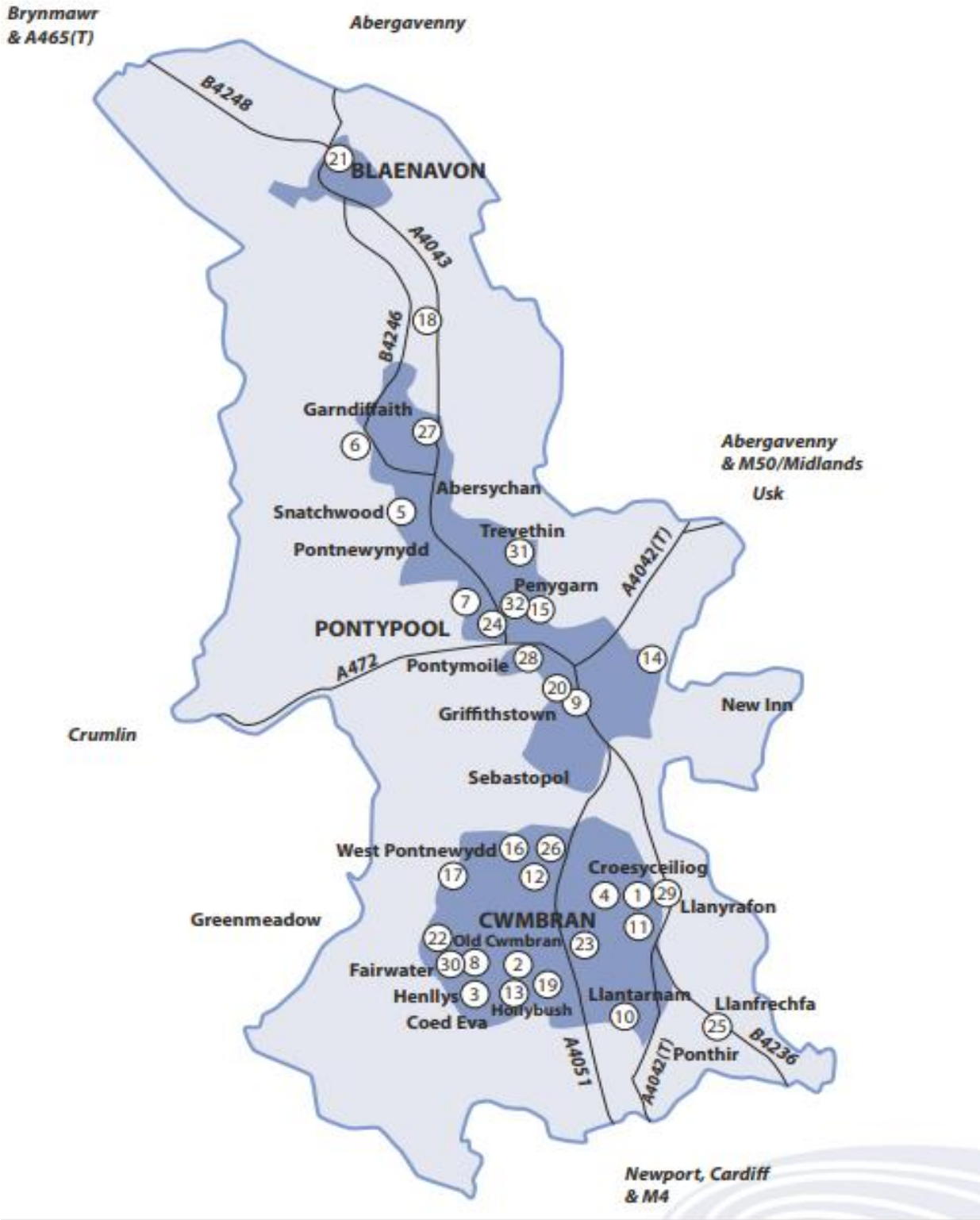
N.B. Henllys Church in Wales Primary School is not linked to any specific secondary school.

West Monmouth School

New Inn Primary
Penygarn Primary
Griffithstown Primary
George Street Primary

MAP OF TORFAEN SCHOOLS

The numbers on the maps denote the location of each school within Torfaen. The number for the relevant school can be found after each school's name on the following pages.



LIST OF SCHOOLS

This list provides contact points for schools and indicates their language and denomination.

The 'admission number' refers to the number of pupils who can be admitted to any year group before applications can be refused. It is derived from the physical capacity of the school to accommodate pupils' learning needs, using a formula set by the Welsh Government. Note that 'school capacity' and the 'number on roll' figures exclude pupils on non-statutory school age and relate to mainstream places/pupils in reception to year 11.

The nursery admission number is based on the total number of learners (Full-time equivalent AM & PM) that can be admitted based on capacity, however, at times this may be reduced depending on staffing ratio.

* Nursery unit attached; # Special needs resource based attached; • Hearing impaired department; ◇ Denomination (faith) school.

Name, address, telephone number and email	Headteacher (A-Acting) (E-Executive)	Age range	School capacity	Admission Number	Nursery Admission number	Applications received (as at 15 th January 26) Reception 26	Places allocated (as at 16 th April 26) Reception 26	Expected number on roll as at Sept 2026
Welsh Medium Education								
Community primary schools								
* Ysgol Bryn Onnen (18) Varteg Road, Varteg, Pontypool. NP4 7RT. Tel: 01495 772284 Email: head.ysgolbrynonnen@torfaen.gov.uk	Mr R Ap Gwyn	3 - 11	210	30	40	21	14	137
* Ysgol Gymraeg Cwmbran (19) Henllys Way, St. Dials, Cwmbran. NP44 4HB Tel: 01633 483383 Email: head.ysgolgymraegcwmbran@torfaen.gov.uk	Miss C Evans	3 - 11	360	47	100	52	33	239
* Ysgol Panteg (20) Station Road, Griffithstown, Pontypool, NP4 5JH	Dr M Williamson-Dicken	3 - 11	420	60	60	83	60	345

	Tel: 01495 762581 Email: head.ysgolpanteg@torfaen.gov.uk								
Community all through school									
	Ysgol Gymraeg Gwynllyw (31) Folly Road, Treveithin, Pontypool. NP4 8JD Tel: 01495 750405 Email: Swyddfa@gwynllyw.cymru	Mrs C Evans (A)	3 - 18	985 (Sec) 210 (Pri)	197 (yr 7) 30 Rec 72 (yr 12)	60	142 (sec) 35 (rec)	130 (sec) 27 (rec)	606 (sec) 96 (pri) (excluding years 12 & 13)
Name, address, telephone number and email	Headteacher (A=Acting) (E=Executive)	Age range	School capacity	Admission Number	Nursery Admission number	Applications received (as at 15 th January 26) Reception 26	Places allocated (as at 16 th April 26) Reception 26	Expected number on roll as at Sept 2026	
English Medium Education									
Community nursery and primary schools									
*	Blenheim Road Community Primary (2) Blenheim Road, St. Dials, Cwmbran. NP44 4SZ Tel: 01633 484655 Email: head.blenheimroadcps@torfaen.gov.uk	Mr P Keane (E)	3 - 11	315	45	84	28	21	211
*	Coed Eva Primary (3) Teynes, Coed Eva, Cwmbran. NP44 4TG Tel: 01633 484131 Email: clerk.coedevaprimar@torfaen.gov.uk	Mr P Keane (E)	3 - 11	420	60	96	50	33	322
*	Croesyceiliog Primary (4) North Road, Croesyceiliog, Cwmbran. NP44 2LL Tel: 01633 624114 Email: head.croesyceiliogprimary@torfaen.gov.uk	TBC	3 - 11	420	60	60	57	36	322
*	Cwmffrwdor Primary (5) Waunddu, Pontnewynydd, Pontypool. NP4 6QZ Tel: 01495 742761	Mrs S Truelove	3 - 11	315	45	60	40	33	202

	Email: head.cwmffrwdoyerprimary@torfaen.gov.uk								
*	Garnteg Primary (6) Hillcrest, Garndiffaith, Pontypool. NP4 7SJ Tel: 01495 742934 Email: head.garntegprimary@torfaen.gov.uk	Mrs S Roche	3 - 11	420	60	60	53	46	316
*	George Street Primary (7) Wainfelin Road, Pontypool. NP4 6BX Tel: 01495 756436 Email: head.georgestreetprimary@torfaen.gov.uk	Mrs K Manley	3 - 11	420	60	86	56	49	353
	Greenmeadow Primary (8) Craig Road, Greenmeadow, Cwmbran. NP44 5YY Tel: 01633 484320 Email: Claire.moses@torfaen.gov.uk	Mrs C Moses	3 - 11	252	36	N/A	43	23	199
*	Griffithstown Primary (9) Florence Place, Griffithstown, Pontypool. NP4 5DN Tel: 01495 759679 Email: head.griffithstownprimary@torfaen.gov.uk	Mr N Blackburn	3 - 11	420	60	70	53	34	315
*	Llantarnam Community Primary (10) James Prosser Way, Llantarnam, Cwmbran, NP44 3XB Tel: 01633 480039 Email: llantarnamcps@torfaen.gov.uk	Mrs L Perrett	3 - 11	315	45	84	73	45	310
	Llanyrafon Primary (11) Llanyrafon Way, Llanyrafon, Cwmbran. NP44 8HW Tel: 01633 867130 Email: head.llanyravonprimary@torfaen.gov.uk	Mrs E Rowlands	3 - 11	406	58	N/A	81	44	358
*	Maendy Primary (12) Wayfield Crescent, Cwmbran. NP44 1NH Tel: 01495 742780 Email: head.maendyprimary@torfaen.gov.uk	Mrs E Payne	3 - 11	390	55	60	41	29	230
* # •	Nant Celyn Primary (13) Henllys Way, Cwmbran. NP44 7DJ Tel: 01633 624170 Email: clerk.nantcelyn@torfaen.gov.uk	Ms K Smith	3 - 11	420	60	52	58	45	354

*	New Inn Primary (14) Golf Road, New Inn, Pontypool. NP4 0PR Tel: 01495 757649 Email: head.newinnprimary@torfaen.gov.uk	Mrs K Prendergast	3 – 11	541	75	64	86	63	488
*	Penygarn Community Primary (15) Penygarn Road, Penygarn, Pontypool. NP4 8JR Tel: 01495 742090 Email: head.penygarncps@torfaen.gov.uk	Mrs L Smith	3 – 11	420	60	130	38	34	290
*	Pontnewydd Primary (16) Bryn Celyn Road, Pontnewydd, Cwmbran. NP44 1JW Tel: 01633 483307 Email: head.pontnewyddprimary@torfaen.gov.uk	Mrs A M Maloney	3 – 11	420	60	104	45	32	295
*	Woodlands Community Primary (17) Thornhill Road, Upper Cwmbran. NP44 5UA Tel: 01633 647488 Email: Clerk.WoodlandsPrimary@torfaen.gov.uk	Mrs J Bates	3 – 11	315	45	74	39	33	269

Voluntary controlled nursery and primary school

*	Blaenavon Heritage VC Primary (21) Blaenavon Community Campus, Middle Coed Cae Road, Blaenavon. NP4 9AW Tel: 01495 766500 Email: bhvcprimaryhead@torfaen.gov.uk	Mrs A Britten	3 - 11	448	64	128	47	45	358
---	---	---------------	--------	-----	----	-----	----	----	-----

Voluntary aided nursery and primary school

◇	Henllys Church in Wales Primary (22) Ty-Canol Way, Cwmbran. NP44 6JA Tel: 01633 877796 Email: minto.philippa@torfaen.gov.uk	Mrs P Minto	3 – 11	210	30	N/A	25	25	174
* ◇	Our Lady of the Angels RC Primary (23) Victoria Street, Cwmbran. NP44 3JR Tel: 01633 484673 Email: head.cwmbranrc@torfaen.gov.uk	Mrs C Prosser	3 – 11	210	30	27	27	27	196
◇	Padre Pio Catholic Primary (24) Conway Road, Pontypool. NP4 6HL Tel: 01495 742074	Mrs N McGinty (A)	3 – 11	210	30	N/A	38	30	178

	Email: head.padrepiorc@torfaen.gov.uk								
◇	Ponthir Church in Wales Primary (25) School Close, Ponthir. NP18 1GA Tel: 01633 620999 Email: head.ponthirprimary@torfaen.gov.uk	Miss A O'Mahony	3 – 11	118	16	N/A	19	16	107
* ◇	St. David's RC Primary (26) Caldicot Way, Pontnewydd, Cwmbran. NP44 1UF Tel: 01633 482580 Email: head.stdavidsprimary@torfaen.gov.uk	Ms L Harris	3 – 11	210	30	30	29	29	187
Name, address, telephone number and email Headteacher (A-Acting) (E=Executive) Age range School capacity Admission Number Nursery Admission number Applications received (as at 31st October 26) Secondary 26 Places allocated (as at 2nd March 26) Secondary 26 Expected number on roll as at Sept 2026									
Community secondary schools									
#	Abersychan (27) Incline Road, Abersychan, Pontypool. NP4 7DF Tel: 01495 773068 Email: head.abersychancomp@torfaen.gov.uk	Mr R Thomas	11-16	950	190	N/A	133	115	682
	Croesyceiliog (29) Turnpike Road, Croesyceiliog, Cwmbran. NP44 2YB Tel: 01633 645900 Email: head.croesyceiliogcomp@torfaen.gov.uk	Mrs N Richards	11-16	1200	240	N/A	277	240	1194
# •	Cwmbran High School (30) Ty Gwyn Way, Fairwater, Cwmbran. NP44 4YZ Tel: 01633 643950 Email: info@chs.schoolsedu.org.uk	Mr M Sims	11-16	1250	250	N/A	187	169	1045
	West Monmouth (28) Blaendare Road, Pontypool. NP4 5YG Tel: 01495 762080 Email: head.westmonmouthschool@torfaen.gov.uk	Ms E Jordan	11-16	1250	250	N/A	256	212	1116
Voluntary aided secondary school									

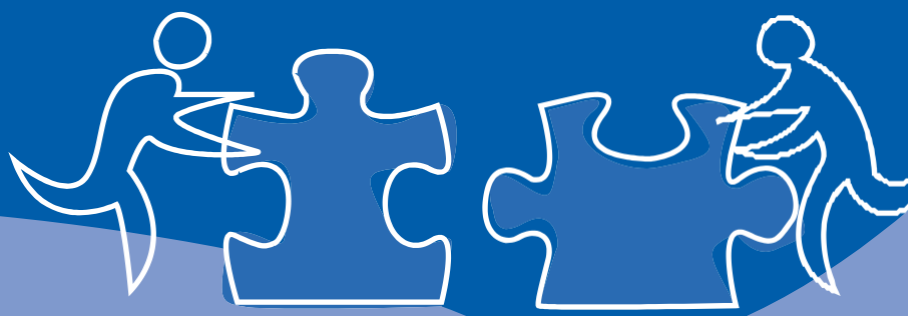
◇	St Alban's RC High (32) The Park, Pontypool. NP4 6XG Tel: 01495 765800 Email: staenquiries@Stalbans.SchoolsEdu.org.uk	Mrs E Yates (DD)	11-16	932	170	N/A	194	170	839
Community special school									
	Crownbridge (1) Turnpike Road, Croesyceiliog, Cwmbran. NP44 2BJ Tel: 01633 624201 Email: head.crownbridgespecial@torfaen.gov.uk	Mrs B Moore	3 -19	N/A	N/A	N/A	N/A	N/A	N/A
Pupil referral unit									
	Torfaen Pupil Referral Unit Ty Glyn, Albion Road, Pontypool NP4 6GE Tel: 01495 742859 Email: Contact@TorfaenPRU.schoolsedu.org.uk	Ms S Pugh	11-16	N/A	N/A	N/A	N/A	N/A	N/A

APPEALS

Normal admissions round September 2026

School	Admission Number	No. of preference expressed	No. of places allocated	No. of preferences refused	No. of appeals received	No. of successful appeals*
Croesyceiliog	240	277	240	1	0	
St Albans	170	194	170	24	0	
Ysgol Panteg	60	83	60	8	2	
Llantarnam	45	73	45	10	3	
Ponthir CIW	16	19	16	3	0	
Padre Pio	30	38	30	8	2	

*As at the date of publication, school admission appeal hearings have not yet been heard for September 2026



TORFAEN COUNTY BOROUGH COUNCIL CO-ORDINATED ADMISSION ARRANGEMENTS FOR PRIMARY SCHOOLS



TORFAEN
COUNTY
BOROUGH



BWRDEISTREF
SIROL
TORFAEN

Co-ordinated admission arrangements are a way of applying for a school place that allows parents to apply for Voluntary Aided (VA) (faith based), foundation and community primary schools using one application form, it is a way of simplifying the admissions application process for parents.

A co-ordinated admissions scheme seeks to ensure, so far as reasonably practicable, that every child living in a local authority area, who has applied in the 'normal admission round', receives one, and only one, offer of a school place on the national offer day.

The scheme applies to the normal admissions round only (i.e., annual admission to Reception (primary school) in all English-medium, Welsh-medium and faith schools. The scheme does not include admission to independent schools, special schools, nursery schools and classes, nor does not it include admission during the academic year (in-year). Applicants will need to apply directly to the school of their choice for an in-year transfer.

Applying for a school place via the common application form.

All parents will be invited to express a preference for a school place on a common application form made available by the Council, either via the online admissions portal or using a paper copy. Applicants can express up to 5 preferences for any Torfaen school. Parents applying for a VA school may also be required to complete a supplementary information form for the individual school. Copies of supplementary information forms will be available on each individual school's website. This form (if required) would need to be returned directly to the school along with any documentary evidence, such as baptism certificate/practising faith confirmation. A supplementary form submitted without an application form will not be valid.

Parents wishing to apply for a school outside of Torfaen, will need to apply directly to the authority in which the school sits. The Authority to which they have applied will inform the parent and Torfaen of the decision to offer or refuse a place. If the school place offered by another local authority is a higher preference than the Torfaen school, Torfaen council will not make an offer. If none of the school preferences can be met, the Local Authority will ensure that as far as is reasonably possible, an offer can be made.

If a preference is declined, the applicant will be offered the right to appeal. How the appeal is processed will depend on the type of school that has been declined. Full details of how to submit an appeal will be included within the decision letter to the applicant.

Late applications

Any applications that are received after the closing date (see timetable) or applications that remain incomplete as at the closing date will be dealt with as a late application. Late applications must be submitted using a paper application form, it is not possible to make an online application after the closing date. A change of preference received by the Local Authority after the published closing date will result in the application being determined as late.

Any applications or changes of preference received after the published closing date will be processed on a monthly basis following the offer date, where possible. Places are allocated in line with the criteria and parents will be informed of the outcome of their application within the month after receipt.

Late applications will be processed by the LA up to the end of August after which point they will become an in-year transfer and the applicant will need to apply to their chosen school directly (VA schools only).

Waiting lists

In relation to the Reception admissions round, a child's name will remain on the waiting list for any school preference that was refused until the 30th of September in the year in which the application is made. Following this, all applicants on a waiting list for a VA school will be forwarded to the relevant school to manage. A child's name will be placed on the waiting list even if parents choose another school or decide to take up their right of appeal.

A child's position on the waiting list will change if subsequent applications are received that have a higher degree of priority under the admission criteria. If a place becomes available during that time places would be allocated to children on the waiting list based on the admission Authority's over subscription criteria and not based on the date the application was added to the list.

Timetable for primary co-ordinated admissions	Dates
Admissions round opens (Common application form/online portal active)	November (see timetable)
Admissions round closes (all applications to be submitted to LA)	The national closing date for Reception (primary) applications is 15 January, each year.
Applications forwarded to VA schools by; Following the closing date, Torfaen County Borough Council will provide each Governing Body with the details of all applications where their school has been listed as a preference.	Within 3 weeks of the closing date.
Processing period The Governing Body will determine by reference to their admissions criteria the order of priority in which each application for their VA school is ranked and will provide the Council with a list of all applicants, ranked in their order of priority, showing which criteria apply to which child. The Council will determine by reference to its admissions criteria the order of priority in which each application for a community or voluntary controlled school is ranked. The Council will then consider all parental preferences equally and if one or more preferences can be met, the highest ranked preference, as stated on the common application form, will be allocated. If none of the preferences can be met, the Local Authority will ensure that as far as is reasonably possible, an offer can be made at either another faith school (if that is their preference) or their catchment school in accordance with the School Admissions Policy.	By 1 st March (of the relevant academic year)
Information for schools The Local Authority will send the list of all pupils to be offered places to the Governing Body (VA School)/Torfaen school.	5 school days before the decision date.
Decision date Decisions are sent by email and can also be viewed online (or a letter if a parent has requested their decision to be sent by post). Applicants would be informed of their right to appeal	The national offer date for Reception (primary) applications is 16 April

with full details of the process, if any of their school applications were unsuccessful.	(or the next working day), each year.
<p>Respond to offer</p> <p>Applicants will be required to respond to any offer of a place directly to the Council within 14 days of the offer date. If an applicant does not respond to the offer of a place within this time limit, the Council will remind the applicant of the need to respond within a further 7 days. Failure to respond by this final 21-day deadline may result in the offer being withdrawn and the place being offered to another child. The Council will provide for the Governing Body the details of all responses where a place at their school has been allocated.</p>	Within 14/21 days of the offer date.
<p>Appeals to be heard</p>	Commencing May (of the relevant academic year)

Applications to St Alban's, Torfaen County Borough Council's secondary faith school should be made directly via their website <https://www.stalbans-pontypool.org.uk/about-us/admissions/>

To be read in conjunction with the School Admissions Policy.

ST ALBAN'S R.C. HIGH GOVERNING BODY

Admissions Policy

Saint Alban's Roman Catholic High School is part of the Catholic Church. It is a Voluntary Aided School in the Archdiocese of Cardiff and is maintained by Torfaen Local Authority. The Governing Body of Saint Alban's is the Admissions Authority for this school.

Our aim is to provide a high quality Christian Education based on the teachings of Christ in the Gospels, where each individual is a valued member of our community, and is able to develop his or her talent to the full. We aim to promote in all members of our community, faith and religious commitment, in accordance with the rites, practices and teachings of the Catholic Church.

Admission Number

The Admission Number of new entries as of September 2027 is 170 as per Welsh Government / Local Authority directives.

Closing date for applications: 30th October 2026

Decision date: 1 March 2027

Pupils with a Statement of Additional Educational Needs/Individual Development Plan

Children with an Individual Development Plan naming the school will be admitted before other applicants.

Oversubscription Criteria and Order of Priority

When the number of applications is equal to or less than the admission number, all pupils will be admitted. When the number of applications exceeds the admission number, the following criteria will be applied to all applications, in priority order:

1. Children Looked After (CLA, also known as LAC previously) and previously Children Looked After. The definition of a Looked After Child is a child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989. Looked After Children who are baptized Roman Catholic are given priority over non-baptized Children Looked After.
2. Children who are baptized members of the Roman Catholic Church, who currently attend a Roman Catholic Primary School.
3. Children who are baptized members of the Roman Catholic Church, who currently do not attend a Roman Catholic Primary School.
4. Children who are not baptized members of the Roman Catholic Church, who currently attend a Roman Catholic Primary School.
5. Children who currently attend a Church in Wales school and who are supported by a letter from their Christian Minister of Religion or the Headteacher.
6. Children who seek a Faith-based education and who are supported by letter from their Christian Minister of Religion.

7. Children of other faiths who seek a Faith-based education, where the child has been baptized or dedicated in accordance with the practice of their faith tradition, and who are supported by a letter from their Minister or Religion or Faith Leader.
8. Children of other faiths who seek a Faith-based education and who are supported by a letter from their Minister or Religion or Faith Leader.
9. Children whose parents seek a Faith-based education.

Tie Breaker

Where places are available to some but not all the applicants in any of the categories listed above then preference shall be given to those living closest to Saint Alban's RC High School.

Distance measurements are calculated using Geographic Information System (GIS) software. The distance is measured from the point where the child's home meets the highway, to the nearest available school entrance using Ordnance Survey road and footpath network data. Only paths and pavements which are suitable for pedestrians are used in the analysis.

Notes

In all of the above categories where a claim to baptism or dedication is made, written evidence must accompany the application form.

Siblings

Children who have a sibling on roll at St. Alban's RC High School in the September the applicant would begin school will be given priority in each of the above categories. Priority will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority.

Definition of Sibling

Any sibling connection must be stated on the application form. For admission purposes a sibling is a child who is the brother/sister, half brother/sister (children who share one common parent), step brother / sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address.

If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth, the governors will admit the other sibling(s).

Appeals Procedure

Where a child is refused entry to school, the Governing Body will write to the parents giving full details of why the application was refused, in light of the published criteria.

Parents have the right of appeal against the decision to refuse an application. The intention to appeal must be forwarded in writing, within 14 days of the receipt of the refusal letter, to the Clerk to the Governors, c/o the School. The appeal will be heard by an Independent Appeals Panel.

Waiting List

A waiting list will be maintained until the 31st of December of the academic year applied for. If additional spaces become available the governors will consider those on the waiting list on the basis of the published oversubscription criteria and not on the date the

application was received. Placing a child's name on the waiting list does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Late Applications

Any late applications will be considered by the Governors' Admissions Committee using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

How to apply?

Any parent may apply for his / her child to be admitted to the school. A form of application can be completed on the school website and will be considered by reference to this policy by the Admissions Sub-Committee of the Governing Body.

In certain circumstances, we may adhere to the Managed Move protocol for some admissions.

HENLLYS CHURCH IN WALES VOLUNTARY AIDED SCHOOL

Admissions Policy and Procedures

The Governing Body of Henlllys Church in Wales School welcomes applications from parents who wish for their children to be educated in an Anglican school (see note 7 for definition).

The school caters for children with a home address which is in the catchment area defined as the Ministry Area of Cwmbran and Pontnewydd. (see Note 1).

Legislation

This Policy complies with the following legislation and statutory codes: The School Standards and Framework Act 1998, The School Admissions Code and The School Admission Appeal Code.

Capacity

The capacity of the school is the number of pupil places it contains. The number is agreed with the Local Authority and calculated using the Welsh Government guidance 'Measuring the capacity of schools in Wales'. The capacity number of Henlllys Church in Wales School is 210.

Admission Number

The admission number (AN) is the maximum number that the school can admit in its Reception class. Pupils will not be refused a place until the Admission Number is reached. In the case of the Reception Class at Henlllys Church in Wales Voluntary Aided School, this number is 30.

Responsibility for admission arrangements is delegated to a sub-committee of the school's Governing Body, known as an 'Admissions Committee'. The school works closely with the Local Authority to co-ordinate closing dates for receiving applications and sending offer letters across the Local Authority area.

Application Process

Following Torfaen's co-ordinated admissions arrangements, all parents will be invited to express a preference for Henlllys Church in Wales School either via the online admissions portal, or by using a paper copy. Prospective parents will also be required to complete a supplementary information form. This form will need to be returned directly to the school along with any documentary evidence, such as a baptism certificate/practising faith confirmation. A copy of the supplementary information form is available on the school's website or can be obtained by contacting the school directly. Please note that a supplementary form submitted without an application form to Torfaen County Borough Council will not be valid.

Timetable

All applications received up to and on the closing date will be considered together. The closing date for receipt of application forms is 5pm on 15th January (or nearest working day) and parents will be notified on 16th April (or nearest working day).

Parents (see Note 2 for definition) will be given a two week period in which to accept the offer via the online portal. Auto reminders are sent during this period. If parents do not respond their place may be withdrawn.

Any applications that are received after the closing date or applications that remain incomplete as at the closing date will be dealt with under late the application arrangements. Late applications must be submitted using a paper application form, it is not possible to make an online application after the closing date. Applications received after the closing date will only be considered after all those received by the deadline have been considered. This means that, if no places are left after considering all the applications before the deadline, even if you fulfil a higher criterion than under which places have been offered to other applicants, you will be unsuccessful. Late applications will be processed by the LA up to the end of August after which point they will become an in-year transfer and the applicant will need to apply to their chosen school directly.

Parents have the right to appeal against a decision not to offer a place. The closing date to receive letters appealing against a decision not to offer a place is two weeks after the date notified.

At Henllys Church in Wales Voluntary Aided School pupils are admitted to the Reception Class at the beginning of the school year (1st September – 31st August) in which they reach their fifth birthday.

Admission outside the normal round

All applications for admission at any time other than the normal entry into Reception should be made on the schools' application form, available from the school and should be sent directly to the school. Applicants will be asked for proof of their address. Places will be offered subject to space being available in the relevant class.

Over Subscription Criteria

Where the number of applications received up to and including the closing date for applications is less than or equal to the admission number, all children will be offered a place in the Reception Class.

Where the number of applications exceeds the admission number, places will be allocated in accordance with the following oversubscription criteria:

Children with an Individual Development Plan naming Henllys Church In Wales Voluntary Aided School will automatically be admitted before the over subscription criteria is applied.

1. Children Looked After, or previously Looked After Children, (see Note 3 for definition). CLA children who are baptised Anglicans are given priority over non-baptised CLA children.
2. Children who have been baptised Anglican and whose family regularly/habitually worship in a church, that is part of the Ministry Area of Cwmbran and Pontnewydd and live within the Ministry Area of Cwmbran and Pontnewydd. Preference will be given to siblings (see Note 5).
3. Children who have been baptised Anglican and whose family regularly/habitually worship at another Anglican Church and live outside the Ministry Area of Cwmbran and Pontnewydd (see note 4). Preference will be given to siblings (see note 5).

4. Children whose family regularly/habitually worship at a church of another Christian denomination (see Note 4 for definition). Preference will be given to siblings (see Note 5)
5. Children who have been baptised Anglican but do not regularly attend, and families who do not attend. (over subscription to be applied in the order set out below)
6. Non baptised children who: (over subscription to be applied in the order set out below).
7. Have a sibling in the school (see Note 5)
8. Have exceptional medical needs, supported by written evidence, normally given by an independent medical officer or other appropriate person (see Note 6 for definition).
9. Are living within the Ministry Area of Cwmbran and Pontnewydd

Multiple Birth Children (e.g. Twins or Triplets)

If, when applying the oversubscription criteria, the last child to be admitted is one of a multiple birth then the school will admit the other sibling(s).

Tie Break

Where it is necessary to distinguish between two children who fulfil equal criteria, the proximity of the child's home in relation to the main school gate will be used. Distance measurements are calculated using Geographic Information System (GIS) software. The distance is measured from the point where the child's home meets the highway, to the nearest available school entrance using Ordnance Survey road and footpath network data. Only paths and pavements which are suitable for pedestrians are used in the analysis.

Appeals

Parents of children not offered a place may appeal to an independent appeals panel. Details on the procedure for appeals are available from the school and will be given to parents upon refusal of a place for their child.

Waiting Lists

Children not offered a place will be placed on a waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription. No account is taken of the length of time on a waiting list. The waiting list will be maintained until 30 September. After this date, parents should make another application for their child to attend the school.

Explanatory Notes

Note 1: The home address is the place the child spends the majority of the school week (Monday to Friday, including nights), at the time of application for a place at the school. The school reserves the right to check the validity of any address given, by asking for evidence such as inclusion on the Electoral Roll, or a recent utilities bill confirming your name and address.

Where a child's permanent address is not the same as the parents' (e.g. if he or she is resident with a grandparent) the school reserves the right to see official documentation, such as a child benefit book or medical card.

Childcare arrangements are not sufficient reason for listing another address.

If you are moving into the catchment area, we will ask you for evidence of your move, before considering any application for a place. Typical evidence is a letter from your solicitor confirming that you have a legally binding agreement to buy the house or a formal lease agreement.

Note 2: A parent is any person who has parental responsibility for, or is the legal guardian of, the child. If you are in any doubt, please contact the school for advice.

Note 3: Children Looked After (CLA) are children who are looked after by a local authority in Wales or in England in accordance with Section 22 of the Children Act 1989.

Note 4: Regular/habitual worship is defined as attending worship on at least one Sunday each month over the previous 12 month period. Evidence of this must be provided by a written statement signed by the relevant priest or minister.

Note 5: Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster child, or the child of the parent/carer's partner, who are already in the school and living together at the same address.

Note 6: The Governing Body will require a letter from a registered health professional (such as a doctor) stating why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.

Note 7: Churches who accept the doctrine of the Holy Trinity as set out in the covenant.

For further information please contact the school. Contact details are as follows:

Henllys Church in Wales Voluntary Aided School
Ty Canol Way
Henllys, Cwmbran
Torfaen
NP44 6JA

Telephone: 01633 877796

Email: minto.philippa@torfaen.gov.uk

PONTHIR CHURCH IN WALES VOLUNTARY AIDED SCHOOL

Introduction

The Governing Body of Ponthir Church in Wales School welcomes applications from families of all faiths and backgrounds.

The school caters for children with a home address which is in the catchment area defined as the Ministry Area of Cwmbran. (See note 1).

Legislation

This policy complies with the following legislation and Statutory codes: The School Standards and Framework Act 1998, The School Admissions Code and The School Admission Appeals Code.

Capacity

The capacity of the school is the number of pupil places it contains. The number is agreed with the Local Authority and calculated using the Welsh Government guidance 'Measuring the capacity of schools in Wales'. The capacity number of Ponthir Church in Wales School is 119.

Admission Number

The admission number (AN) is the maximum number that the school can admit in its Reception class. Pupils will not be refused a place until the Admission Number is reached. In the case of the Reception Class at Ponthir Church in Wales VA School, this number is 16.

Responsibility for admission arrangements is delegated to a sub-committee of the school's Governing Body, known as an 'Admissions Committee'. The school works closely with the Local Authority to co-ordinate closing dates for receiving applications and sending offer letters across the Local Authority area.

Application Process

Following Torfaen's co-ordinated admissions arrangements, all parents will be invited to express a preference for Ponthir Church in Wales School either via the online admissions portal, or by using a paper copy. Prospective parents will also be required to complete a supplementary information form. This form will need to be returned directly to the school along with any documentary evidence, such as a baptism certificate/practising faith confirmation. A copy of the supplementary information form is available on the school's website or can be obtained by contacting the school directly. Please note that a supplementary form submitted without an application form to Torfaen County Borough Council will not be valid.

Timetable

All applications received up to and on the closing date will be considered together. The closing date for receipt of application forms is 5pm on 15th January (or nearest working day) and parents will be notified on 16th April (or nearest working day).

Parents (see Note 2 for definition) will be given a two week period in which to accept the offer via the online portal. Auto reminders are sent during this period. If parents do not respond their place may be withdrawn.

Any applications that are received after the closing date or applications that remain incomplete as at the closing date will be dealt with under the late application arrangements. Late applications must be submitted using a paper application form, it is not possible to make an online application after the closing date. Applications received after the closing date will only be considered after all those received by the deadline have been considered. This means that, if no places are left after considering all the applications before the deadline, even if you fulfil a higher criterion than under which places have been offered to other applicants, you will be unsuccessful. Late applications will be processed by the LA up to the end of August after which point they will become an inyear transfer and the applicant will need to apply to their chosen school directly.

Parents have the right to appeal against a decision not to offer a place. The closing date to receive letters appealing against a decision not to offer a place is two weeks after the date notified.

At Ponthir Church in Wales Voluntary Aided School pupils are admitted to the Reception Class at the beginning of the school year (1st September – 31st August) in which they reach their fifth birthday.

Admission outside the normal round

All applications for admission at any time other than the normal entry into Reception should be made on the schools' application form, available from the school and should be sent directly to the school. Applicants will be asked for proof of their address. Places will be offered subject to space being available in the relevant class.

Over Subscription Criteria

Where the number of applications received up to and including the closing date for applications is less than or equal to the admission number, all children will be offered a place in the Reception Class.

Where the number of applications exceeds the admission number, places will be allocated in accordance with the following oversubscription criteria: Children with an LA IDP naming Ponthir Church in Wales VA School will automatically be admitted before the over subscription criteria is applied.

1. Children Looked After (CLA), or previously Looked After Children (LAC), (see Note 3 for definition).
2. Children who have a sibling in the school.
3. Children who have been baptised Anglican and live within the Ministry Area of Cwmbran.
4. Children who have been baptised Anglican and live outside the Ministry Area of Cwmbran.
5. Children of other Christian faiths whose parents desire a Christian education. These applications should be accompanied by a Christening certificate or a letter of support from their faith leader.

6. Non baptised children who (over subscription to be applied in the order set out below). Have exceptional medical needs, supported by written evidence, normally given by an independent medical officer or other appropriate person (see Note 5 for definition). Are living within the Ministry Area of Cwmbran.

Multiple Birth Children (e.g. Twins or Triplets)

If, when applying the oversubscription criteria, the last child to be admitted is one of a multiple birth then the school will admit the other sibling(s).

Tie Break

Where it is necessary to distinguish between two children who fulfil equal criteria, the proximity of the child's home in relation to the main school gate will be used. Distance measurements are calculated using Geographic Information System (GIS) software. The distance is measured from the point where the child's home meets the highway, to the nearest available school entrance using Ordnance Survey road and footpath network data. Only paths and pavements which are suitable for pedestrians are used in the analysis.

Appeals

Parents of children not offered a place may appeal to an independent appeals panel. Details on the procedure for appeals are available from the school and will be given to parents upon refusal of a place for their child.

Waiting Lists

Children not offered a place will be placed on a waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription. No account is taken of the length of time on a waiting list. The waiting list will be maintained until 30th September. After this date, parents should make another application for their child to attend the school.

Explanatory Notes

Note 1: The home address is the place the child spends the majority of the school week (Monday to Friday, including nights), at the time of application for a place at the school. The school reserves the right to check the validity of any address given, by asking for evidence such as inclusion on the Electoral Roll, or a recent utilities bill confirming your name and address.

Where a child's permanent address is not the same as the parents' (e.g. if he or she is resident with a grandparent) the school reserves the right to see official documentation, such as proof of child benefit.

Childcare arrangements are not sufficient reason for listing another address.

If you are moving into the catchment area, we will ask you for evidence of your move, before considering any application for a place. Typical evidence is a letter from your solicitor confirming that you have a legally binding agreement to buy the house or a formal lease agreement.

Note 2: A parent is any person who has parental responsibility for, or is the legal guardian of, the child. If you are in any doubt, please contact the school for advice.

Note 3: Children Looked After (CLA) are children who are looked after by a local authority in Wales or in England in accordance with Section 22 of the Children Act 1989.

Note 4: Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster child, or the child of the parent/carer's partner, who are already in the school and living together at the same address.

Note 5: The Governing Body will require a letter from a registered health professional (such as a doctor) stating why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.

For further information please contact the school.

Email: Head.ponthirprimary@Torfaen.gov.uk

Telephone: 01633 62099

TORFAEN CATHOLIC PRIMARY SCHOOLS ADMISSIONS POLICY

Our Lady of the Angels, Padre Pio, and St David's Catholic Primary Schools were founded by and are part of the Catholic Church. They are Voluntary Aided schools in the Archdiocese of Cardiff and are maintained by Torfaen Local Authority. They serve the Roman Catholic Parishes of Our Lady of the Angels, St. Alban's, and St Davids. The Governing Body of a catholic school is the admissions authority for the school.

Our aim is to provide a high-quality Christian Education based on the teachings of Christ in the Gospels, where everyone is a valued member of our community and is able to develop his or her talent to the full. We aim to promote in all members of our community, faith, and religious commitment, in accordance with the rites, practices and teachings of the Catholic Church.

Apply for a Place

If you wish to apply for a place in Reception, applications should be submitted to Torfaen Council, via the website: School Admissions | [Torfaen County Borough Council](#)

If you wish to apply for a place in Nursery (Our Lady of the Angels or St. David's) or to apply for an in-year transfer from another school, please contact the school directly:

- Our Lady of the Angels – 01633 484673
- Padre Pio – 01495 742074
- St. David's – 01633 482580.

Admission Dates 2027

- Opening date for Nursery applications - 8th June 2026
- Closing date for Nursery applications - 20th July 2026 5pm (decision date - 18th September 2026)
- Opening date for Reception applications - 13th November 2026
- Closing date for Reception applications - 15th January 2027 (decision date - 16th April 2027)

Applicants will receive an email notification with the outcome of their application.

Admission Number

The Admission Number of new entries as of September 2027 is 30 per year group, as per Welsh Government / Local Authority directives.

Pupils with Additional Learning Needs

Children with an Individual Development Plan (IDP) naming the school will be admitted before other applicants.

Oversubscription Criteria and Order of Priority

When the number of applications is equal to or less than the admission number, all pupils will be admitted. When the number of applications exceeds the admission number, the following criteria will be applied, in priority order. **In every criterion Children Looked After (CLA) / previously CLA will take priority. (The term 'Child Looked After' refers**

to children who are looked after by a local authority in accordance with Section 22 of the Children Act 1989.)

1. Baptised Catholic children living in the Roman Catholic Parish served by the school (Our Lady of the Angels School and St. David's School serve the Parish of Our Lady of the Angels and St. David's, Padre Pio School serves the Parish of St. Alban's North Torfaen and St. Felix).
2. Baptised Catholic children living outside of the Parish served by the school.
3. Children who are siblings of pupils already in the school. (Siblings are: brothers and sisters, whether half, full, step or adopted or foster will be considered relevant where living in the same household and where an older child will still be registered at the school when the younger one would be eligible to attend.)
4. Children of other Christian faiths whose parents desire a specifically Catholic education for their children. These applications should be accompanied by a christening certificate or a letter of support from their faith leader.
5. Children of other faith traditions whose parents desire a specifically Catholic education for their children. These applications should be accompanied by a letter of support from their faith leader.
6. Children whose parents seek a Faith-based education.

Tie Breaker

Where places are available to some but not all the applicants in any of the categories listed above then preference shall be given to those living nearest to the school. Distance measurements are calculated using Geographic Information System (GIS) software. The distance is measured from the point where the child's home meets the highway, to the nearest available school entrance using Ordnance Survey road and footpath network data. Only paths and pavements which are suitable for pedestrians are used in the analysis.

Notes regarding Oversubscription Criteria

- (a) All applications from baptised Catholics must be accompanied by their baptism certificate.
- (b) Baptised children also refers to children who have expressed a desire to be baptised into the Catholic Church and are currently preparing for the sacrament. This must be confirmed by the parish priest in writing.
- (c) In the event of multiple birth children meeting the same over subscription criteria, if governors are able to admit one of the siblings, then their multiple birth siblings will also be admitted.
- (d) In all of the above categories the Governing Body will give consideration to those children who have particular medical or social needs which determine the school being particularly suitable for an individual child. In such a case, strong and relevant evidence must be provided by an appropriate authority, e.g. qualified medical practitioner, education welfare officer, social worker or priest.

Appeals Procedure

If your application is not successful, you have the right to appeal the decision. Parents wishing to express the right of appeal should contact the school directly to request an appeal form and guidance notes on the appeals procedure. The appeal form should be returned within 14 days (10 working days) of receiving notification that your application has been unsuccessful – the appeal form should be returned to the Clerk to the Governing Body, care of the school address. An independent Appeals Panel will be convened as

soon as is practicable to determine the appeal. For timetabled admissions, appeals will be heard within 30 days of the specified closing date for receipt of appeals. Appeals outside the normal timetabled admissions process will be heard within 30 days of the appeal being received in writing.

Waiting List

Children who have not been offered a place at the school will be placed on a waiting list. The waiting list will be maintained in order of the oversubscription criteria listed above (not in the order in which applications are received). Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. Names will remain on the waiting list until 30 September in the school year in which they have applied.

Late Applications

Any late applications will be considered by the Governors' Admissions Committee using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Any applications that are received after the closing date (see timetable) or applications that remain incomplete as at the closing date will be dealt with as a late application. Late applications must be submitted using a paper application form, it is not possible to make an online application after the closing date. A change of preference received by the Local Authority after the published closing date will result in the application being determined as late. Any applications or changes of preference received after the published closing date will be processed on a monthly basis following the offer date, where possible. Late applications will be processed by the LA up to the end of August after which point they will become an in-year transfer and the applicant will need to apply to their chosen school directly.

Applications Received Outside the Normal Admission Round

A school application form must be completed – this will be considered by the Governors' Admissions Committee and parents will be notified of the decision to offer or refuse a place within 15 school days or 28 calendar days (whichever is the sooner).