



Admission Policy  
2025/26

## Document Control

<b>Organisation</b>	The Saints' Federation All Saints' C/W Primary School St David's Church in Wales Primary
<b>Title</b>	<b>School Admissions Policy</b>
<b>Author</b>	School
<b>Owner</b>	Head Teacher and Governing Body
<b>Protective Marking</b>	NOT PROTECTIVELY MARKED
<b>Review date</b>	Yearly - or sooner if needed

## Revision History

<b>Revision Date</b>	<b>Revision</b>	<b>Previous Version</b>	<b>Description of Revision</b>
19.2.24	1.0		Amended to reflect the new Saints Federation.

Signed by Chair of Governors on behalf of the Governing Body

Signed by the Headteacher:

Date approved:

Date of review:

# Admissions Policy

Thank you for registering interest in your child joining 'The Saints Federation' in September 2025. The Saints Federation consists of two CIW Primary Schools; All Saints' CIW Primary serves the community of the Llanedeyrn area and St David's Church in Wales Primary School serves the community of Pentwyn area.

The law requires the Governing Body to publish its arrangements for the admissions of pupils to All Saints and St David's Church in Wales Primary Schools within the Saints Federation. The Standard Number for each School admission is **30** pupils in each year.

For those parents who do not know our schools, you are very welcome to visit the school before making an application. Please contact your chosen school office if you would like to arrange a visit.

All Saints' contact details are, 02920735106 or [allsaintsprm@cardiff.gov.uk](mailto:allsaintsprm@cardiff.gov.uk) .  
St David's contact details are 02920734308 or email [stdavidsprm@cardiff.gov.uk](mailto:stdavidsprm@cardiff.gov.uk)

## **ADMISSIONS POLICY AND GUIDANCE FOR 2024/25**

Both All Saints and St David's Church in Wales Primary Schools are voluntary aided co-educational day schools and one of our foremost aims is to provide a Christian education in accordance with the teachings of the Church in Wales. Placements in the schools are awarded at the discretion of the Governing Body who review their admissions policy annually.

The planned admission number is the number of pupils that the Governing Body will admit to a year group in the both schools. The planned admission number for each school is **30**. In addition, there are **54** part-time places in the Nursery at St David's CIW Primary.

Children are admitted into either school in the autumn term of the academic year in which they turn five. Nursery places at St David's are awarded in the autumn term of the academic year in which they turn four. (*The academic year runs from 1<sup>st</sup> September to 31<sup>st</sup> August.*)

Applications for Nursery places should be submitted **directly to St David's school** in line with the Local Authority admission dates which are agreed and published annually. These dates are available on our school website.

**As in all schools, children who are admitted into St David's nursery classes will not have an automatic right of admission to full time education (reception class) in our schools.**

Parents applying for a place in reception at either school, must express a preference for a place at the school via the council's school's admissions portal at [www.cardiff.gov.uk](http://www.cardiff.gov.uk) by the deadline set by the Local Authority.

Support from parish priests and ministers will be sought by the school and the Admissions panel of the Governing Body will meet if there are more applications than places available.

Applicants will be notified of the result of their application in writing by the Local Authority on the offer date of, 16th April 2025, unless you have been offered one of your higher preferences through the coordinated admission process.

Parents whose application to reception has been unsuccessful have the right to appeal. To exercise that right, the appeal must be made in writing to the Clerk to the Governors within 15 school days of receiving notification of an unsuccessful application. The appeal will be considered by an independent Admission Appeal Panel, administered by the Monmouth Diocesan Board of Education, according to the Welsh Assembly Government's Code of Practice on School Admission Appeals. There is no appeal procedure for applications to Nursery as this is non-statutory education.

Following the allocation of places, children whose application has been unsuccessful will be placed on a waiting list until the 30<sup>th</sup> September in the school year in which they apply. Thereafter, the parents should make a fresh application for admission directly with the school. If additional places become available while the waiting list is in operation, they must be allocated to children on the waiting list based on the published oversubscription criteria.

Waiting lists must not give priority to children based on the date the application was added to the list. *For example, if a child moves to an area outside the normal admissions round and has higher priority under the oversubscription criteria, they must be ranked above those with lower priority already on the list.* Parents who wish to discuss position on a waiting list can ring the school.

Applications for a place in any year group, at any time of year (e.g. families who have moved into the area) will be considered in the light of available places and placed on the waiting list as appropriate. The Governing Body has a duty to prioritise admission of children Looked After or previously Looked After by the Local Authority or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989). Priority will also be given to children with a Statement of Special Educational Needs or note in lieu where the school has been named, including Children with enhanced nursery funding from the Case Advisory Panel at the date of application. Priority may be given to applications for children with a significant medical condition which can be supported by documentary evidence from a Medical Consultant or Social Worker.

All children whose parents wish them to attend the school will be admitted provided the number seeking admission does not exceed the places available.

In the event that the number of applications exceeds the school's standard number, the applications shall be determined in accordance with the following criteria. Places will be offered to those in Category 1, any remaining places to those in Category 2, then Category 3, 4, 5, 6, 7 and then finally to any other applicants in Category 8.

Where the Admissions Committee is unable to offer a place for all children within any category because the admission number would be exceeded, places will be allocated to those applicants who fall within any one of the categories listed in the following priority:

- Children who have a brother or sister (including step-brother/step-sister living in the same house) attending the school at the time, would be admitted were their application to be successful, followed by
- Those who live nearest to the school. Proximity is measured by calculating the shortest walking distance from the school postcode to the home postcode as measured by RAC Route Planner (Walking). The Admissions Committee will use the school's main postcodes, St David's postcode is CF23 7ED and All Saints' postcode is CF239LF. For the purposes of this exercise, the 'home address' for children whose parents do not live at the same address is the address where the child will spend the majority of the school week (i.e. at least 3 evenings/nights, Sunday to Thursday) during term time.

Applications for any year group, at any time in the year (e.g. families who have recently moved home) will be considered by the Admissions Committee in accordance with the School's Policy and oversubscription criteria.

### **School Oversubscription criteria**

1. Children who are "looked after" by a local authority, and/or has a statement issued by the local authority, must be admitted to the school.
2. Children who, with their parent(s) or guardian(s), are practising Church in Wales Anglicans living within the Cyncoed ministry area and attend church weekly, or fortnightly for at least two years.
3. Children who, with their parent(s) or guardian(s), are practising Church in Wales Anglicans living within the Monmouth or Llandaff diocese area, and attend church weekly, or fortnightly for at least two years.
4. Children who, with their parent(s) or guardian(s), are in weekly or fortnightly attendance of Churches, that are members of Churches together in Wales (Cytun) (Churches Together in Britain and Ireland

(CTBI) if recently moved to Wales) or The Evangelical Alliance or children who attend churches that are members of Churches together in Wales (Cytun) (Churches Together in Britain and Ireland (CTBI) if recently moved to Wales) or The Evangelical Alliance alone or in the company of other practicing worshippers and have done so for at least two years prior to the closing date for applications. This includes Presbyterian Church of Wales; the Chinese Christian Church; the Union of Welsh Independent Churches; Baptist Union of Wales; the Methodist Church; the United Reformed Church; Covenanted Baptist Churches; the Salvation Army; the Roman Catholic; the Congregational Federation of Churches; Religious Society of Friends and Orthodox Church. Churches must be members of Cytun or The Evangelical Alliance as at the closing date for applications to the School, and attend church weekly, or fortnightly for at least two years

5. Children who have a brother or sister, including step-brother/step-sister living in the same house, attending the school at the time they would be admitted were their application to be successful.
6. Children who, with their parent(s) or guardian(s), are in weekly/fortnightly attendance of any Christian denomination, or other World Faith, that does not fall into categories 1 to 4 above and where the denomination is in communion with the Church in Wales and whose long term participation can be substantiated by a senior representative of that faith organization, and whose families wish their child to be educated in a Church in Wales School.
7. Children living with parent(s) or guardian(s) within the Cyncoed ministry area
8. Children whose parent(s) or guardian(s) are applying for admission for other reasons.

Provided always that the Governing Body reserves the right to depart from these criteria if there is compelling evidence that the welfare of a child will be seriously prejudiced if the child is not admitted to the school.

When considering applications from parent(s) or guardian(s) of children seeking admission on grounds of social or medical needs, the school may consult with the Special Educational Needs Co-coordinator, Headteacher and Local Education Authority as appropriate.

Criteria for categories 2, 3, 4 and 6 will be determined strictly in the light of the signed recommendation from the incumbent or priest-in-charge of the church concerned.

Firm offers of places for the September 2025 intake will be sent to parents by Wednesday, 16 April 2025. Appeals against the School's decision not to admit

a child should be sent to the Clerk of the Governors, c/o the school, within 15 school days of the date on the letter of refusal and will thereafter be considered by an Independent Appeal Committee.

**N.B Nursery Education is not compulsory, and parents have no right of appeal, if their application for a Nursery place is unsuccessful.**

**Applicability of this policy:**

New versions of this admissions and over-subscription policy shall be effective from 1<sup>st</sup> September 2025 (start of the new academic year) after formal adoption by the full Governing Body.

This is in order to ensure parents of applicant children have sufficient notice of the over-subscription policy when selecting a school.