



Newport City Council

School Admissions Policy

2027/28



Newport City Council's public consultation on proposed admission arrangements 2027/28 closed on 20 February 2026 and the resulting school admissions policy was set by the Cabinet Member for Education & Early Years in April 2026, without amendment.



Welsh Government Statutory School Admissions Code

Statutory Code document no: 005/2013

Date of issue: July 2013

2.12 Each local authority must publish an annual composite prospectus which sets out the determined admission arrangements (including a timetable for the admissions process which sets out the relevant dates for the receipt and determination of applications and for the receipt of appeals) for every maintained school within its area and ensure that up to date arrangements are included. This prospectus must be published no later than 1 October in the publication school year and not later than six weeks before the date by which parents may express a preference for a school in respect of the admission school year.

This policy is for applicants wishing to make an application for admission to a school in Newport for the academic year September 2027 to July 2028.

This policy is available in Welsh.

September 2027 Admissions Timetable

September 2027 Admission Group:	Admission round commences:	Closing date for applications:	Offer date:
Nursery	3 Jul 2026	11 Sept 2026	4 Dec 2026
Reception	13 Nov 2026	15 Jan 2027*	16 Apr 2027*
Year 7 (secondary school)	18 Sept 2026	31 Oct 2026*	1 Mar 2027*

**These are common dates across Wales, stipulated by Welsh Government*

Applicants are advised to ensure that their application is submitted by the relevant closing date. If you submit your application late, it will be less likely that your child will be able to attend the school of your choice.



Introduction

Newport City Council is the sixth largest authority in Wales and covers a geographical area of just over 83.7 square miles divided into 21 wards. According to the Office of National Statistics 2023 mid-year estimates the recorded total population of Newport was 163,628 from 145,700 in 2011, showing a population increase of 9.5% compared with the overall increase for Wales which stands at a modest 1.4%. In line with this the population aged under 15 years increased most in [Newport](#), rising by 10.2%, compared with an increase of 5.3% in [Cardiff](#)

As of the January 2025 Pupil Level Annual School Census (PLASC), there were 25,903 children and young people in the Reception to Year 13 groups across Newport's schools. In addition, there were 1,724 pupils registered as attending nursery schools or classes.

As of September 2025, Newport has 1 nursery school, 44 primary schools, 9 secondary schools, 2 special schools and a pupil referral unit. Within this breakdown, there are 4 Welsh-medium primary schools and a Welsh-medium secondary school. There are also 6 Roman Catholic primary schools and a Roman Catholic secondary school, and 2 Church in Wales primary schools.

All community and voluntary controlled primary schools operate under a 3-11 model meaning that nursery education is provided on site. Three of the seven voluntary aided primary schools also incorporate nursery provision. All mainstream secondary schools are mixed comprehensives with sixth-form provision.

The Council is the admission authority for all community and voluntary controlled schools (Malpas Church in Wales) in Newport. Individual governing bodies are the admission authorities for Newport's voluntary aided (faith) schools.

The statutory Newport School Admissions Forum monitors each Newport admission authority's compliance with the Welsh Government School Admissions Code and the effectiveness of admission arrangements within Newport.

As a result of new legislation introduced by Welsh Government in June 2024, the Council, in collaboration with its voluntary aided schools will operate a co-ordinated admissions scheme with effect from September 2027. This is a central administrative process that requires all applications in the normal admissions round to be submitted to the Council, regardless of the school preference. A co-ordinated scheme does not affect the rights and duties of the governing body to set and apply their own admission arrangements.

As the Council processes all applications, schools are not able to give parents an expectation that their application will be successful or tell them that their child has been given a place at the school before an offer of a place has been made.

This document is the Council's School Admissions Policy, which specifically sets out the school admission arrangements for the academic year 2027/28. This policy covers the normal admissions round and in-year transfer and applies to both Welsh-medium and English-medium maintained schools. Each voluntary aided (faith) school will have its own admissions policy (available from the school's website).

For the purpose of processing applications for school places in Newport, the information provided in the application may be shared with other agencies that are directly involved in the education, health and welfare of schoolchildren and other local admission authorities, including voluntary aided schools and councils that share a common boundary with Newport. For further information on how we process your data, view the School Admissions privacy notice on our website: www.newport.gov.uk/schooladmissions

Allegations of fraudulent claims will be investigated, and places may be withdrawn if applicants have knowingly provided false information to obtain the advantage of a particular school to which they would not normally be entitled.

The Council's School Admissions Team is available to both schools and parents as a source of advice on the admissions process.



Section 1: Normal admissions round

1.01 This is the normal age of entry to a school, also known as 'phase transfer'; it is the annual application process for children who are eligible to start nursery, reception or Year 7 (secondary school) for the first time in September.

1.02 The admissions timetable is on page 3 of this document. Notices are displayed in Newport's schools, libraries, community and leisure centres and the Council's newsletter, Newport Matters, which is delivered to every household in Newport. Deadlines are also flagged via the Council's social media sites on Facebook.

1.03 It is the applicant's responsibility to look out for these notices and make an application at the appropriate time. In addition, children transferring from primary to secondary school or from nursery to reception should receive notice of the relevant application window via their current Newport school.

Nursery admission (non-statutory education)

1.04 Children can be admitted to nursery in the term following their third birthday. A child's eligibility for a free, part-time nursery place is therefore dependent upon when they turn three years old.

Children born between	Become eligible
1 September and 31 December	Spring Term following their third birthday (January Rising 3 place)
1 January and 31 March	Summer Term following their third birthday (April Rising 3 place)
1 April and 31 August	Autumn Term following their third birthday (September place)

1.05 This place can be in a school or in a non-maintained setting, such as a private nursery, depending upon the parental preference. How parents apply for a nursery place will depend on this preference.

Setting	Apply to:
School nursery (except faith schools)	Newport City Council
Faith school nursery	The chosen faith school
Private nursery	The chosen private nursery

1.06 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 nursery pupils to attend 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.

1.07 Application process for a school nursery (except faith schools)

- Applications for a place in 2027 can be made from 3 July 2026
- Closing date for applications is 11 September 2026
- Decisions issued on 4 December 2026



1.08 When allocating nursery places, all children will first be considered for a September place. Then, those allocated a September place will be assessed for an earlier start (Rising 3 place) if their date of birth means they are eligible and if the parent requested a Rising 3 place on their application.

1.09 To be offered an early start, all the following must apply:

- The child is born between 1 September and 31 March
- The child has been allocated a September nursery place
- Rising 3 places are available in the allocated nursery
- The parent requested an early start when submitting their application.

1.10 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.

1.11 If Rising 3 places are available, eligible pupils will be offered an early start at their allocated nursery as follows:

- On 4 December 2026 for January 2027 Rising 3 places.
- On 4 March 2027 for April 2027 Rising 3 places.

1.12 Late requests for Rising 3 places cannot be submitted after 31st May.

1.13 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. In determining which children should be admitted to the nursery, the following oversubscription criteria will be applied in order of priority.

Oversubscription criteria for admission to nursery schools and classes

1.14 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. This will reduce the number of places available to other applicants. If the total number of preferences for admission to a nursery setting exceeds the number of places, then the following order of priority will be applied to allocate the available places:

1. Looked-after children (children in public care) and previously looked-after children (see paragraph 3.32-3.34)
2. Pupils living within the catchment area (see paragraph 3.29-3.31) and making an application on medical grounds (see paragraph 3.58-3.59)
3. Pupils living within the catchment area (see paragraph 3.29-3.31) with relevant siblings (see paragraph 3.66-3.68)
4. Pupils living within the catchment area (see paragraph 3.29-3.31)
5. Pupils living outside of the catchment area and making an application on medical grounds (see paragraph 3.58-3.59)
6. Pupils living outside of the catchment area with relevant siblings (see paragraph 3.66-3.68)
7. Pupils living outside of the catchment area.

1.15 After considering the above categories, or if the number of applications in any one of the above categories exceeds the published admission number, priority will be based on those residing closest to the preferred school (see paragraph 3.36-3.39).

1.16 There is no right of appeal against the Council's decision to refuse a nursery place.



I.17 Nursery age pupils do not qualify for free home to school transport.

I.18 The allocation of morning and afternoon sessions is the responsibility of the Headteacher of the relevant school.

Primary admission

I.19 Children can start school on a full-time basis in the September following their fourth birthday.

I.20 The legal requirements confirm that parents can delay the admission of their child (defer entry) until the term following their fifth birthday, and such a request will not prejudice an application in any way. It is the Council's expectation however, that on starting school the child will continue to follow their chronological year group unless exceptional circumstances apply (see paragraph 3.20 Admission outside the normal age group).

I.21 Where a parent exercises their right to defer their child's entry into Reception until later in the same school year, the effect is that the place is held for the child and is not available to be offered to another child within the same academic year. The parents would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the application was made.

I.22 For example:

Term in which child turns 5	Start date can be deferred until beginning of which term?	Can the place be held open for the child?	Year Group into which the child will be admitted
Autumn	Spring	Yes	Reception
Spring	Summer	Yes	Reception
Summer	Autumn	No	Year 1

I.23 Before deciding whether to defer their child's entry to school, parents should contact their preferred school(s) to clarify how they cater for the youngest children in Reception and how the needs of these children are met as they move up through the school.

I.24 Key dates for admission to Reception in September 2027

- Applications can be made from 13 November 2026
- Closing date for applications is 15 January 2027
- Decisions issued on 16 April 2027

I.25 It is the Council's policy to meet parental preference where possible; however, in some cases there may be more applications for a particular school than there are places. In determining which children should be admitted to a school, the Council will apply the following oversubscription criteria in order of priority.

I.26 Attending a nursery class does not guarantee a place at any primary school as a separate application is required, and priority is not given to those children attending any specific nursery setting.

Oversubscription criteria for admission to primary school

I.27 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. This will reduce the number of places available to other applicants. If the total number of preferences for admission to a school exceeds the number of places, then the following order of priority will



be applied to allocate the available places:

1. Looked-after children (children in public care) and previously looked-after children (see paragraph 3.32-3.34)
2. Pupils living within the catchment area (see paragraph 3.29-3.31) and making an application on medical grounds (see paragraph 3.58-3.59)
3. Pupils living within the catchment area (see paragraph 3.29-3.31) with relevant siblings (see paragraph 3.66-3.68)
4. Pupils living within the catchment area (see paragraph 3.29-3.31)
5. Pupils living outside of the catchment area and making an application on medical grounds (see paragraph 3.58-3.59)
6. Pupils living outside of the catchment area with relevant siblings (see paragraph 3.66-3.68)
7. Pupils living outside of the catchment area.

1.28 After considering the above categories, or if the number of applications in any one of the above categories exceeds the published admission number, priority will be based on those residing closest to the preferred school (see paragraph 3.36-3.39).

For admission to Malpas Church in Wales Primary School

1.29 Malpas Church in Wales Primary School is a voluntary controlled school for which the Council is the admission authority. As a result, the Council's published over-subscription criteria as outlined above is applied to applications for the school. Within each category however, the following priority is afforded:

- Children and / or parent(s) who are practising members of the founding religious body of the school (Church in Wales).
- Children and / or parent(s) who are practising members of other Christian churches or religious denominations.
- Children and / or parent(s) who are practising members of other faiths.

1.30 In determining this priority, the word "practising" is defined as at least once a month for the last six months attendance at Church by at least one parent and / or child (where necessary this may be confirmed with a member of the clergy).

Secondary admission

1.31 Children transfer from primary to secondary school at the start of the school year in which they will reach their twelfth birthday.

1.32 Key dates for secondary admission to Year 7 in September 2027

- Applications can be made from 18 September 2026
- Closing date for applications is 31 October 2026
- Decisions issued on 1 March 2027

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

1.34 Attendance at a primary school does not guarantee that a place will be made available for the child at any secondary school, and priority for admissions is not given to those children attending any primary school within a cluster.



Oversubscription criteria for admission to secondary school

I.35 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. This will reduce the number of places available to other applicants. If the total number of preferences for admission to a secondary school exceeds the number of places, then the following order of priority will be applied to allocate the available places:

1. Looked-after children (children in public care) and previously looked-after children (see paragraph 3.32-3.34)
2. Pupils living within the catchment area (see paragraph 3.29-3.31) and making an application on medical grounds (see paragraph 3.58-3.59)
3. Pupils living within the catchment area (see paragraph 3.29-3.31) with relevant siblings (see paragraph 3.66-3.68)
4. Pupils living within the catchment area (see paragraph 3.29-3.31)
5. Pupils living outside of the catchment area and making an application on medical grounds (see paragraph 3.58-3.59)
6. Pupils living outside of the catchment area with relevant siblings (see paragraph 3.66-3.68)
7. Pupils living outside the catchment area.

I.36 After considering the above categories, or if the number of applications in any one of the above categories exceeds the published admission number, priority will be based on those residing closest to the preferred school (see paragraph 3.36-3.39).

Sixth form admission (non-statutory education)

I.37 All mainstream secondary schools in Newport are mixed comprehensive schools with sixth form provision.

I.38 Currently, pupils seeking post-16 education should apply for a place by contacting the relevant school directly.

How to make an application in the normal admissions round (excluding sixth form admission)

I.39 In a change to previous years, applications for any Newport school must now be made using a common application form and all must be submitted to Newport City Council. This includes applications for faith schools (see section on co-ordinated admissions scheme for more detail).

I.40 Applications can be made on-line via the Newport City Council website www.newport.gov.uk/schooladmissions between the commencing and closing dates detailed in the admissions timetable.

I.41 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.

I.42 For applicants who don't have internet access at home: Free internet access is available at all Newport libraries. Library details can be obtained from the City Contact Centre 01633 656656. A paper application form will be available upon request from the City Contact Centre on 01633 656656. An application form can be printed from the Council's website (www.newport.gov.uk/schooladmissions) for completion.



1.43 Only persons holding parental responsibility for the named child can 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 the person making the application resides at the same address as the child. Where parental responsibility is shared, the Council will ask the child's parents to determine which parent should submit the application.

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

1.45 Before deciding to apply for a place at a particular school (see paragraph 1.50-1.58), applicants will need to consider carefully how the child will travel to school, as they will not necessarily be eligible for assistance. If the Council determines that a child lives two miles or more (for primary children) or three miles or more (for secondary children) from the catchment or nearest available school (as determined by the Council) they could be eligible for free home to school transport. This includes Welsh-medium and faith schools.

1.46 All applications must be submitted directly to the Newport School Admissions Team by the relevant deadline. It is the applicant's responsibility to ensure that their application is submitted to the Council on time. When applying there may be a need to provide supporting evidence (see paragraph 3.42-3.47).

1.47 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 be sent by recorded delivery.

1.48 Any applications that are received after the published deadline will only be processed after places have been allocated for applications that were received on time, and this may increase the possibility of not achieving a place at the preferred school (see paragraph 1.62-1.65).

1.49 All applications submitted by the closing date will be assessed together. In most cases, the number of applications received in an admissions round is over 1,000 and each one of these must go through several checks. For this reason, the admissions timetable sets the closing date many months before the offer date (the date the decision will be issued), and any change in circumstances after the closing date cannot be considered until after the published offer date.

Your school preferences

1.50 In making an application parents can elect Welsh-medium, English-medium, or faith-based preferences for their child and the Council must provide sufficient places to meet demand. For a list of schools in Newport, visit www.newport.gov.uk/schooladmissions

1.51 Although there is a designated catchment school for each Newport address (see paragraph 3.29-3.31), parents have the right to express a preference for any school, and as the admission authority, the Council has a duty to comply with parental preference where possible.

1.52 In making an application, it is recommended that at least three different school preferences be named to increase the chances of securing a place that is acceptable, as there are some areas of Newport where demand for school places is particularly high.



I.53 Expressing a preference does not guarantee admission to the chosen school, even if it is the catchment school; however, expressing a preference will give a child priority over children whose parents have not expressed a preference for that school.

I.54 If you do not express a preference for your catchment school, an applicant residing outside of the catchment area who does express a preference for it will receive a higher priority than you as an in-catchment resident.

I.55 All preferences will be considered equally, and a place offered at the highest ranked school where possible. An application made to another admission authority will qualify as one of your preferences and will be ranked accordingly.

I.56 It is advised that children are not led to believe that a place will be available to them at any school before a decision is issued.

I.57 For Newport residents only, if none of the parental preferences can be met and there is no availability at another Roman Catholic school for those applicants seeking a primary Roman Catholic education, the catchment school will be offered if places are available. Should the catchment school be unavailable the applicant will be informed of the schools that do have places available and invited to express additional preferences for consideration under the Council's late application and additional preference arrangements (paragraph I.62-I.65). Unsuccessful applicants who do not reside in Newport should contact their home local authority for an alternative school or submit additional preferences for other schools in Newport.

I.58 Note that an alternative place will not be offered automatically if all parental preferences are refused, and the catchment school is unavailable. Instead, as detailed above, applicants will be invited to submit additional preferences.

Notifying applicants of the decision

I.59 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).

I.60 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.

I.61 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.

Late applications and additional preferences

I.62 Any application submitted after the published deadline is deemed 'late' and must be submitted using a paper application form. It is not possible to make an on-line application after the closing date.

I.63 All additional school preferences (including where the applicant has decided to change their preference) must be made in writing to the School Admissions Team and those requests submitted after the closing date will be processed under this 'late applications and additional preferences' arrangement.

I.64 Any applications or preferences received after the published closing date should be processed monthly following the offer date, where possible.

I.65 Late requests for Rising 3 places cannot be submitted after 31st May.



Section 2: In-year admission

2.01 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.

2.02 Parents can ask to change schools at any stage of their child’s education and there are several 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 (for further information, help and advice visit www.newport.gov.uk/schooladmissions and look for the in-year transfer pages).

2.03 During the school year only limited places are available and applicants moving into or within Newport 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, and if the school is already full in the relevant year group, the application will be refused.

2.04 Consequently, you should consider the following and discuss all options with the School Admissions Team before you move 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 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 (paragraph 3.69)?
- 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.

How to make an in-year application for a community or voluntary controlled school

2.05 All applications, whether between Newport schools or from outside the City, must be made to the Newport City Council School Admissions Team giving full details of the reason for transfer. Applicants can apply online via www.newport.gov.uk/schooladmissions or can call 01633 656656 to request an application form. When applying there may be a need to provide supporting evidence (see paragraph 3.42-3.47).

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



Process to be followed

2.07 All in-year transfers must be approved by the Council, who will endeavour to determine each application within 15 school days (or 28 calendar days, if sooner) from the date the application is received, although this is not guaranteed and at busy times may be delayed. The outcome of each application is issued to the applicant as soon as it has been determined.

2.08 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.

Apply within	Start by
Autumn Term	1st week of Spring Term
Spring Term	1st week of Summer Term
Summer Term	1st week of Autumn Term

2.09 The Council will try to comply with parental preference. However, if the admission number of the relevant year group at the chosen school has already been reached, the transfer request will be refused (see paragraph 3.28 for exceptions) and applicants advised of their right to appeal against the Council's decision (see paragraph 3.05-3.19 for details). There is no right of appeal against the refusal of a nursery place. The child's name will automatically be placed on the waiting list of any school preference that is refused (see paragraph 3.76-3.78).

2.10 Within the remit of the School Admissions Policy the Council operates a Fair Access Protocol (FAP) for admitting the most vulnerable children and those with challenging behaviour effectively, outside the normal admissions round. Contact school.admissions@newport.gov.uk for further information on this protocol.



Section 3: Other information relevant to admission arrangements

Additional Learning Needs (ALN)

3.01 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 of Practice, which may give special priority for admission to a particular school or may also be a reason for refusing a parent's stated preference.

3.02 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. The duty to admit always applies, including where a school is named in a plan outside the normal admission round, and admission to named placements is determined by the ALN Team. School-maintained IDP's cannot formally name a school.

3.03 Where a school is named in an LA-maintained IDP, the admissions provisions in the School Standards and Framework Act 1998 do not generally apply. If a child or the child's parent wishes to appeal against the school named in the child's individual development plan for the purpose of securing admission, or the fact that no school is so named, the appeal is to the Education Tribunal for Wales.

3.04 The Council has numerous Learning Resource Bases attached to nursery, primary and secondary school provision which provide small group placements to pupils with ALN. In addition, Newport has two special schools, Maes Ebbw School and Ysgol Bryn Derw which meet the needs of learners with complex educational and health needs.

Admission appeals

3.05 Any parent whose child is refused a school place (except one whose child has been permanently excluded from two schools) has a statutory right of appeal to an independent panel (this right of appeal does not extend to applications for nursery education).

3.06 If the Council is unable to allocate a place at the preferred school, parents will receive a decision letter detailing why the preference was unsuccessful. The letter will state whether this was because of infant class-size limits or because compliance with the preference would prejudice the provision of efficient education or the efficient use of resources. This letter will also inform parents of their right to appeal, how and by when it must be submitted.



3.07 The Council may also offer your child an alternative school place and parents must then decide whether to:

- i. appeal against the Council's decision; and/or
- ii. accept the place at the alternative school, if offered; or
- iii. submit alternative preferences

3.08 The decision to appeal does not prevent parents from accepting an alternative school whilst the appeal process takes place and does not affect the child's place on any waiting list.

3.09 In submitting an appeal, parents are required to complete the pro-forma enclosed with the decision letter, outlining the reasons why the child should be admitted to the preferred school. This form should then be submitted to the Council by the stipulated closing date to ensure that the appeal will be heard. Note that unless the appeal submission is signed and fully completed to outline these reasons, the form will be returned for parents to do so.

3.10 Once an appeal has been submitted, parents will receive further guidance on what to expect from an appeal and a date and time for their hearing. The Council must arrange appeals in relation to the normal admissions round within 30 school days **of the specified closing date** and within 30 school days **of the appeal being received** for appeals outside of the normal admissions round. Note that during the summer holidays the Council must arrange appeals within 30 **working days** of the appeal being received.

3.11 Admission appeals panels are independent and play a vital role in ensuring a balance between the right of the parents to a full and fair hearing and protecting schools against admitting so many children that it is prejudicial to efficient education or the efficient use of resources.

What will the Appeals Panel need to consider?

3.12 Infant class size appeal: Where the admission has been refused due to infant class size prejudice an appeal panel is only able to uphold an appeal if:

- i. the child would have been offered a place if the school admission arrangements had complied with the requirements of the School Admissions Code and/or Part 3 of the School Standards and Framework Act 1998
- ii. the child would have been offered a place if compliant admission arrangements had been properly implemented
- iii. the decision was not one which a reasonable admission authority would have made in the circumstances of the case.

The School Admission Appeals Code defines an unreasonable decision as one which is: *“Perverse in the light of the admission arrangements” i.e. it was “beyond the range of responses open to a reasonable decision maker” or “a decision which is so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it”.*



3.13 Prejudice appeal: In all other cases, the admission will have been refused because the published admission number for the year group has been reached. In such cases, the Council considers that the admission of an extra child would prejudice the provision of efficient education or the efficient use of education resources - that it would impair the learning environment at the school and limit the access of pupils to the resources that are available. An appeal panel must apply a two-stage process in the case of all “prejudice” appeals, i.e.

- the factual stage where the School Admissions Appeals Panel must consider whether the published admission arrangements comply with the mandatory requirements of the School Admissions Code and the School Standards and Framework Act and were correctly and impartially applied, and decide as a matter of fact whether “prejudice” would arise if the child was to be admitted, and
- the balancing stage where the School Admissions Appeals Panel can exercise discretion, balancing the degree of prejudice (if it is found to exist under the first stage) and the weight of the appellant’s case before arriving at a decision.

3.14 In order to establish whether there is prejudice, the panel will need to consider several factors, including the school’s capacity and published admission number and the impact on the school of admitting additional pupils in terms of the organisation and size of classes, the availability of teaching staff and the effect on the pupils already at the school.

3.15 In all cases, the decision of the Panel is conveyed in writing to the appellant and is final and binding on all parties.

3.16 Where the appeal is successful, the child will be admitted to the school and parents will be expected to make direct contact with the school to confirm admission arrangements.

3.17 Where the appeal is unsuccessful, the child cannot be admitted to the school, but they will remain on the waiting list (see paragraph 3.76-3.78 for details). Parents must then decide whether to:

- i. remain at the current school, if applicable; or
- ii. accept the place at the alternative school, if offered; or
- iii. submit alternative preferences

3.18 Where unsuccessful, a second application within that academic year can only be made if there is evidence of a significant and material change of circumstances that has a positive impact on the application’s status.

3.19 The Public Services Ombudsman can investigate written complaints about maladministration on the part of an admission appeal panel. Maladministration covers issues such as a failure to act independently and fairly, rather than complaints where a person simply feels that the decision taken is wrong. A panel’s decision can only be overturned by the courts where the appellants or admission authority are successful in applying for Judicial Review of that decision.



Admission outside the normal age group

3.20 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. It would not normally be appropriate for a child to be placed in a year group that is not concurrent with their chronological age, and the council has a guidance document setting out specific considerations and criteria which parents may wish to access ahead of making a request (Guidance on Placing Children Outside Their Chronological Year Group). If a parental request is made with appropriate evidence, the Council will consider these requests carefully and make decisions based on the circumstances of each case and the documentary evidence provided, in consultation with the parents and the school, and specifically in relation to what is most beneficial to the child. 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. Further information is available on the Council's website.

Allocation of places

3.21 Places are not allocated on a first come, first served basis and there is no benefit over others to putting the child's name down with a school. Headteachers take no part in the decision-making process, have no influence over the outcome of an application and therefore are actively discouraged from maintaining an interest list. The decision to allocate a place can only be made by the admission authority.

3.22 Each application is considered in accordance with the School Admissions Policy and an applicant's highest preference is complied with wherever possible. Some schools will however have more applications than there are places available.

3.23 Where the number of applications is equal to or less than the number of places available, all applications will be successful. However, where the number of applications exceeds the number of places available, the Council will apply the relevant oversubscription criteria and allocate places accordingly, up to the published admission number.

3.24 The published admission number indicates the number of places available and refers to the number of pupils who will 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.

3.25 Once the admission number has been reached, all additional preferences will be refused. For example:

- If a school can accommodate 30 children and the Council receives 27 applications, all 27 applicants will be allocated a place.
- However, if the Council receives 36 applications for that school, all 36 applicants will be considered together against the oversubscription criteria and 30 places will be allocated. The remaining 6 applications will be refused.

3.26 In addition to the admission number for the school, the Council must also have regard for:

- The infant class size initiative that is committed to ensuring that no child aged 5, 6 or 7 years will be in a class of more than 30 pupils for every one qualified teacher. The statutory infant class size limit of 30 pupils applies to reception, year 1 and year 2 classes.
- The physical limitations of the school and the site buildings, which may result in a class size of fewer than 30 pupils.



3.27 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 specifically outlined in the Welsh Government Statutory School Admissions Code. Excepted pupils will remain so, once admitted, for the remainder of their time in an infant class or until class numbers fall back and they can be organised to comply with the infant class size limit. Classes must be organised to comply with the limit wherever possible.

3.28 The Council will not normally exceed a school’s admission number or breach the limitations imposed by statutory maximum infant class size (30), except:

- Where a school is named in a local authority IDP, the Council has a duty to admit the child to the school.
- Where children are looked after by the local authority, the Council has a duty to admit the child to the school.
- Where the application is for a child of UK service personnel (see paragraph 3.70-3.71) the Council will admit the child to the catchment school if the qualifying criteria is met.
- Where, in applying the over-subscription criteria, the last child to be admitted is one of a multiple birth, the Council will admit the other sibling(s).
- Where a child has been initially refused but subsequently offered a place by direction of a school admission appeals panel; or an error has been recognised in implementing the school admission arrangements and had the error not been made, the child would have been allocated a place at that school; the Council is obliged to admit the child to the school.
- Under the Fair Access Protocol, the Council will act with a sense of urgency to identify a school place for qualifying applicants to ensure admission to a suitable school as quickly as possible. This may include potential admission to schools that are already full as there is a balance to be struck between finding a place quickly in an undersubscribed school, or one facing challenging circumstances, and finding a school place that is appropriate.

Catchment Areas

3.29 ‘Catchment area’ is the term used to describe the geographical area served by a school. In Newport, each address will fall within the catchment area of both an English-medium and a Welsh-medium school. Catchment school details can be confirmed by the School Admissions Team on 01633 656656 or via www.newport.gov.uk/schooladmissions

3.30 Residents living in the catchment area will receive a higher priority for admission when expressing a preference for the school, but there is no guarantee of a place at any school.

3.31 The catchment school is not automatically the nearest school and therefore applicants should confirm their catchment school before making an application for admission, particularly as the preference could affect any entitlement to home to school transport (see paragraph 3.69).

Children Looked-after by a local authority

3.32 Applications for looked-after children (children in public care) [as defined by Section 74 of the Social Services and Wellbeing (Wales) Act 2014] are given priority if they are supported by a statement from the child’s Social Worker outlining the benefits of the school placement. However, before making an application the corporate parent must consult with the Council and make every effort to ensure the appropriateness of the named school in the light of the child’s background including ALN and/or faith needs.



3.33 This priority can also be given to previously looked-after children although the person making the application must provide evidence to confirm the previous care status, such as an Adoption Certificate or Previous Care Order.

3.34 Previously looked-after children will only be given priority if places are available.

Crown servants

3.35 Children of UK Crown Servants (including diplomats) are subject to frequent movement and if moving into Newport, will be determined as meeting the residency criteria for the relevant catchment school if the application is accompanied by an official Foreign and Commonwealth Office letter declaring:

- a definite return-date
- confirmation of the new address wherever possible
- confirmation of the Crown Servant status

Distance between home and school

3.36 Within each set of oversubscription criteria, if the number of applications in any one category exceeds the published admission number, priority will be based on those residing closest to the preferred school.

3.37 The distance between home and school is measured as the shortest available route, determined using the nationally supplied Ordnance Survey OS MasterMap® Highways Network – Roads and OS MasterMap® Highways Network – Paths route network layers. To ensure fairness and consistency for all applicants, this is the only software that is used by the Council.

3.38 The shortest available route will be measured from the geospatial mapping centroid coordinates of the applicant's home address to the nearest official open gate of the school.

3.39 Where two or more applicants are being considered for the last available place and the addresses use the same geospatial mapping centroid (i.e., are within the same block), the route assessment will be determined from the logical order and start point of Flat 1 (or Flat A) followed by Flat 2 (or Flat B) and so on.

Domestic violence agencies

3.40 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.

Language

3.41 Families from a ***global majority** background who speak a language other than English, and those who are newly arrived in Newport can have support from the Gwent Education Multi-lingual Service (GEMS) to aid completion of admission documentation, supported by a bi-lingual Teaching Assistant if required (and if the requisite language is available), to aid communication through their first language.

*Global majority refers to people who are Black, Asian, Brown, dual-heritage, indigenous to the global south, and/or have been referred to as "ethnic minorities".



Evidence

3.42 It is the Council's responsibility to ensure all admission applications are processed correctly in accordance with the published over subscription criteria.

Therefore, in making an application, applicants will be asked to provide:

A. Proof of the child's date of birth in all cases, except where a child is transferring from one Newport 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

B. Proof of residence. For Newport residents only, applicants can consent to their council tax record being used to verify their address; however, this will only be considered valid if the adult completing the application is named on the council tax record.

Where the council tax record cannot be used or for those applicants residing outside of Newport, 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 utility bill demonstrating use of the relevant service (no more than 3 months old)
- A UK bank or building society statement showing the address (no more than 1 month 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 Newport residents only, registration cards are not accepted).

Note:

1. *Where an annual statement is submitted as evidence, the second form of evidence must be no more than 3 months old.*
2. *Any documents that you submit must have been sent to you in the post and received at that address for it to be a valid form of evidence that you live there. Online print outs are not accepted.*
3. *In addition to the above, the Council reserves the right to require the applicant to provide any additional information it deems necessary to confirm residency or to take reasonable action to determine whether an application is fraudulent.*
4. *Where satisfactory evidence of home address is not provided, but an address must be established for allocation purposes, the Council reserves the right to assess an application on an alternative address, subject to investigation.*



3.43 It will also be necessary to submit evidence with an application if any of the following apply:

- Where the application is based on medical grounds applicants must submit evidence in the form of a medical consultant's report, specifying the medical need for the child to attend the preferred school. Reports from family doctors or other health professionals are not accepted for this purpose (see paragraph 3.58-3.59).
- Where the child's home address is in dispute or where the residency with both parents is equal, applicants must submit a copy of the current child benefit statement, as the place of residence of the parent receiving this benefit will be considered as the child's home for application purposes.
- Where there is a Child Arrangements Order (Residence) in place affecting the child for whom the application is being made, a copy of the order must be submitted with the application.
- Where the child was previously a looked-after child applicants must submit evidence such as a copy of the adoption certificate to confirm this status if they wish for this to be taken into consideration when applying the oversubscription criteria.
- Where the applicant is the child's legal guardian but not the birth parent, they must submit a copy of the official document awarding them parental responsibility.
- Where the application is for a child of UK service personnel, the application must be supported by official proof of posting and a copy of the Service Identity Card.
- Where the application is for a child of a crown servant, they will need to provide an official Foreign and Commonwealth Office letter declaring a definite return date and confirmation of the new address and family status.
- Where an application for Malpas Church in Wales Primary School is being made on religious grounds, the applicant must provide a written statement from a member of the clergy confirming they are a practising member (see paragraph 1.30 for a definition).
- Where the last child to be admitted is one of multiple birth and the other sibling (s) is (are) being admitted over the published admission number, proof of birth must be verified through one of the above forms of evidence (see paragraph 3.42 A).
- Where an application is being made on religious grounds, the applicant must provide evidence directly to the faith school, such as a Baptismal Certificate or a written statement from their faith leader confirming they are a practicing member. The specific evidence required will be stipulated in that school's admissions policy, which can be found on their website.

3.44 It is the applicant's responsibility to provide any supporting information required for the application to be assessed against the published admissions criteria; the Council will not seek to obtain this information on behalf of the applicant.

3.45 Where an applicant is required to provide documentary evidence, please provide photocopies/ electronic copies in all cases, as the council cannot guarantee the safe return of original documents through the return post.

Note if any original documents are sent into the Newport City Council School Admissions Team, those documents will attempt to be returned by Royal Mail 2nd class post and the sender accepts the full risk of loss, theft or damage of the document being returned by second-class post. If it is not possible to return the original document because the School Admissions Team do not have any contact details and one month has passed since receipt, then the document will be destroyed.

3.46 Where documentary evidence only is received, without an application, it will not be regarded as a valid submission. The Council will not seek to obtain the application from the applicant, as submission of a completed application is the responsibility of the parent.

3.47 An application without the correct evidence is not complete. The processing of incomplete applications may be delayed, and this could affect the timing and/or the outcome of the decision.

Note: applicants who are unable to provide the relevant, satisfactory evidence will not qualify for priority within the published oversubscription criteria. This means that their child will be less likely to be able to attend the school of choice.

Gypsy, Roma and Traveller children

3.48 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 additional educational needs, and promotes high standards in the provision of education and the welfare of children. These obligations apply to all children regardless of whether they are permanent residents in the area. Therefore, applications made in respect of such families will be dealt with in conjunction with the Gwent Education Multi-lingual Service (GEMS), with a view to placing these children as quickly as possible at the nearest available and appropriate school.

Home address

3.49 The Council will consider the child's home address to be the genuine principal place of residence where the child lives with their parent/legal guardian for most of the school week, as at the stipulated closing date, and does not mean the address at which the child is cared for by relatives or others. If a child is resident with relatives or others for reasons other than legal guardianship, that address will not be considered for allocation purposes. The Council may not accept an address given if there is no evidence that a parent for the child lives at the property.

3.50 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.

3.51 As there is no closing date for in-year applications, when processing an in-year application, for allocation purposes the Council will consider the address at which the parent/legal guardian and child reside at the time the application is submitted.

3.52 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 (see paragraph 3.69).

3.53 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 (refer to the admissions timetable and paragraph 3.51). An expression of intent to move into a catchment area will not be treated as meaning an applicant is in the catchment area for the purposes of processing the application.

3.54 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.

3.55 Applicants moving into or within Newport should not assume that their child will be allocated a place at the local school. There is no guarantee of a place at any school, even if it is the catchment, and if the school is already full in the child's year group the application will be refused.

Independent schools

3.56 Applications for an independent school should be made directly to that school. Parents of children living in Newport are also advised to apply for a place at a community school in case the application to the independent school is unsuccessful. Applicants should state on their application form that a place is being sought at another school (see paragraph 1.52).

Making changes to your application

3.57 It is the applicant's responsibility to advise the School Admissions Team of any changes in circumstances following submission of an application. Depending upon the circumstances, and the timing of the information provided, such changes may impact on the application process (see also paragraph 3.51).

Medical Need

3.58 Applications on medical grounds are prioritised if they are supported by a medical consultant's report, obtained by the applicant specifying the reasons why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school. Reports from family doctors or other health professionals are not accepted for this purpose. Note that priority is only given if places are available.

3.59 The Council will only offer priority where it can be evidenced that the preferred school is the only viable option when compared with other schools that the Council may be able to offer.

Multiple birth children

3.60 If when applying the over-subscription criteria, the last child to be admitted is one of a multiple birth, then the Council will admit the other sibling(s) (see also paragraph 3.66-3.68).

Non-Newport residents

3.61 Applicants living in other authority (council) areas who want their children to go to a Newport school should apply via Newport City Council in accordance with the Council's agreed timescales. Please note that since the Council is unable to access the Council Tax records of residents in other areas, such applications must be supported by photocopied evidence of residency.

3.62 It is important that applicants for a Newport school complete a Newport City Council application to ensure that the terms and conditions under which the application is made are fully understood as school admissions policies can vary from one Council to another.

(Applications for) Overseas children

3.63 In most cases, children arriving from overseas have the right to attend schools in Wales. However, it is the responsibility of parents and carers to check that their children have a right, under their visa entry conditions, to study at a school.

3.64 Overseas nationals (parents entering the UK who are not UK or Irish nationals) should check that they, and their children, have a right to reside in the UK (**right of abode**) or that the conditions of their immigration status otherwise permit them to access a maintained school before applying.

Schools in another council area

3.65 Parents wishing to apply for a school that is outside Newport should make the application directly to the relevant admission authority in accordance with their admission arrangements.

Siblings

3.66 Brothers and sisters, whether half, full, step or foster, will be considered relevant siblings where living in the same household and where they will be registered at the school when the applicant is eligible to attend.

- For application to primary school, including the nursery, the relevant sibling must be on roll and attending reception or Years 1 to 6 at the school when the pupil is admitted.
- For application to secondary school, the relevant sibling must be on roll and attending Year 7 to 11 at the school when the pupil is admitted.

3.67 Details of any relevant siblings must be declared on the application. If this information is not provided, the School Admissions Team will be unable to apply any priority when determining an application.

3.68 The admission of a child to a school does not guarantee that a place will be available for other children in the family.

Transport

3.69 Free home to school transport is provided to primary aged pupils (excluding nursery children) who live 2 miles or more from their catchment school or nearest available school and secondary aged pupils who live 3 miles or more from their catchment school or nearest available school. This includes Welsh-medium and faith schools. In addition, the Learner Travel (Wales) Measure states that a child is eligible for free home to school transport to an alternative school if this is nearer than the catchment school, provided that the qualifying distance is met.

UK Service personnel

3.70 Children of UK Service personnel are subject to frequent movement within the UK and from abroad, often at relatively short notice. Consequently, for UK service personnel who are unable to engage in the normal admissions process, the Council will consider the residency criteria satisfied (and award catchment priority) if the application is accompanied by the following, even if the family do not reside in Newport at the relevant date.

- Official proof of posting i.e., a posting notice
- A copy of the Service Identity Card
- Confirmation of the new address wherever possible.

3.71 Where the preferred school is also the catchment school, but the admission number has already been met in the relevant year group, the Council will exceed the admission number if the qualifying criteria is met.

Voluntary aided, or faith schools

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

3.73 Since all admissions authorities within Newport are required to work together towards a common set of closing dates and offer dates, the Council's agreed timetable will be adhered to in all instances.

3.74 In a change to previous years, all Reception and Secondary 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 scheme for further details).

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

Waiting list

Normal admissions round

3.76 During the normal admissions round a child's name will remain on the waiting list for any school preference that was refused until 30th September in the year in which the application is made. If places then become available, all children on the waiting list at that time will be considered together for the place and prioritised as detailed in the published oversubscription criteria.



3.77 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. Waiting lists do not give priority to children based on the date the application was added to the list and inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

3.78 After 30th September, applicants will be given the opportunity to transfer onto the in-year waiting list for the remainder of the academic year, after which time a new application may be made.

In-year admission

3.79 Where an application made for an in-year transfer 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 Council's published oversubscription criteria.

3.80 A child's position on the waiting list may change if applications are received that have a higher degree of priority under the admission criteria. Waiting lists do not give priority to children based on the date the application was added to the list and inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

Welsh-medium education

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

3.82 In Newport there are 4 Welsh-medium primary schools, all with a nursery attached and 1 Welsh-medium secondary school. Welsh is the official language of these schools in all activities, both formal and informal.

3.83 Pupils in Welsh-medium schools in Newport 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.

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

3.85 Visit www.newport.gov.uk/welsh-medium-education for further information.



Section 4: Nursery, Reception and Year 7 Admission Numbers

Community primary schools	Admission number	
	Reception	Nursery
Alway Primary	54	68
Caerleon (Lodge Hill) Primary	45	48
Clytha Primary	30	32
Crindau Primary	45	80
Eveswell Primary	60	96
Gaer Primary	60	64
Glan Llyn Primary	60	48
Glan Usk Primary	90	64
Glasllwch Primary	30	32
High Cross Primary	30	32
Jubilee Park Primary	45	48
Langstone Primary	45	40
Llanmartin Primary	30	32
Lliswerry Primary	90	80
Maesglas Primary	38	48
Maindee Primary	70	102
Malpas Court Primary	30	39
Malpas Park Primary	30	32
Marshfield Primary	60	40
Milton Primary	90	128
Mount Pleasant Primary	30	32



New primary school, Bettws	90	90
Pentrepoeth Primary	60	48
Pillgwenlly Primary	90	112
Ringland Primary	36	50
Rogerstone Primary	60	40
Somerton Primary	29	38
St Andrew's Primary	90	80
St Julian's Primary	90	112
St Woolos Primary	45	80
Tredeggar Park Primary	75	80
Welsh-medium	Reception	Nursery
Ysgol Gymraeg Bro Teyrnnon	30	30
Ysgol Gymraeg Casnewydd	52	52
Ysgol Gymraeg Ifor Hael	30	30
Ysgol Gymraeg Nant Gwenlli	60	48
Church in Wales primary schools	Reception	Nursery
Charles Williams Church in Wales Primary	75	80
Malpas Church in Wales Primary	45	32
Roman Catholic primary schools	Reception	Nursery
St David's RC Primary	30	NA
St Gabriel's RC Primary	30	NA
St Joseph's RC Primary	30	NA
St Mary's RC Primary	60	NA
St Michael's RC Primary	30	40
St Patrick's RC Primary	30	40



Community secondary schools	Year 7 admission number
English-medium	
Bassaleg School	330
Caerleon Comprehensive	248
Llanwern High	260
Lliswerry High	212
Newport High School	203
St Julian's School	242
The John Frost School	248
Welsh-medium	
Ysgol Gyfun Gwent Is Coed	150
Roman Catholic secondary schools	
St Joseph's RC High	240



Appendix

PROTOCOL

Co-ordinated Admissions Scheme

Introduction

In June 2024, Welsh Government (WG) introduced legislation¹ requiring all Welsh local authorities to adopt a scheme for co-ordinating admission arrangements in their area, beginning with admissions for the 2027/28 academic year. This was followed on 2 October 2024 by the publication of [non-statutory guidance](#) on the new requirements imposed by the 2024 Regulations, for admission authorities, appeal panels and admission forums.

The Regulations require Newport City Council to formulate a co-ordinated scheme on which to consult with the following bodies, before adoption.

- Newport school admissions forum
- Each governing body of a voluntary aided school in Newport
- Neighbouring local authorities who may be affected by the scheme.

There is no requirement to consult on a co-ordinated scheme for subsequent years unless the scheme is substantially different from the scheme adopted for the previous year, or the local authority has not consulted on a scheme that the local authority has adopted in the previous six years.

This scheme is a separate document to the school admissions policy.

Timeline

Working backwards from implementation, the first co-ordinated scheme will apply to admission arrangements for the 2027/28 school year and a summary of the scheme must be included in the school admissions policy 2027/28.

The admissions policy 2027/28 must be determined and set by 15 April 2026 following public consultation between 1 September 2025 and 1 March 2026.

As local authorities must inform the Welsh Ministers whether it has adopted a co-ordinated scheme on or before 28 February 2025, the Regulations stipulate that any co-ordinated scheme must be adopted by 1 January 2025 and every 1 January thereafter.

What is a co-ordinated admissions scheme?

A co-ordinated scheme is a central administrative process that a local authority manages on behalf of all admission authorities in its area. It is a way of simplifying the admissions application process for parents. In Newport there are nine separate bodies (admission authorities) who have responsibility for school admission and this scheme will combine the application process for all nine into one single process. Newport City Council is the admission authority for all community and voluntary controlled schools in Newport. Each Governing Body is the admission authority for a voluntary-aided school.

¹ Education (Co-ordination of School Admission Arrangements and Miscellaneous Amendments) (Wales) Regulations 2024

PROTOCOL

Co-ordinated Admissions Scheme

A co-ordinated scheme does not affect the rights and duties of the governing bodies of voluntary aided schools to set and apply their own admission arrangements and oversubscription criteria.

What is its purpose?

A co-ordinated scheme should ensure, so far as reasonably practicable, that every parent of a child living in a local authority area who has applied for a school place in the 'normal admission round' receives an offer of no more than one school place on offer day.

What is within the remit of the scheme?

In Newport the co-ordinated scheme will cover admission to the following maintained schools, through one, single application process:

- Community schools
- Voluntary controlled schools
- Voluntary aided schools

It does not include admission to independent schools, maintained school sixth-forms, special schools nor nursery schools and classes.

The scheme will apply to the normal admissions round only (i.e., annual admission to Reception (primary school) and Year 7 (secondary school) in all English-medium, Welsh-medium and faith schools.

It does not include admission during the academic year (in-year), which for voluntary aided schools, is managed by the relevant Governing Body.

Application process

The process begins when the application window opens, and a common application form (CAF) is made available by the Council for parents to express a preference for their preferred school. The CAF will be made available through an online admissions portal and in hardcopy (example at Appendix 1). It is not possible to apply via email. The opening date will be as published in the admission arrangements for the relevant year.

During the application window applicants can express one or more school preferences for any Newport school using the CAF. Applicants are encouraged to apply for at least three school preferences to increase the chances of securing a chosen school.

All applications must be received by the Council's School Admissions Team by the closing date to receive a decision on the offer date.

If additional information is required by a governing body, to apply its oversubscription criteria, for example faith information, applicants may need to complete and submit a supplementary information form in addition to the common application form. Copies of supplementary

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information forms will be available on each individual school's website. A supplementary form submitted without a common application will not be valid.

Schools in another local authority (council) area

For preferences to attend a school outside of Newport, applications should be made directly to the local authority in which the school sits, who will issue the decision for that preference to the parent and will inform Newport City Council. The Council will therefore have regard to any offer made by another local authority and if that local authority can offer a higher preference school, the Council will not make an offer.

Evidence

In accordance with the school admissions policy, evidence may be required to support the basis for the application, such as confirmation of home address or practising faith. Should evidence be required but not provided by the applicant at the time of application, this will be sought by the relevant admission authority before the application is determined.

Late applications

Applications or changes to the order of preferences received by the Council after the closing date are deemed to be late and will not be processed until after the offer date. Late application processing will be managed monthly by the Council, beginning the month after the offer date, where possible.

Allocation of places

- The national closing date for Year 7 (secondary) applications is 31 October, each year.
- The national closing date for Reception (primary) applications is 15 January, each year

Following the closing date, Newport City Council will provide each Governing Body with the details of all applications where their school has been listed as a preference. This will be facilitated through the School Portal. The Council will also provide any supporting information provided by the applicant, but this will not include the preference number, i.e. first, second, third choice, etc.

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.

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If none of the parental preferences can be met, and for those applicants seeking a primary Roman Catholic education there is no availability at another Roman Catholic school, the catchment school will be offered if places are available. If no places are available at the catchment school, the Council will invite applicants to submit an alternative preference.

Decision-making

- The national offer date for Year 7 (secondary) applications is 1 March (or the next working day), each year
- The national offer date for Reception (primary) applications is 16 April (or the next working day), each year.

The Council will issue written notification of the outcome of all applications for a Newport school by second class post to arrive on the national offer date. Online applicants will also receive an email. Schools and Governing Bodies must not advise an applicant of the outcome of their application.

No applicant will receive more than one offer at a time.

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.

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.

Waiting lists

Where a school preference cannot be offered, the child's name will be automatically added to the waiting list until 30th September in the year in which the application is made. If a place becomes available during this time, all children on the waiting list will be considered together for the place and prioritised as detailed in the published oversubscription criteria. The date of the application does not affect the waiting list position.

After 30th September, the Council will write to applicants for confirmation that they wish to transfer onto the in-year waiting list for the remainder of the academic year, after which time a new application may be made under the relevant admission authority's in-year policy.

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Timetable

For admission to Reception and Year 7.

Year 7	Reception	Action
31 October (5 pm)	15 January (5 pm)	National closing date
01 March (or next working day)	16 April (or next working day)	National offer date
14 days from offer date	14 days from offer date	Deadline for acceptance of school place offers
Commencing May	Commencing June	Admission appeal hearings
Post 01 March	Post 16 April	Late application processing

Policy

To be read in conjunction with the School Admissions Policy.

Appendix 1

Common application form – example

The information you provide will be used by the admission authority to allocate a school place to your child. Failure to complete all information may delay the processing of your application and/or affect the outcome.

1. Child's details	
Full legal name (as stated on the birth certificate) (Fore/middle/surname)	
Chosen name (if different from above):	
Sex	Male/Female
Date of birth (evidence required)	
Home address and postcode where the child lives for most of the school week (evidence may be required)	
Current/last school attended	
Is the child currently home educated?	
Home language (for communication purposes)	
Is this application for a child who is currently or has ever been under the care of a local authority? Care authority:	Yes/No
Is this application for a child of UK service personnel or other Crown Servant (including diplomats)?	Yes/No
Is the child moving to Newport because of a parent's new posting?	Yes/No
Is this child a twin, triplet or part of any other multiple birth?	Yes/No
Does the child have a Statement of Special Educational Needs or an Individual Development Plan (EHCP - England)? You must send a copy of the full document to school.admissions@newport.gov.uk If the child has additional needs but does not have a Statement of SEN/IDP, provide the details of any professionals who have assessed your child's needs and the outcome. This information will be passed to the relevant school but does not qualify for any priority.	Yes/No
Are you requesting priority for this child because there is a medical reason that the child needs to attend your preferred school over any other? You must send a copy of the medical consultant's report	Yes/No

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<p>specifying the medical advantage so that the admission authority can assess any priority.</p> <p>Any information you provide in relation to the 3 questions above is regarded as special category data and your consent is required to process this information.</p> <p>Do you give consent for this information to be used by the School Admissions Team to process your application?</p> <p>Your application will continue to be processed if you do not give consent; however, no priority will be applied.</p> <p>You may withdraw your consent at any time by contacting school.admissions@newport.gov.uk</p>		Yes/No
<p>2. Applicant details</p> <p>Once submitted, this application can only be discussed with those named below.</p>		
	<p>First applicant (must hold parental responsibility)</p>	<p>Second applicant (optional)</p>
Do you hold parental responsibility for this child?	Yes/No	Yes/No
Relationship to child (e.g. mother/father)		
Full name (forename, surname)		
Home address and postcode (evidence required)		
<p>Are you named as liable for Council Tax at this property (Newport residents only)?</p> <p>If yes, do you consent to the School Admissions Team accessing your council tax record to confirm your home address?</p> <p>Council Tax reference number (if known)</p> <p>Your application will continue to be processed if you do not give consent; however, you will need to provide alternative evidence.</p> <p>You may withdraw your consent at any time by contacting school.admissions@newport.gov.uk</p>	Yes/No Yes/No	Yes/No Yes/No

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Contact telephone number		
Email address (this is how the school admissions team will contact you)		
Home language (for communication purposes)		
Are you in receipt of child benefit for this child?	Yes/No	Yes/No
Are there any court orders or legal restrictions in place/pending that could affect you making this application?	Yes/No	Yes/No
3. School preferences		
Is your preference of school: <ul style="list-style-type: none">• Welsh-medium (WM) - WM education is available for everyone. You do not have to be a Welsh-speaker to choose WM education for your child as plenty of support is available. Visit www.newport.gov.uk and search for 'Welsh-medium education' for more information.• English-medium (EM)• Faith (i.e. Roman Catholic or Church in Wales) – for a faith school preference you will need to visit the school's website after completing this application to find out whether any supplementary information is required.• No preference		
Please list your preferred schools, in order of preference. You should choose at least three schools to increase the chance of securing a place of your choice, as there are some areas of Newport where demand for school places is high. You should not lead your child to believe that a place will be available to them at any school before a decision is issued.		
Preferred school	Reason (optional)	
1.		
2.		
3.		
4.		
5.		
Expressing a preference does not guarantee admission to your chosen school but it will give your child priority over children whose parents have not expressed a preference for that school.		

4. Sibling details

List below the name and date of birth of any brother or sister of this child who lives in the same household and is already attending your preferred school (and will still be attending in September).

Name	DOB	School

5. Declaration

As the first applicant I confirm that I hold legal parental responsibility for the child and have obtained the agreement of all other persons with legal parental responsibility to make this application. The information I have provided is accurate and complete, to the best of my knowledge.

I have read the information in the relevant school admissions policy and understand that this application is subject to its terms and conditions.

Print name:

Sign:

Date:

Allegations of fraudulent claims will be investigated, and places may be withdrawn if applicants knowingly provide false information to obtain the advantage of a particular school, to which they would not normally be entitled.

6. Assisted application

Please include your name and contact details here if you have helped the applicant to complete the application and will also need to help with the decision.

Name:

Job title and organisation:

Contact telephone number:

Email address:

7. Supporting Evidence

- Refer to the Council’s school admissions policy to understand the evidence you will need to provide to support your application. Visit www.newport.gov.uk and search for ‘school admission.’
- For a faith school preference refer to the school’s own admissions policy, which is available from their website. The policy will detail any supplementary information required to determine your application.
- Failure to provide evidence when submitting your application is likely to affect the outcome.
- A copy of the child’s birth certificate must be provided by the applicant in all cases where the child has not previously been educated in a Newport school.

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- If sending evidence to the School Admissions Team via post, please do not provide originals as they will not be returned to you.