

Meeting of:	Cabinet
Date of Meeting:	Thursday, 07 November 2024
Relevant Scrutiny Committee:	Learning and Culture
Report Title:	Co-ordinated Admission Arrangements Scheme 2027-2028
Purpose of Report:	To seek Cabinet approval to consult on the Local Authority's Co-ordinated admission arrangements scheme for the academic year 2027-2028
Report Owner:	Cabinet Member for Education, Arts and the Welsh Language
Responsible Officer:	Elizabeth Jones, Director of Learning and Skills
Elected Member and Officer Consultation:	Trevor Baker, Head of Strategy, Community Learning and Resources Lisa Lewis, Operational Manager, Strategy and Resources Mike Matthews, Principal Strategic Planning Officer Kelly Williams, Sustainable Communities for Learning Project Manager
Policy Framework:	This is a matter for Executive decision by Cabinet
<p>Executive Summary:</p> <ul style="list-style-type: none"> • This report seeks permission from Cabinet to consult on a Vale of Glamorgan co-ordinated admissions arrangements scheme for the academic year 2027 – 2028. It is recommended that Cabinet approve the consultation in order to ensure that the Council meets the Welsh Government requirement to adopt a scheme by 1st January 2025. • If approved, the consultation period would be from 8th November to 29th November 2024. A report on the outcome of this consultation will be presented to Cabinet in December 2024 or as soon as possible thereafter. 	

Recommendations

1. That Cabinet approve the consultation required to agree a Vale of Glamorgan Co-ordinated Admission Arrangements Scheme (Appendix A) for all maintained schools in the Vale of Glamorgan for the 2027 – 2028 academic year.
2. That use of the urgent decision procedure as set out at section 15.14 of the Council's constitution be agreed to enable the consultation process on the Co-ordinated Admission Arrangements Scheme 2027-2028 to commence from 8th November 2024.

Reasons for Recommendations

1. To ensure that the Council meets its obligations in terms of the Education (Co-ordination of School Admission Arrangements and Miscellaneous Amendments) (Wales) Regulations 2024.
2. To enable the consultation period to take place from 8th November to 29th November 2024.

1. Background

- 1.1 On 28th June 2024, Welsh Government determined the Education (Co-ordination of School Admission Arrangements and Miscellaneous Amendments) (Wales) Regulations 2024. The 2024 regulations place a duty on Local Authorities to formulate for each school year a scheme for co-ordinating admission arrangements for maintained schools within their area (“co-ordinated scheme”). This includes boarding schools but excludes school sixth form places, maintained special schools and maintained nursery schools.
- 1.2 It was initially understood that the Co-ordinated Admission Arrangements Scheme required as a result of the 2024 regulations could form part of the annual admissions consultation which takes place in January to March each year. It has, however, been clarified that these new arrangements must be in place for January 2025 and as such require a separate consultation process.
- 1.3 A Local Authority has a statutory duty to consult with any governing body which is the admission authority for a maintained school in its area, any other Local Authority that the Local Authority thinks are likely to be affected by the co-ordinated scheme and the Admission Forum.
- 1.4 The relevant area is determined as the geographical area of the Vale of Glamorgan.
- 1.5 For the school year 2026/27, and all subsequent school years, Local Authorities must provide as part of their school admissions information, a summary of the Local Authority’s co-ordinated scheme as determined each year, alongside a clear explanation of the stages in the process of applying for a school place. This information will be contained within the Council's information guide "A Parental Guide to School Admission in the Vale".

2. Key Issues for Consideration

- 2.1** Local Authorities must have formulated and adopted a co-ordinated scheme by 1st January 2025 and by 1st January for all subsequent years. In future years this will form part of the annual consultation on admission arrangements which will need to take place during the autumn term instead of the spring term in order to meet the requirements of the 2024 regulations.
- 2.2** The purpose of a co-ordinated scheme is to establish mechanisms for ensuring, so far as reasonably practicable, that every parent of a child living in the Local Authority area who has applied for a school place in the 'normal admission round' receives an offer of one, and only one, school place on the same day.
- 2.3** Schemes should also address how late applications and arrangements for handling admissions outside the 'normal admission round' will be handled.
- 2.4** The first co-ordinated scheme will apply to admission arrangements for the 2027- 2028 school year.
- 2.5** A co-ordinated scheme does not affect the rights and duties of the governing bodies of voluntary aided and foundation schools to set and apply their own admission arrangements and oversubscription criteria.
- 2.6** Co-ordinated schemes are an administrative process to make school admissions easier, more transparent and less stressful for parents – they do not mean that all admission authorities in an area have to have the same or similar oversubscription criteria.
- 2.7** A summary of the co-ordinated scheme must include:
 - a brief description of how an application for admission to a school under the scheme can be made, including how to apply and by what date;
 - a brief description of when offers of admission to a school will be communicated to parents under the scheme;
 - a brief description of when appeals against a refusal of a place will be heard;
 - a brief description of how applications made otherwise than during the annual admission round will be determined under the scheme; and
 - a copy of the common application form.
- 2.8** The consultation period for the proposed Co-ordinated Admission Arrangements Scheme (Appendix A) will be 8th November 2024 to 29th November 2024.
- 2.9** The Local Authority currently co-ordinates admission arrangements for eight partner voluntary aided schools who are their own admissions authority, these include:
 - All Saints CIW Primary
 - Llansannor CIW Primary
 - St Andrews CIW Primary
 - St Brides CIW Primary

- St Davids CIW Primary
- Wick and Marcross CIW Primary
- St Richard Gwyn Catholic Secondary School
- St Joseph's RC Primary School

2.10 The Co-ordinated scheme will bring the remaining voluntary aided schools, St Helen's Catholic and Pendoylan C/W Primary Schools into a co-ordinated scheme creating a fairer, more equitable system of allocating places for a number of reasons. These include:

- Co-ordinated arrangements provide parents with a single school place offer for their child.
- Parents would not hold more than one school place. The offer of multiple schools prevents other children being offered these places on national offer day.
- There is often uncertainty as to which pupils will start at schools, a co-ordinated approach would provide greater certainty for schools of their numbers and for those pupils entering reception.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

3.1 The Well-being of Future Generations Act 2015 ("the 2015 Act") requires the Council to think about the long-term impact of their decisions, to work better with people, communities and each other and to prevent persistent problems such as poverty, health inequalities and climate change.

3.2 The Council has committed as part of the Corporate Plan 2020-2025 to achieving a vision of 'Working Together for a Brighter Future'. This plan is reflective of the Welsh Government's Well-being of Future Generations Act and is comprised of four Well-being objectives to deliver this vision:

Objective 1 - To work with and for our communities

Objective 2 - To support learning, employment and sustainable economic growth

Objective 3 - To support people at home and in their community

Objective 4 - To respect, enhance and enjoy our environment.

3.3 The proposed Co-ordinated Admission Arrangements Scheme (Appendix A) contributes to the Council's Objective 2 - To support learning, employment and sustainable economic growth by supporting efficient school place planning and budget management by ensuring wherever possible pupils can attend a school as close as possible to home.

3.4 To make sure we are all working towards the same purpose, the 2015 Act puts in place seven well-being goals on the Council. The 2015 Act makes it clear the listed public bodies must work to achieve all of the goals, not just one or two, these being:

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and Welsh Language
- A globally responsible Wales.

3.5 The Council's Co-ordinated Admissions Scheme will contribute to achieving the wellbeing goals by:

- Supporting the management of an efficient supply and demand of school places across the Vale of Glamorgan through effective forecasting of future demand.
- Ensuring that wherever possible children can attend their local school.
- Ensuring that all pupils have every opportunity to attain the best possible outcomes.
- Contributing to a healthier Wales by supporting sustainable travel strategies.
- Delivering rigorous consultation.
- Ensuring that schools serve the educational needs of their local communities as part of the school admissions process.

3.6 The 2015 Act imposes a duty on all public bodies in Wales to carry out "sustainable development", defined as being, "The process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the well-being goals". The action that a public body takes in carrying out sustainable development includes setting and publishing well-being objectives and taking all reasonable steps in exercising its functions to meet those objectives.

3.7 The 2015 Act sets out five ways of working needed for the Council to achieve the seven well-being goals. These are outlined below with examples of the ways in which this proposal supports them.

3.8 The importance of balancing short-term needs with the needs to safeguard the ability to also meet long-term needs. The proposed Co-ordinated Admission Arrangements Scheme (Appendix A) will ensure that there are well-managed admission arrangements in place to ensure a balance between the supply and demand for school places. The arrangements would also support children to be able to attend their local school in the longer term.

3.9 This proposal contributes to the well-being goals in several ways including working towards all pupils within the Vale having every opportunity to attain the best possible outcomes, encouraging pupils to be able to walk to school

wherever possible and promoting cohesive communities by attending a school in their local area.

- 3.10** The importance of involving people with an interest in achieving the well-being goals and ensuring that those people reflect the diversity of the area which the Council serves is a driving principle. By consulting with stakeholders, we can ensure the interests of those people is taken into account in the Council's admission arrangements.
- 3.11** Acting in collaboration with other persons and organisations that could help the Council meet its wellbeing objectives.
- 3.12** Acting to prevent problems occurring or getting worse. The Co-ordinated Admissions Scheme will form part of an annual consultation process on school admission arrangements that will ensure that wherever possible parental preference can be met to support children being able to attend a school close to home, thereby reducing travel and transportation costs as well as associated environmental concerns.
- 3.13** This proposal will meet the five ways of working by:
- Responding to the need to ensure that there is a well-managed balance of supply and demand of school places within the Vale of Glamorgan. It is recognised that the changing demographics in the Vale of Glamorgan will significantly affect the demand for our services. Assessment of demographic increases is an important aspect of the Councils strategic planning responsibilities.
 - Contributing towards a healthier Wales by supporting sustainable transport strategies.
 - Delivering rigorous consultation with open communication channels and numerous opportunities for stakeholders to engage throughout the process.
 - Ensuring that schools serve the educational needs of their local communities as part of the school admissions process.

4. Climate Change and Nature Implications

- 4.1** There are no direct climate change and nature implications associated with this report. The Council's admission arrangements ensure that wherever possible children can attend their local school close to their home address thus minimising travel and associated environmental concerns. The arrangements ensure that wherever possible schools serve the educational needs of their local communities within a reasonable distance of a pupil's home address.

5. Resources and Legal Considerations

Financial

- 5.1** There are no direct implications arising from this report.

Employment

5.2 There are no direct implications arising from this report.

Legal (Including Equalities)

5.3 In June 2024 the Welsh Government issued The Education (Co-ordination of School Admission Arrangements and Miscellaneous Amendments) (Wales) Regulations 2024 (“the 2024 Regulations”). The 2024 regulations place a duty on Local Authorities to formulate for each school year a scheme for co-ordinating admission arrangements for maintained schools within their area (“co-ordinated scheme”). This includes boarding schools but excludes school sixth form places, maintained special schools and maintained nursery schools.

English: [SI/SR Template \(gov.wales\)](https://gov.wales/si/sr-template)

Welsh: [SI/SR Template \(llyw.cymru\)](https://llyw.cymru/si/sr-template)

5.4 In November 2021 Welsh Government issued a notice in relation to changes to the law on school admission arrangements as a result of the implementation of the Additional Learning Needs and Education Tribunal (Wales) (ALN) Act 2018 (“the 2018 Act”). Implementation of the 2018 Act began on 1st September 2021.

5.5 The notice is to be read alongside other guidance and legislation that affect admissions and admissions appeals in Wales. As an admission authority, due regard will be paid to the changes to the law related to school admissions in light of the Additional Learning Needs and Education Tribunal (Wales) Act 2018 (“the 2018 Act”), which are not currently reflected in the School Admissions Code.

5.6 The notice can be found at the following link:

English: <https://gov.wales/changes-law-admission-arrangements>

Cymraeg: <https://llyw.cymru/newidiadau-ir-gyfraith-ar-drefniadau-derbyn>

5.7 Part 1 of the Education Act 1996 (“the 1996 Act”) imposes a number of general duties on all Local Authorities in Wales. The general duty in section 13 of the 1996 Act is to contribute (so far as the Council’s powers enable them to do so) towards the spiritual, moral, mental and physical development of the community by securing that efficient primary education and secondary education are available to meet the needs of the population of their area.

5.8 Section 13A(3) of the 1996 Act states that a Local Authority in Wales must ensure that their relevant education functions and their relevant training functions are exercised by the authority with a view to promoting high standards, and promoting the fulfilment of learning potential by every person to whom the subsection applies, including those who are of compulsory school age or are below school age and are registered as pupils at schools maintained by the authority.

School Standards and Framework Act 1998

5.9 Sections 88 and 89 of the School Standards and Framework Act 1998 (‘the Act’) as amended by the Education Act 2002 and the Statutory School Admissions Code 2013 (‘the Code’) made pursuant to section 84 of ‘the Act’ determines that the

Admission Authorities shall, before the beginning of each school year, determine in accordance with the Act the admission arrangements which are to apply for that year. The Local Authority is the admission authority for community and voluntary controlled schools, unless under section 88(1)(a)(ii) of the Act applies and the function has been delegated in full to the governing body.

- 5.10** The Local Authority as the admission authority has a statutory duty to act in accordance with the Code and the School Admissions Appeals Code.
- 5.11** The Education (Determination of Admission Arrangements) (Wales) Regulations 2006 ('the Regulations) set out the procedure in respect of which the Admission Authorities must follow when determining their admission arrangements, including the consultation and notification process as well as the timescales for these. This report reflects these requirements.
- 5.12** The Education (Co-ordination of School Admission Arrangements and Miscellaneous Amendments) (Wales) Regulations 2024 ("the 2024 Regulations") which came into force on 28th June 2024 sets out the procedure to follow for formulating a scheme for co-ordinating admission arrangements for maintained schools within their area ("co-ordinated scheme").

The Well-being of Future Generations (Wales) Act 2015

- 5.13** The Well-being of Future Generations (Wales) Act 2015 ('the 2015 Act') sets out new ways of working – of planning and making decisions – for Local Authorities and other public bodies it lists. The aim is that, by improving these things, the overall well-being of Wales will be better improved by the things public bodies collectively do. The Act and the statutory guidance makes it clear that Local Authorities must, in the course of their corporate planning and their delivery against those plans:
- balance short term needs against the ability to meet long term needs;
 - think about the impact their objectives have on other organisations' objectives, and on the well-being of Wales, in an integrated way;
 - involve in those processes people who reflect the diversity of the population they serve;
 - work together collaboratively with other organisations to better meet each other's objectives; and
 - deploy their resources to prevent problems from getting worse or from occurring in the first.
- 5.14** The statutory guidance, for organisations subject to the Act, sets out the expectations for how the duties should be met:
<http://gov.wales/topics/people-and-communities/people/future-generations-act/?lang=en>
- 5.15** The Act itself is available to view online:
<http://www.legislation.gov.uk/anaw/2015/2/contents/enacted>
- 5.16** Current practice on the use of surplus school accommodation, Information document No 158/2014.

Public Sector equality duty

- 5.17** The public sector equality duty (see section 149 of the Equality Act 2010) came into force in April 2011. Public authorities like the Council are required, in carrying out their functions, to have due regard to the equality needs set out under s.149 of the Equality Act 2010 to:
- eliminate discrimination (both direct and indirect), harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
 - advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
 - foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 5.18** Direct discrimination occurs if, because of a protected characteristic, a Local Authority treats a person less favourably than it treats or would treat others.
- 5.19** Indirect discrimination occurs if a Local Authority applies to a person a provision, criterion or practice which is discriminatory in relation to a relevant protected characteristic of that person (“B”). A provision, criterion or practice is discriminatory if:
- The Local Authority applies, or would apply it, to persons with whom B does not share the characteristic;
 - It puts, or would put, persons with whom B shares the characteristic at a particular disadvantage when compared with persons with whom B does not share it;
 - It puts, or would put, B at that disadvantage, and
 - The Local Authority cannot show it to be a proportionate means of achieving a legitimate aim.
- 5.20** In short, indirect discrimination would arise if a Local Authority applied the same provision, criterion or practice to everyone, but it put those in a certain protected group at a “particular disadvantage” when compared with persons not in that group. Even if a “particular disadvantage” arises, indirect discrimination is not present if the provision, criterion or practice can be justified – i.e. if it is a proportionate means of achieving a legitimate aim. Members must pay due regard to any identified risk of such discrimination arising in respect of the decision before them.
- 5.21** It is to be noted that section 149, so far as relating to age, does not apply to the exercise of a function relating to the provision of education to children in schools (see paragraph 1 of Schedule 18 to the 2010 Act).
- 5.22** Having due regard to the need to advance equality of opportunity includes having due regard to the need to remove or minimise disadvantages suffered by people with a protected characteristic. Due regard must also be had to the need to take steps to meet the needs of such persons where those needs are different from those of persons who do not have that characteristic, and to encourage those who have a protected characteristic to participate in public life.

- 5.23** The steps involved in meeting the needs of disabled persons include steps to take account of the persons' disabilities.
- 5.24** Having due regard to "fostering good relations" involves having due regard to the need to tackle prejudice and promote understanding.
- 5.25** Complying with the PSED may involve treating some people better than others, so far as that is allowed by discrimination law.
- 5.26** The equality duty arises where the Council is deciding how to exercise its statutory powers and duties under the 1996 Act and the 2013 Act. The Council's duty under section 149 of the Equality Act is to have "due regard" to the matters set out in relation to equalities when considering and making decisions in relation to its statutory duties under those Acts. Accordingly due regard to the need to eliminate discrimination, advance equality, and foster good relations must form an integral part of the decision-making process. Members must consider the effect that implementing a particular decision will have in relation to equality before making a decision. The Council must have an adequate evidence base for its decision making. This can be achieved by undertaking an Equality Impact Assessment of proposals. The potential equality impact of the proposal will be assessed as part of the proposed consultation, and a summary of the position would be presented to Cabinet for their consideration as part of the determination process. A careful consideration of the assessment is one of the key ways in which Members can show "due regard" to the relevant matters.
- 5.27** Where it is apparent from the analysis of the information that the proposals would have an adverse effect on equality then reasonable adjustments should be made to avoid that effect (mitigation).
- 5.28** Members should be aware that the duty is not to achieve the objectives or take the steps set out in s.149. Rather, the duty on public authorities is to bring these important objectives relating to discrimination into consideration when carrying out its public functions (which includes the functions relating to school admissions). "Due regard" means the regard that is appropriate in all the particular circumstances in which the authority is carrying out its functions. There must be a proper regard for the goals set out in s. 149. At the same time, Members must also pay regard to any countervailing factors, which it is proper and reasonable for them to consider. This would include ensuring that School Admission policy actively contributes to ensuring that the delivery of education is more efficient. The weight of these factors in the decision-making process is a matter for Members in the first instance.
- 5.29** The duty covers the nine protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. However, section 149, so far as relating to age, does not apply to the exercise of a function relating to the provision of education to pupils in schools (see paragraph 1 of Schedule 18 to the 2010 Act).
- 5.30** The Council must also comply with the specific equality duties imposed by the Equality Act 2010 (Statutory Duties)(Wales) Regulations 2011, SI 2011/1064 ("the Regulations"), particularly regulation 8 (imposing specific duties to make

arrangements for assessing the impact of its policies/practise and monitoring of the same).

6. Background Papers

School admission Code 2013 guidance can be found at:

[School admissions code | GOV.WALES](#)

[Y cod derbyn i ysgolion | LLYW.CYMRU](#)

Guidance on the Co-ordination of school admission arrangements can be found at:

[Guidance on the co-ordination of school admission arrangements | GOV.WALES](#)

[Canllawiau ar gyfer cydlynu trefniadau derbyn i ysgolion | LLYW.CYMRU](#)



VALE of GLAMORGAN COUNCIL
Co-ordinated Admission
Arrangements Scheme 2027-2028

Directorate of Learning and Skills



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1 Introduction

1.1 Coordinated Scheme

The Vale of Glamorgan Council is required by the Education (Co-ordination of School Admission Arrangements and Miscellaneous Amendments) (Wales) Regulations 2024 (“the 2024 Regulations”) to have a co-ordinated scheme in place to coordinate the admissions process for all maintained schools within the Vale of Glamorgan.

The scheme excludes applications for sixth form places, maintained special schools and maintained nursery schools. The scheme does not apply to applications made after the closing date of the normal admission rounds.

Coordinated admission arrangements are intended to simplify the process of school admissions and to provide parents with a single offer of a school place for their child on offer day. A co-ordinated scheme provides an easier and transparent admissions process for parents to follow. Parents will apply for community schools, foundation schools and voluntary aided schools using one common application form, ensuring that they receive only one offer of a school place.

The scheme is separate from the Vale of Glamorgan Council’s School Admissions Policy, which sets the admission arrangements for community and voluntary controlled schools within its area of responsibility.

The rights of the governing bodies of voluntary aided schools to consult on and determine their own admissions arrangements and to rank the order of applicants against their own oversubscription criteria would not be affected by their participation in a coordinated admissions scheme.

1.2 Participants in the Scheme

The Vale of Glamorgan Council is the admission authority for all community schools, and three voluntary controlled primary schools of Gwenfo CIW Primary, Peterston – S- Ely Primary and St Nicholas CIW primary schools.

Individual governing body are the admission authorities for the following voluntary aided primary schools in the Vale of Glamorgan;

All Saints CIW Primary School *
Llansannor CIW Primary School *
Pendoylan CIW Primary School
St Andrews CIW Primary School *
St Brides CIW Primary School *

St Davids CIW Primary School *
St Helens RC Primary School
St Josephs RC Primary School *
Wick and Marcross CIW Primary School *

* Schools are already participating in co-ordinated admission arrangements.

The Governing Body is the admission authority for our voluntary aided secondary school, St Richard Gwyn Catholic Comprehensive School *

* School is already participating in co-ordinated admission arrangements.

2. Submitting an Application

2.1 How to Apply

All parents and carers must complete the common application form for the Local Authority in which the child is resident, known as the 'home' Local Authority.

The Council accepts applications via the Council's Online Application Service, a posted application to the Vale of Glamorgan Council, Civic Offices, Holton Road, Barry CF63 4RU or an application emailed to admissions@valeofglamorgan.gov.uk. A copy of the common application form is available on the Council website. Paper copies will also be issued on request by the School Admissions Team. The Council takes no responsibility for any loss of data as a result of the method chosen by the applicant to deliver the information.

2.2 On-time Applications (considered during the 'normal admissions round')

Parents and carers must use the common application form to express a preference for any maintained school in the Vale of Glamorgan.. The common application form cannot be used to express a preference for an independent school or any school in another Local Authority area.

All applications must be submitted to the Council by the published closing date. Any applications received after this time will be considered as 'late applications' and will be considered alongside unsuccessful 'on-time' applications in later admission rounds.

Parents and carers applying for a voluntary aided school may also be required to submit supplementary information. The requirement will be stated in the relevant school's admissions arrangements. This information must be submitted directly to the school's Governing Body.

Relevant information concerning a preference for a school as part of the coordinated admissions scheme, will be shared securely with the governing bodies of voluntary aided schools. This is in line with the General Data Protection Regulations.

2.3 Late Applications

Applications submitted after the closing date will be considered as 'late' applications. Late applications for community and voluntary controlled schools can be submitted via the Council website or by a completed preference form and will be processed alongside unsuccessful 'on-time' applications in later admission rounds.

2.4 Changing School During the Academic Year (In Year Admissions)

Parents and carers wishing to apply for a place at a voluntary aided school outside the normal admissions round will need to obtain an application form from the school. Applications to these schools will be considered by the governing body of the school.

3. Admission to Primary School (Reception Year)

The Common Application Form will allow parents and carers to list up to three preferences for admission to Reception. These are ranked preferences (i.e. first preference, second preference, etc) but the determination of places against preferences are treated equally (the Equal Preference Scheme). In other words, the applications are considered under the admission rules for each school and the rank order of the school is not used as a criterion if the preferred school is oversubscribed. Parents and carers who wish to list more than three preferences can do so by emailing admissions@valeofglamorgan.gov.uk

Where there are places available, the highest ranked preference must be met. Where there are more applications than places available the use of oversubscription criteria will be used to rank the order of applications. Pupils are offered the highest preference school place that they are eligible for. Where a pupil can be offered a place at more than one school, they will receive a single offer for the one ranked highest on the application.

3.1 Allocations Process

The Vale of Glamorgan Council will send to the relevant voluntary aided primary schools in the Vale of Glamorgan by secure data exchange, details of applications where the school has been listed as a preference. Application details will include all information provided by the parent in support of the application but will not include the rank of the preference (first, second or third). The governing bodies of these schools retain the responsibility for confirming correct application of the oversubscription criteria as administered by the admissions team, if there are more

applicants than places, and for confirming the ranked order in which children will be offered places.

The governing bodies of the voluntary aided primary schools will confirm application of their published admission arrangements and provide confirmation of the agreed ranked list to the Vale of Glamorgan Council by secure data exchange. The ranked list will include all applicants for the school, irrespective of whether the admission authority believes a place can or should be offered during the allocation process.

The allocation process will begin when the Vale of Glamorgan Council has received the ranked list from every voluntary aided primary school. All preferences will initially be considered equally regardless of ranking. The ranking will be used to ensure each child that can be offered a place receives only a single offer for the highest ranked preference school for which they qualify. Any applicant that can be offered a place at their first preference school will have that place allocated. Any lower preferences that they could have been offered will be released to be available as part of the allocation process to an applicant who was previously not able to be offered a place at that school.

The allocation process will automatically refill spaces that become available at oversubscribed schools with the next ranked applicant on that school's list. This process will be run until all applicants have a provisional offer status for every preferred school listed on their application and no further changes can be made. For some applicants it may not have been possible to offer a place at any of the schools listed as preferences on their application.

Using the ranked lists received from voluntary aided primary schools, the Vale of Glamorgan Council will:

- Where the applicant is eligible for a place at only one of the preference schools, allocate a place at that school to the applicant
- Where the applicant is eligible for a place at two or more of the preference schools, allocate a place at whichever school is the highest ranked preference
- Where the applicant is not eligible for a place at any of the preference schools, not allocate a place

By the admission authority notification date, all voluntary aided schools in the Vale of Glamorgan will be informed of all final offers which will be made up to the admission number for each school. Schools will not notify parents and carers of the results of the application process.

When the allocation process is completed, the Vale of Glamorgan Council will create a report of the community and voluntary controlled primary schools that still have places available so that the information can be published on Offer Day and copies of

the report sent to parents of children who were not offered a school listed as a preference on their application.

3.2 Offers Process

On the National Offer Day, the Vale of Glamorgan Council will make the offer of one place at a primary school to the parents and carers of children due to start school the following September or advise that a child has not been offered any of their school preferences. Parents and carers will be notified of the outcome of their application by their stated preference of either post or email.

All parents and carers refused a place for their child at any preferred school will be provided with an alternative preference form, details of schools with vacancies and information regarding their right to appeal against the decision.

Parents and carers will be requested to accept or decline the offer of a place directly to the Local Authority not later than 14 days after the National Offer Day.

3.3 Waiting Lists

Where an applicant has been refused admission to a community or voluntary controlled primary school, the applicant will be placed on the waiting list for the preference school until 30 September unless the applicant informs the Council to remove their child from the waiting list.

Once the waiting list expiry date has been reached, should a parent wish their child to continue to be considered for admission a new application must be submitted.

For voluntary aided primary schools in the Vale of Glamorgan, the governing body of the school will administer the waiting list in consultation with the admission team.

4. Admissions to Secondary School (Year 7)

The Common Application Form will allow parents and carers to list up to three preferences for admission to Year 7. These are ranked preferences (i.e. first preference, second preference, etc) but the determination of places against preferences are treated equally (the Equal Preference Scheme). In other words, the applications are considered under the admission rules for each school and the rank order of the school is not used as a criterion if the preferred school is oversubscribed. Parents and carers who wish to list more than three preferences can do so by emailing admissions@valeofglamorgan.gov.uk

Where there are places available, the highest ranked preference must be met. Where there are more applications than places available the use of oversubscription criteria are used to rank order applications. Pupils are offered only the highest

preference school place that they are eligible for. Where a pupil can be offered a place at more than one school, they will receive a single offer for the one ranked highest on the application.

4.1 Allocations Process

The Vale of Glamorgan Council will send to St Richard Gwyn Catholic High School by secure data exchange, details of applications where the school has been listed as a preference. Application details will include all information provided by the parent in support of the application but will not include the rank of the preference. The governing body of St Richard Gwyn Catholic High School retain the responsibility for applying the oversubscription criteria, if there are more applicants than places, and for determining the ranked order in which children will be offered places.

The governing body of St Richard Gwyn will confirm application of their published admission arrangements and provide the ranked list to the Vale of Glamorgan Council by secure data exchange. The ranked list will include all applicants for the school, irrespective of whether they believe a place can or should be offered during the allocation process.

The allocation process will begin when the Vale of Glamorgan Council has received the ranked list from St Richard Gwyn. All preferences will initially be considered equally regardless of ranking. The ranking will be used to ensure each child that can be offered a place receives only a single offer for the highest ranked preference school for which they qualify. Any applicant that can be offered a place at their first preference school will have that place allocated. Any lower preferences that they could have been offered will be released to be available as part of the allocation process to an applicant who was previously not able to be offered a place at that school.

The allocation process will automatically refill spaces that become available at oversubscribed schools with the next ranked applicant on that school's list. This process will be run until all applicants have a provisional offer status for every preferred school listed on their application and no further changes can be made. For some applicants it may not have been possible to offer a place at any of the schools listed as preferences on their application.

Using the ranked lists received from St Richard Gwyn, the Vale of Glamorgan Council will:

- Where the applicant is eligible for a place at only one of the preference schools, allocate a place at that school to the applicant
- Where the applicant is eligible for a place at two or more of the preference schools, allocate a place at whichever school is the highest ranked preference

- Where the applicant is not eligible for a place at any of the preference schools, not allocate a place

By the admission authority notification date, St Richard Gwyn will be informed of all final offers which will be made up to its admission number. The school will not notify parents and carers of the results of the application process.

When the allocation process is completed, the Vale of Glamorgan Council will create a report of secondary schools that still have places available so that the information can be published on offer day and copies of the report sent to parents of children who were not offered a school listed as a preference on their application.

4.2 Offers Process

On the National Offer Day, the Local Authority will make the offer of one place at a secondary school to the parents and carers of children due to start school in September or advise that a child has not been offered any of their school preferences. Parents and carers will be notified of the outcome of their application by their stated preference of post or email.

All parents and carers refused a place for their child at any preferred school will be provided with an alternative preference form, details of schools with vacancies and information regarding their right to appeal against the decision.

Parents and carers will be requested to accept or decline the offer of a place directly to the Local Authority not later than 14 days after the National Offer Day.

4.3 Waiting Lists

Where an applicant has been refused admission to a secondary school, the applicant will be placed on the waiting list for the preference school until 30 September unless the applicant informs the Council to remove their child from the waiting list.

Once the waiting list expiry date has been reached, should a parent wish their child to continue to be considered for admission a new application must be submitted.

For St Richard Gwyn Catholic High School, the governing body of the school will administer the waiting list in consultation with the admission team.

5. Timetable for Coordinated Admissions for the Academic Year 2027/2028

The following timetable sets out the final deadline dates for the stages of the coordinated admissions process. These dates are consulted on each year by the Vale of Glamorgan Council.

The submission dates and national offer day dates are as published in the Education (Co-ordination of School Admission Arrangements and Miscellaneous Amendments) (Wales) Regulations 2024.

Provisional Date (subject to consultation)	Primary	Secondary
Closing Date for all 'on time' applications	14 January 2027	29 October 2026
Cross County Data Exchange Date Council to send the details of applications to other Local Authorities of preferences expressed for schools in their area.	31 January 2027	15 November 2026
In County Data Send Date Council to send the details of applications received to voluntary aided schools. Details of number of applications received to be sent to community and voluntary controlled schools.	6 March 2027	20 December 2026
In County Data Receive Date Governing Bodies of voluntary aided schools to send a ranked list of applicants to Council.	20 March 2027	31 January 2027
Admission Authority Notification Date Finalise Allocations and notify other Local Authorities of places in schools in Vale of Glamorgan to be offered to their residents. Notify Governing Bodies of voluntary aided schools of places to be offered to their applicants.	03 April 2027	15 February 2027
COORDINATED ADMISSIONS SCHEME National Offer Day Emails and letters sent	18 April 2027	1 March 2027