

21st Century Schools Consultation Document 2019



The proposed transfer and expansion of
St Mellons Church in Wales Primary School

03 June - 19 July 2019



This document can be made available in Braille.
Information can also be made available in other community languages
if needed. Please contact us on **029 2087 2720** to arrange this.



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Introduction

What is this booklet about?

Cardiff Council and the Governing Body of St Mellons Church in Wales (CiW) Primary School would like to transfer the school to a new site, increase the number of places available at the school and establish nursery provision for children aged 3 – 4. Subject to the consideration of comments made in the course of this consultation, this proposal has the support of the Monmouth Diocesan Trust as the trustee of the school.

We would like to know what people think about the changes we would like to make.

This booklet is for parents/ carers, school staff, school governors and anyone who has an interest in education in Cardiff. It sets out the changes we are suggesting and the reasons for them. We want everyone to understand the information so you can tell us what you think.

The consultation is your chance to ask questions and make comments that will be considered when the Governing Body decides how to proceed.

What are we proposing to do?

We are proposing to:

- Transfer St Mellons CiW Primary School to a new site on the new housing development at St Edeyrn's
- Increase the number of places at the school from 105 places to 210 places
- Extend the age range of the school from 4-11 to 3-11 by establishing nursery provision at the school to allow for 48 part-time places.

In order to proceed with these proposed changes, the arrangements for admitting pupils to the school would also change. Details of these proposed changes are set out on page 9.

The proposed changes would take effect from September 2021.

Recent new build primary school in Cardiff - Ysgol Hamadryad



Consultation

Who are we consulting with?

The consultation process must follow the Welsh Government guidelines as set out in the School Organisation Code 2018.

As part of this, we are asking people what they think about the changes we are proposing. There are a number of ways for people to tell us their views.

Table 1 below sets out who the Council is consulting:

Table 1: Groups the Council is consulting with	
Children and young people	Welsh Ministers
Parents/carers	Police & Crime Commissioner
School staff	Central South Consortium Joint Education Service (CSCJES)
School Governing Bodies	Welsh Language Commissioner
Local residents	Rhieni dros Addysg Gymraeg (RhAG)
Community Councils	Trade Unions
Local Members/Assembly Members (AMs)/ Regional Assembly Members/Member of Parliament (MPs)	Childcare providers
Diocesan Directors of Education	Mudiad Meithrin
Neighbouring Authorities	Wales Pre-School Providers Association
Neighbouring Primary and Secondary schools within Cardiff	Clybiau Plant Cymru Kids Club
Estyn	National Day Nurseries Association
Communities First Partnership	

How can you find out more and let us know your views?

- The consultation document is available electronically on the school's website (www.stmellonsprm.cardiff.sch.uk/consultation) and the Cardiff Council website (www.cardiff.gov.uk/stmellonsciwproposals)
- Printed copies of this consultation document will be available at the Community Hubs in Llanrumney, Llanedeyrn and St Mellons.
- We have organised a public meeting and drop-in sessions that you can attend if you would like us to explain the suggested changes to you and for you to ask us questions. These are listed on page 6.
- We will also run a consultation workshop with pupils at the school to find out what they think.
- You can also write to us to tell us what you think.

The dates of the consultation meetings are set out below:

Table 2: Consultation Meeting Dates

Nature of Consultation	Date/Time	Venue
Drop in session	Monday 10/06/19 5:00pm - 7:00pm	Pontprenau Community Church
Staff meeting	Wednesday 12/06/19 3:30pm - 4:30 pm	St Mellons Church in Wales Primary School
Governing Body meeting	Wednesday 12/06/19 5:00pm - 6:30 pm	St Mellons Church in Wales Primary School
Public meeting	Wednesday 12/06/19 6:30pm - 8:00 pm	St Mellons Church in Wales Primary School
Drop in session	Monday 17/06/19 1:30pm - 3:30pm	Old St Mellons Village Hall
Drop in session	Wednesday 26/06/19 9:00am – 11:00am	St Mellons Church in Wales Primary School

Views of children on the proposal

It is important that when bringing forward proposals, suitable arrangements are made to consult with pupils and, where possible, those pupils likely to attend the school. The Council and the Governing Body of St Mellons Church in Wales Primary School firmly believe that the pupils of the school should be given the opportunity to make their views known about this proposal.

A consultation workshop will be held with the pupils of St Mellons Church in Wales Primary School to gather their views about the proposal. The information gathered at this session will be included in the final consultation report. The full report will be considered by the Governing Body following the consultation period.

Your views are important to us

Your views matter and we want you to tell us what you think about the changes we have suggested in this document.

You can do this by:

- Attending the public meeting or drop in sessions above.
- Completing the online response form at www.cardiff.gov.uk/stmellonsCiWproposals
- Completing the consultation response form, which you can find on page 29.
- Contacting the School Organisation Planning Team on (029) 2087 2720, by e-mail to schoolresponses@cardiff.gov.uk or by post to Room 422, County Hall, Cardiff, CF10 4UW.

Please note that all comments sent in writing or by e-mail must contain the full name and postal address of the person making the comments.

The closing date for responses to this consultation is 19 July 2019.

Consultation responses received after this date will not be considered.

Explanation of terms used in this document

Please note the following terms used throughout this document:

Admission Number - all maintained schools admit pupils up to at least their Published Admission Number. The admission number is the number of pupil places available in each year group.

ALN - Additional Learning Needs. This may be due to learning difficulties, physical disabilities or behavioural problems. (ALN is sometimes referred to as Special Educational Needs).

Capital funding for schools – money used to build new school buildings or improve existing facilities.

Community Schools – a primary or secondary school where the Council arranges school admissions.

Voluntary Aided Schools – a primary or secondary school that normally has a religious character with church majority governance and where the Governing Body of the school is the admissions authority.

Voluntary Controlled Schools – a primary or secondary school that normally has a religious character, but with church minority governance and where the Council is normally the admissions authority and normally arrange school admissions on behalf of the Governing Body.

Catchment area – an area that a community school would normally serve. Children living within this area have higher priority for admission to the school than children outside this area.

Number on Roll data - the number of pupils at a school (not including nursery pupils).

Surplus places – empty places in a school.

PLASC - Pupil Level Annual School Census. In January of every year, the Welsh Government collects information from schools. This includes the number of pupils at each school, their age groups, home addresses, ethnicity, and data on Welsh language, Special Educational Needs, first language and pupils who have Free School Meals.

Section 106 (S106) – a legal agreement between an applicant seeking planning permission and the local planning authority (Cardiff Council), which is used to mitigate the impact of any new homes on the local community and infrastructure

School Action - when a class or subject teacher gives extra support to a pupil with Additional Learning Needs (ALN).

School Action Plus - when outside specialists help the class or school staff to give extra support to a pupil with Additional Learning Needs. This is different or in addition to the support provided through School Action.

Statement of Additional Learning Needs - A child with a statement of ALN has learning difficulties which need special support. This means:

- the child has significantly greater difficulty learning than most children of the same age, or
- the child has a disability that needs different educational facilities from those that the school generally provides for children.

Statutory Notice – a statutory notice is the formal publication of a finalised proposal. This will only be undertaken if a decision is made by the Governing Body of St Mellons Church in Wales Primary School to proceed with a proposal following consideration of all responses from the consultation process. This is a legal requirement as outlined in the School Organisation Code (2018).

Why are we proposing these changes?

St. Mellons CiW Primary School is a Voluntary Controlled English-medium primary school for children aged 4 – 11 currently located in Llanrumney. As a CiW school, “the school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice” as set out in the Instrument of Government for all Church in Wales schools which can be seen at appendix 1 (page 32).

The capacity of the school is currently 105 places. The published admission number for the school is 15 per year group. There are 115 children currently on roll.

The original St Mellons CiW Primary School was established in 1854 and was located in Old St Mellons. Following a fire the school was temporarily relocated to the Pen y Bryn Primary School site on Dunster Road in Llanrumney in the 1980’s. The school has been well supported by the local community.

The Governing Body would like to see the school housed on a permanent site that is large enough to serve both the current school population and serve the new community of St Edeyrn’s as it grows and develops.

St Mellons CiW Primary School has consistently demonstrated the capacity to deliver high quality education to its pupils and is recognised by Estyn for the standard of teaching and leadership. The school was again categorised by the Welsh Government in January 2019 as a ‘Green’ school. This categorisation describes the school as a highly effective school which is well run, has a strong leadership and is clear about its priorities for improvement.

St Mellons CiW Primary School is full at present and has been for a number of years. Whilst all schools face financial challenges in balancing their budgets, this has been fully achieved at St Mellons. Even though St Mellons CiW Primary School is fully subscribed balancing the budget for a small school is, however, especially difficult. Managing the budget has become increasingly challenging over recent years.

Increasing the number of places provided by St Mellons CiW Primary School would mean that a greater number of children would benefit from the education on offer at the school. An increased number of pupils attending the school would also allow for a stronger budget position, greater opportunities for pupils and staff and would support the school to maintain and continue to build on its excellent standards as the new curriculum in Wales is introduced.

Alongside this, Cardiff Council has been looking at the take up of places in the area surrounding the school over recent years and the likely impact of new housing developments in the local and wider area. Issues considered have included the need to:

- provide English-medium primary school places to serve the new housing development at St Edeyrn’s
- reduce the number of surplus English-medium primary school places serving the Llanrumney area.

The proposed transfer and expansion of St Mellons CiW Primary School would provide English-medium primary school places within and serving the St Edeyrn’s development, in the Old St Mellons community.

The school’s relocation to St Edeyrn’s would also reduce the overall number of school places within the Llanrumney area. It is expected that reduced surplus school places in Llanrumney would support the other primary schools in Llanrumney to consolidate and grow their pupil numbers making schools more sustainable across the area.

Changes to admission arrangements

The Published Admission Number for St Mellons CiW Primary School is set at 15 places per year group, based on the accommodation currently available. If the school were to transfer to the new buildings on the St Edeyrn's site, the Published Admission Number would increase to 30 places in all year groups from September 2021.

The school would also extend its age range from 4-11 to 3-11 by opening a nursery class. The Admission Number for the new Nursery provision would be set at 48 part time places from September 2021.

Pupils on the roll of St Mellons CiW Primary School at the time of transfer (1 September 2021) would remain on the roll unless they wish to transfer to an alternative school.

The school would be in a position to increase the Number on Roll, admitting pupils from the St Edeyrn's development, the Old St Mellons community and other areas subject to parental preference and availability of places.

School Admission arrangements for Voluntary Controlled schools are normally administered by Local Authorities. Arrangements for the admission of pupils to St Mellons CiW Primary School were delegated to the school many years ago and this has been unchanged since.

The school's current oversubscription criteria can be seen at appendix 2 (page 33)

The Governing Body have agreed that the Council take back responsibility for admission arrangements and have requested a transition period for three years from the time of the proposal being implemented in September 2021.

During the transition period, the existing 15 places per year group would be administered using the oversubscription criteria already in place, with the additional 15 places per year group administered by the Council in accordance with the admissions policy applicable to community schools in Cardiff for whom the Council is the Admissions Authority.

At the end of the transition period, from 2024/25, all places at the school would be administered by the Council in line with the admissions policy of community schools in Cardiff.

The Council's current oversubscription criteria for community schools can be seen at appendix 3 (page 35).

Consideration would need to be given to the revision of catchment areas served by St Mellons CiW Primary School and neighbouring schools in Llanrumney at the appropriate time.

Consultation on admission arrangements for the 2021/2022 school year would take place between 1 September 2019 and 1 March 2020 in accordance with the requirements of the Welsh Government's Admissions Code.

Recent new build primary school in Cardiff - Pontprennau Primary School



Schools serving the areas at present

It is proposed that St Mellons CiW Primary School transfers from its existing site in Llanrumney to a new site on the St Edeyrn's development in Old St Mellons.

Old St Mellons

Primary school places in the Old St Mellons area are provided at several schools.

There are four English-medium community primary schools, whose catchment area serves parts of Old St Mellons:

- Glan yr Afon Primary School
- Pen y Bryn Primary School
- Willowbrook Primary School
- Oakfield Primary School

Three faith schools, St Mellons CiW, Bishop Childs CiW and St Cadoc's Catholic Primary School also serve the area.

Welsh-medium education is available at Ysgol Gynradd Gymraeg Pen y Groes and Ysgol Pen y Pil, which serve parts of Llanrumney, Rumney, Trowbridge, Pontprennau, Old St Mellons and Pentwyn.

Llanrumney

Primary school places in the Llanrumney area are provided at several schools.

There are three English-medium community primary schools:

- Bryn Hafod Primary School
- Glan yr Afon Primary School
- Pen y Bryn Primary School

Two faith schools, St Mellons CiW Primary School and St Cadoc's Catholic Primary School, also serve the area.

Welsh-medium education is available at Ysgol Bro Eirwg and Ysgol Pen y Pil, which serve parts of Llanrumney, Rumney, Trowbridge and Old St Mellons.

Other Church in Wales Primary schools

The neighbouring areas of Pentwyn and Llanedeyrn are served by two other Church in Wales primary schools:

- All Saints Church in Wales Primary School
- St David's Church in Wales Primary School

Recent new build primary school in Cardiff - Ysgol Glan Morfa



How many primary school places are needed?

When considering how many school places are needed, the following factors are important:

- The number of places in each school
- The total number of children in the area, and which schools children attend
- Demand for places at the school
- How many children will need places in future?

In order to calculate the likely demand for places, the Council uses historic trends specific to the established school catchment area.

The number of places at the school

The capacity of a primary school is the number of places available in all age groups from Reception to Year 6, for children aged four to eleven. Many schools also have places in nursery classes.

The Admission Number of a school is the number of pupils that can be admitted in each year in a school.

The capacity and admission number of a school are based on how classrooms and other spaces in the school are used for teaching and learning.

Table 3 below provides details of places available St Mellons CiW Primary School.

Name of School	Current Published Capacity (age 4-11)	Places per year group (age 4-11)	Nursery places	Language medium and Category of School
St Mellons CiW Primary	105	15	0	English-medium Voluntary Controlled school

Details of other English-medium schools serving Llanrumney and Old St Mellons are detailed in Appendix 4 (page 36).

The total number of children in the area, and which schools children attend

It is proposed that St Mellons Church in Wales Primary School would transfer from the Llanrumney community to a new site on the St Edeyrn's development, within the Old St Mellons community.

The projected number of pupils from a new housing development is calculated using a formula which includes census data of householders in Cardiff. At the time of assessment in 2013/14, the St Edeyrn's development was projected to yield around 221 primary school pupils (31 per year group) requiring a place at an English-medium primary school.

In November 2018, there were 63 Pupils of primary school age (Nursery – Year 6) who were resident on the St Edeyrn's development. These pupils attend 24 primary schools throughout the city. At this time, the maximum number of pupils attending a specific school was seven. The majority of these schools enrolled three pupils or fewer.

Summary details of pupils attending English-medium schools serving Llanrumney and Old St Mellons are included in Table 7 (page 21).

Recent demand for places at the school

Table 4 below sets out the number of applicants for admission to St Mellons CiW Primary School Reception Class in recent years, and the oversubscription criteria met by these applicants. Details of the oversubscription criteria within the admissions arrangements for the school are included in appendix 2 on page 33.

Table 4: Number of applicants for admission to reception Class in St Mellons Church in Wales

	2016/17	2017/18	2018/19	2019/20
Criterion 1	0	0	0	0
Criterion 2	9	7	4	11
Criterion 3	3	6	6	3
Criterion 4	3	7	5	3
Criterion 5	1	3	1	3
Criterion 6	7	4	10	13
Total applicants	23	27	26	33
Published Admission No.	15	15	15	15

How many children will need places in future?

The proposed transfer of St Mellons Church in Wales Primary school to a new site within the St Edeyrn's development from September 2021 is expected to increase the demand for places at the school overall.

Taking account of the growing proportion of pupils that access Welsh-medium primary education, and pupils accessing other types of school provision, a primary school of 210 places would be able to meet anticipated future demand for English-medium primary education from the St Edeyrn's development.

The Council and the Governing Body of St Mellons Church in Wales Primary School are in agreement that the current admission arrangements for the school would be retained for a transition period of three years. Pupils enrolled at St Mellons Church in Wales Primary School prior to September 2021, who wish to remain at the school would also be able to do so.

It is anticipated that some families resident on the St Edeyrn's development would wish to transfer their children to the school at the time of St Mellons Church in Wales Primary School transferring to the development.

Table 5: Current and forecast number of pupils on roll at St Mellons Church in Wales Primary school

School	2018/ 2019	2019/ 2020	2020/ 2021	2021/ 2022	2022/ 2023	2023/ 2024	2024/ 2025
Pupils enrolled/ transferring from current site	114	115	114	90	75	60	45
Additional pupils following transfer of school	N/a	N/a	N/a	60-90	90-120	118-146	165
Total pupils enrolled	114	115	114	150-180	165-195	178-206	210

The recent and projected demand for English-medium community school places at other schools and in each of the local primary school catchment areas varies but does not reach the overall number of places available.

Table 7 (page 21) sets out the recent and projected demand for places in the English-medium community primary school catchment areas in/ serving Llanrumney and Old St Mellons, from existing housing.

New build primary school on the St Edeyrn's development

A new school building is being provided by the site developer as part of the planning agreement with the Council to meet the needs of the local community. The primary purpose of the new school is to serve pupils living within the development.

At the time of establishment, the housing development would not be fully complete. It is anticipated that the housing development would be complete and all dwellings occupied between 2021 and 2023.

The housing developer for the St Edeyrn's development is proposing to construct a new one form entry school building in a single phase to serve the development.

The new building would accommodate up to 210 primary age pupils – up to 30 pupils per age group. The new building would also include a nursery class allowing for up to 48 part-time places for three and four years olds.

The new school building would provide sufficient places for the number of pupils expected to reside on the St Edeyrn's development who require places in an English-medium primary school, when the planned 1,020 dwellings are completed.

In order to ensure a suitable primary school site to not only accommodate a school to serve the development but to also allow for future expansion if required, the s106 agreement for the St Edeyrn's development allows for a site of c2 hectares in size.

List of proposed facilities at the new school

Any new school accommodation that may be required in the event of the proposal outlined above proceeding to implementation would meet with The Department of Education: Area guidelines for mainstream schools Building Bulletins which set out that the following facilities need to be included in any school:

- Teaching space: internal and external
- Halls/dining area
- Learning resource areas
- Staff and administration areas
- Storage
- Toilets and personal care
- Kitchen facilities
- Circulation, plant and internal walls
- Withdrawal areas to support small group working

In addition to a new school the section 106 agreement with the developer allows for a new community facility to be built. The positioning of the facility, size, layout and specification are to be finalised. It is proposed that the facility will be physically linked to the school.

St Mellons CiW Primary School would benefit during school hours from being able to access the facility, subject to availability.

The management arrangements for the facility would need to be considered by the Governing Body of the school at the appropriate time. The management of the facility cannot incur net costs for the school.

Travel to the new school site

The Council's strategy for the city as a whole is to increase the overall share of daily journeys that are made by sustainable modes of transport – walking, scooting, cycling and public transport – and reduce the share of journeys made by car. The health and wellbeing benefits of enabling children to travel actively to school, as opposed to being taken by car, are well documented.

The Council is committed to ensuring every school has an Active Travel Plan by 2020. This is a set of actions identified by the school to reduce car use and encourage active travel.

For pupils currently at St Mellons CiW Primary School, the closure of Bridge Road to general traffic (with the exception of buses) west of Ruperra Close means that it will not be possible to drive directly to the school from Llanrumney. The benefit of Bridge Road being closed to through traffic is that it will be better suited to walking, scooting and cycling. The main walking route to the new school from the Llanrumney area would be via Ty'r Winch Road, Ruperra Close and Bridge Road, which will have a footway installed between Ruperra Close and the school site.

To help with increasing opportunities for travel to school by walking, scooting and cycling, the Council is improving facilities by proposed highway works which include:

- Provision for a potential bus route along Bridge Road (but closed to other vehicles)
- A 2m wide footway along Bridge Road
- A raised table junction at Ruperra Close/Bridge Road junction
- Parking restrictions
- Crossing facilities will be installed within the vicinity of the school entrance
- Walking and cycling route links to all parts of the St Edeyrn's development

There may also be potential to improve any substandard footway provision along Ty'r Winch Road.

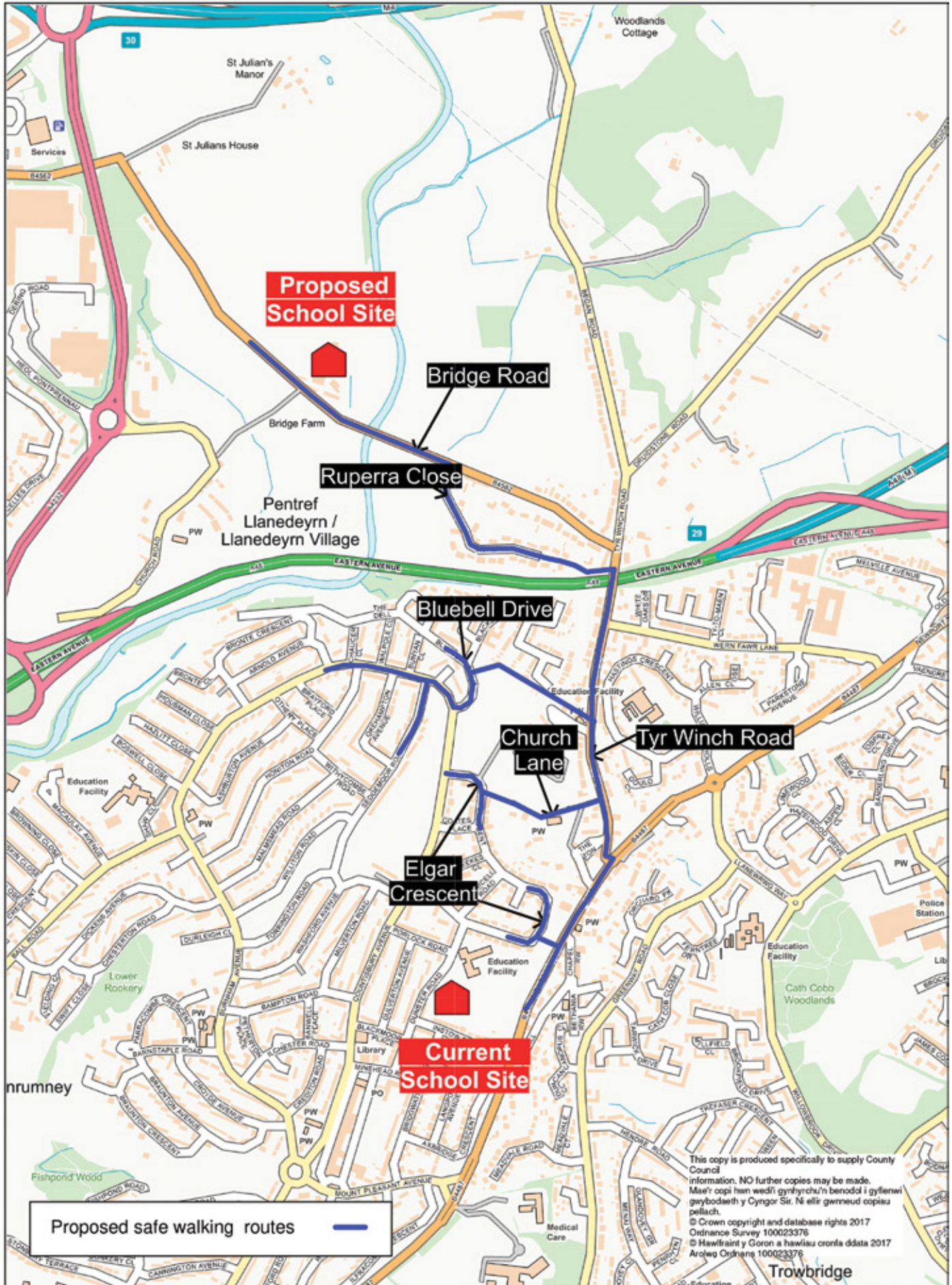
The masterplan for the St Edeyrn's residential development also includes active travel links to the proposed school site. As the development is relatively compact, the school will be within a reasonable walking distance for most residents. The Council's transport team will work closely with the school, Planning and Education teams to develop the right solutions and support the development of the school travel plan which will incorporate an Active Travel Plan.

Within the school, there will be provision for secure storage of scooters and cycles.

Ysgol Hamadryad



Indicative Safe Walking Routes for School Proposal



Walking Routes

The main route to school for pupils from the Llanrumney area would be:

- Along Ty'r Winch Road and across the bridge over Eastern Avenue;
- A path links through to the cul-de-sac Ruperra Close;
- Ruperra Close footway links to Bridge Road;
- A continuous new footway along Bridge Road with a safe crossing point to link to the school entrance.

Works to complete the safe walking route from the proposed new school site to Llanrumney are due to be implemented in the near future and will be in place by the time that the new school building is open in September 2021.

Within Llanrumney, there are paths that provide shorter more direct walking routes than the driving routes to reach Ty'r Winch Road. These include:

- From the Burnham Avenue area, a path from Bluebell Drive to Mill Lane leading beside St Mellons Baptist Church to Ty'r Winch Road;
- A path from Elgar Crescent via Church Lane to St Mellons Parish Church on Ty'r Winch Road, and;
- A path between Elgar Crescent and Ty'r Winch Road opposite the Fox and Hounds.

Active Travel Plan Measures

The Council will work with the school developer and St Mellons CiW Primary School to understand how pupils and parents can be supported to travel more actively for the journey to school and set out actions in an Active Travel Plan. There are a range of measures available to help support pupils and parents. These could focus on increasing confidence and skills and taking part in national walking and cycling events.

The Council can explore the possibility of a walking bus where pupils would be supervised to walk together along a safe route. This would need to be supported by both parents and school and would need to have sufficient demand to be viable.

Nursery Provision

Children in Cardiff can attend a part-time nursery place in school from the start of the term after their third birthday. They must attend the nursery class for at least five half days a week. There are no catchment areas for nursery classes.

St Mellons CIW Primary School does not currently offer nursery provision. Pupils transfer to St Mellons CIW Primary School from a range of pre-school settings. Some pupils may have not accessed pre-school provision at all.

It is proposed that 48 part time nursery places are provided to develop continuity and progression in children's learning from the age of three.

The establishment of nursery provision at the school would provide a consistent approach to teaching and planning, to develop continuity and progression in children's learning from the age of three, and to contribute to raising standards across the school.

Admissions to the proposed nursery provision at the school would be administered by the Council in accordance with the admissions policy applicable to community schools in Cardiff for whom the Council is the Admissions Authority.

An offer of a nursery place at the school does not mean that a child will also be offered a place in Reception. A separate application form must be completed for admission to Reception.

The following benefits would be expected to result from the establishment of nursery provision at the school:

- Additional English-medium nursery places serving the local area.
- Continuity of provision which reflects the ethos and culture of the school.
- The development of strong and effective parental links from the earliest possible opportunity can be supported.
- Ease of transition for a nursery-aged child when promoting to Reception class (where Reception admission application has been successful).
- Early identification of vulnerable groups. This will mean that the needs of children can be identified as early as possible.
- It would provide an opportunity for children to attend nursery at the same site as their older siblings. This should impact positively on parents' time and reduce the logistical difficulties that seeking an alternative child care provider may cause.
- By having an early years unit within our school, our pupils' well-being and learning will be advantaged. Continuity and progression between Early Years and Foundation Phase will be secured, enhancing the opportunity to appropriately address individual developmental and cultural needs.

Condition and Suitability of School Buildings

All schools in Cardiff are given a Condition rating from A (performing as intended/ operating efficiently) to D (life expired/ risk of imminent failure).

Schools in Cardiff are also given a Suitability rating from A (good - facilities suitable for teaching, learning & wellbeing) to D (bad - buildings seriously inhibit the staff's ability to deliver the curriculum).

Table 6: Condition and suitability gradings

Grading	Type of school	Suitability
A	Good and operating efficiently	Good. Facilities suitable for teaching, learning and wellbeing in school
B	Satisfactory but with minor deterioration	Satisfactory. Performing as intended but does not effectively support the delivery of the curriculum in some areas
C	Poor with major defects	Poor. Teaching methods inhibited/adverse impact on school organisation
D	End of Life; life has expired or risk of imminent failure	Very poor. Buildings seriously inhibit the staff's ability to deliver the curriculum

St Mellons CiW Primary School has been assessed as C for condition and B for suitability.

Details of condition and suitability for other schools serving the area can be seen at Appendix 5.

Quality and Standards

The Council works closely with the governing bodies of schools to ensure that standards in schools are high, that teaching is good and that leadership and governance is strong.

The Council also works closely with two organisations in order to monitor the performance of schools and to support school improvement.

Estyn inspects quality and standards in schools and other education providers in Wales.

The Central South Consortium Joint Education Service (CSCJES) is the regional School Improvement Service for the five councils of Bridgend, Cardiff, Merthyr Tydfil, Rhondda Cynon Taff and the Vale of Glamorgan.

Local Authorities, such as Cardiff Council, must look at Estyn reports and other evidence about school performance and effectiveness when suggesting changes to schools.

Local Authorities must also show how the proposed changes might affect:

- outcomes (standards and wellbeing)
- provision (learning experiences, teaching, care support and guidance and learning environment)
- leadership and management (leadership, improving quality, partnership working and resource management)

Estyn

Schools are inspected by Estyn as part of a national programme of school inspection. The purpose of an inspection is to identify good features and shortcomings in schools in order that they may improve the quality of education offered and raise standards achieved by their pupils.

You can find inspection reports on the Estyn website www.estyn.gov.uk

Welsh Government categorisation of schools

In 2014, the Welsh Government introduced a new categorisation system. It looks at each school's standards and how much a school is able to improve. This identifies which schools are most in need of support from Local Authorities or organisations like The Central South Consortium.

The categorisation system is described below:

Category of support	What the category means
Green	A highly effective school which is well run, has a strong leadership and is clear about its priorities for improvement.
Yellow	An effective school which is already doing well and knows the areas it needs to improve.
Amber	A School in need of improvement which needs help to identify the steps to improve or to make change happen more quickly.
Red	A school in need of greatest improvement and will receive immediate, intensive support.

A school's colour-coded category is decided by how it is rated for standards (1-4) and for how able it is to improve (A-D). 1 is the best rating for standards and A is the best for improvement.

Updated categorisations for each school are published every year in January.

More information about the categorisation scheme, you can be found in the Welsh Government's parents' guide to the National School Categorisation System here:

<http://gov.wales/docs/dcells/publications/150119-parents-guide-en.pdf>

CiW inspection – Section 50 information

As a Church in Wales School we are subject to 'The Statutory Inspection of Church in Wales Schools under Section 50 of the 2005 Education Act (also known as Gwella Inspection)'

The principal objective of this inspection is to evaluate the distinctiveness and effectiveness of the school as a church school. The school was inspected in October 2016 and judged that:

KQ1 - The school, through its distinctive Christian character is EXCELLENT at meeting the needs of all learners.

KQ2 The impact of collective worship on the school community is GOOD

KQ3 The effectiveness of the religious education is GOOD

KQ4 The effectiveness of the leadership and management of the school as a church school is EXCELLENT

A copy of the full Gwella report may be found at the following link:

<https://primarysite-prod-sorted.s3.amazonaws.com/stmellonsciw/UploadedDocument/3753b9c0533544938241e7333e06a94f/st-mellons-ciw-vc-primary-section-50-report-2016-final-2.pdf>

St Mellons CiW Primary School

Estyn inspected St Mellons CiW Primary in October 2016. It judged the school's performance as good (many strengths and no important areas requiring significant improvement). The school's chances for improvement were judged as good. The school was not listed for Estyn monitoring.

In the most recent Welsh Government School Categorisation at January 2019 the school was categorised as Green; a highly effective school which is well run, has a strong leadership and is clear about its priorities for improvement.

Quality and standards information for other schools serving the area can be seen at Appendix 6.

Recent new build primary school in Cardiff - Howardian Primary



How would standards at the school be affected by the changes?

Standards

Standards at the school are already good. Transferring the school to new accommodation will provide appropriate, high quality school places for young people from the local area and support the delivery of high quality education.

St Mellons CiW Primary School works closely with the Council and partners to make sure that standards at the school are high, teaching is good and that leadership and standards are strong.

The proposal is not expected to have any negative impact on the quality of standards of education, the delivery of the Foundation Phase or Key Stage 2 provision.

Teaching and learning experiences

The new school facilities will support the delivery of the new 'Curriculum of Wales' for learners (aged 3 – 16) which is due to be implemented in Welsh schools from September 2022. The new curriculum will adopt an approach which is inclusive and designed to address the need to prepare children and young people in Wales to thrive and be successful in a rapidly changing world.

It is recognised that the new curriculum should provide breadth, enable greater depth of learning, ensure better progression, provide scope for more imaginative and creative use of time and place and a much greater emphasis on skills. New school facilities will help to support this vision.

Care support and guidance

St Mellons CiW Primary School has an appropriate range of policies and provision in place to promote pupils' health and wellbeing.

The school is committed to providing an environment in which learning is valued and pupils achieve their potential in a happy safe environment in which they show respect and tolerance for each other within a Christian ethos.

How would other schools be affected?

Whilst the provision of a new one form entry primary school would provide additional school places in high quality accommodation, this may have a differential impact on other local schools.

The establishment of new school provision, particularly in new build facilities, could attract pupils from other areas. This could significantly impact the rolls of existing schools.

The transfer of St Mellons CiW Primary School into the new build school would allow for approximately 15-18 pupils in each year from Years 1-6, in September 2021, to transfer from the existing St Mellons site to the new St Edeyrn's site.

The Reception Year intake in September 2021 would admit pupils from the St Edeyrn's development and places could also be taken up by pupils from other parts of Old St Mellons and elsewhere.

Table 7: The number of pupils on roll in recent years at primary schools serving Old St Mellons and Llanrumney and the expected number of pupils on roll in future years

School	2013/ 2014	2014/ 2015	2015/ 2016	2016/ 2017	2017/ 2018	2018/ 2019	2019/ 2020	2020/ 2021	2021/ 2022	2022/ 2023
All Saints CiW Primary	184	193	198	194	183	179	173	169	164	164
Bishop Childs CiW Primary School	202	203	208	212	209	210	210	210	186	179
Bryn Hafod Primary	282	280	298	317	339	341	329	326	322	320
Glan Yr Afon Primary	151	156	161	167	152	141	141	132	131	123
Oakfield Primary	339	368	375	384	375	368	357	350	333	326
Pen Y Bryn Primary	176	175	185	202	204	209	209	203	199	199
St Cadoc's RC Primary	256	253	272	271	272	274	273	272	276	267
St David's CiW Primary	207	200	209	206	206	207	207	208	208	187
St Mellons CiW Primary	110	110	110	116	114	114	115	114	112	111
Ysgol Bro Eirwg	398	408	395	395	393	389	385	381	376	375
Ysgol Pen Y Pil	109	127	153	168	169	169	163	153	146	144
Additional Pupils from St Edeyrn's development									60-90	90-120

The proposed transfer of pupils to take up some of the places in Years 1-6 would therefore limit the impact of the proposal on existing schools. It would also allow pupils from the new development to be admitted to other year groups at an earlier stage than if admissions to all year groups were phased over seven years.

Additional support for pupils

Table 8 below shows the percentages of:

- pupils with Additional Learning Needs
- pupils receiving Free School Meals
- pupils with English as an Additional Language
- Minority Ethnic pupils

Table 8: The percentage of pupils at St Mellons CiW Primary School with Additional Learning Needs, receiving Free School Meals, with English as an Additional Language and identified as Minority Ethnic pupils

School	% of Pupils on School Action	% of Pupils on School Action Plus	% of Pupils with a statement of ALN	% of Free School Meal Pupils - 3 year average	% of Pupils with English as an Additional Language	% of Minority Ethnic Pupils
St Mellons CiW Primary	4.3 %	1.7 %	1.7 %	13.9 %	1.7 %	11.5 %
Cardiff average	14.8 %	6 %	1.9 %	22.3 %	19.4 %	34.5 %
Wales average	15 %	8.1 %	1.7 %	18.9 %	6.1 %	11.7 %

*Further information can be found on the website: mylocalschool.wales.gov.uk.

How would support for pupils with Additional Learning Needs be affected?

A child has Additional Learning Needs if he or she has a learning difficulty which requires special educational provision.

Some of the funding that a school receives is based on the learning needs of pupils in the school. This helps the school provide extra support for pupils with needs that are at 'School Action' or 'School Action Plus'.

Schools may also receive 'Complex Needs Enhancement' funds to support individuals with more complex needs.

Pupils with this level of need usually have a Statement of Additional Learning Needs or an Individual Development Plan for Early Years. This plan sets out the child's strengths and difficulties, and provides clear information about how the school will support the child's learning.

Schools would continue to provide support for pupils with Additional Learning Needs as required. There is no information available that suggests that the proposals would have a negative effect on how pupils with Additional Learning Needs would be supported.

How would support for pupils with English as an Additional Language be affected?

Pupils that receive this support can be supported in any school in Cardiff.

There is also no information available that suggests that the proposals would have a negative effect on how children with English as an additional language are supported. All schools in Cardiff would continue to provide support that is appropriate to the individual needs of each pupil.

How would pupils receiving Free School Meals be affected?

Some of the funding that a school receives is based on the number of pupils in the school who receive Free School Meals. All schools in Cardiff would receive funding for these pupils.

There is no information available that suggests that the proposals would have a negative effect on pupils who receive Free School Meals.

How would Minority Ethnic pupils be affected?

There is also no information available that suggests that the proposals would have a negative effect on provision for any ethnic group.

Recent new build primary school in Cardiff - Ysgol Glan Morfa



What are the benefits of the proposal?

- The proposal would contribute towards a better match between the supply of and demand for English-medium school places within the local area.
- Provision would be in place to meet demand for English-medium primary places from the new housing development, provided by a successful school which is in a good position to expand.
- The Council believes that the proposal would at least maintain the current standards of education and in the longer term would be to the benefit of all pupils in the area.
- Larger schools allow for greater flexibility and opportunities for pupils due to an extended, more enhanced and secure financial resource base.
- Larger schools offer increased opportunities for social interaction with children of the same age, compared to small classes in small schools
- Larger schools can provide a greater degree of stability at all levels of leadership including maintaining a full and stable complement of school governors.
- Larger schools are more able to share the workload in delivery of the National Curriculum subjects
- The ability to employ more teaching and support staff would allow the school to cover a wider range of curriculum expertise.
- The new building will be fully accessible and compliant with the Equality Act 2010

Potential disadvantages of the proposal

- The walking distance from home to school for majority of pupils currently on roll at the school would be greater.
- As a consequence of the transfer to St Mellons CiW Primary School to the St Edeyrn's development, it is anticipated that children from the St Edeyrn's development would be more likely to apply for admission to the school. The admission arrangements for the school give priority to children resident within the community of Old St Mellons. Children resident outside of this community would be less likely to gain admission.

Risks associated with the proposal

- The school may be over subscribed. In this instance the school/Council over-subscription criteria would apply.

Alternative options

The Council could bring forward an alternative proposal to establish a new one form entry community primary school on the St Edeyrn's site and St Mellons CiW could remain on its existing site at its current size. However, there are growing pressures on school budgets which have a significant effect on smaller schools. The transfer and expansion of St Mellons CiW Primary School will allow for a more stable financial base and the opportunity to develop further the high standards and good practice at the school.

No alternative capital funding sources have been identified that would allow the school to expand on its existing site.

St Mellons CiW Primary School could transfer to the site and limit admissions into the Y1 – 6 age groups to existing school admission number (15). However, this would prevent primary school pupils resident in St Edeyrn's who are above Reception age at September 2021 from taking up places at the local primary school. Local pupils above Reception age would be required to take up places at schools elsewhere and it is likely that many journeys to school for those resident on the development would be by inactive modes of travel.

Land Matters

The arrangements for providing sites and buildings for voluntary controlled schools are set out in the School Standards and Organisation Act 2013.

The legal status of school sites of Voluntary Controlled schools, such as St Mellons CiW Primary School, is that the school site is owned by the relevant Trust / Diocese and playing fields are normally owned by the Local Authority.

If the proposal were to proceed, valuation of the existing and proposed school sites would need to be undertaken. The Council may purchase the vacated school site at valuation or may exchange the school sites, provided that the land value of the St Edeyrn's site is greater than the valuation of the vacated St Mellons CiW Primary School site.

It is anticipated that the larger school and site at St Edeyrn's would be of greater value than the vacated St Mellons CiW Primary School site.

Future use of current St Mellons CiW Primary School site

The proposed transfer of the school from its current site would allow the Council to investigate options to utilise the vacated buildings from September 2021.

Financial Matters

The new primary school on the St Edeyrn's development is being built by the developer and is proposed to be completed in summer 2021.

Significant capital investment has been secured via a s106 agreement for the housing developer to provide the new school site and building. The Council and developer would manage the process, and the Governing Body, staff and pupils of St Mellons CIW Primary School would be fully engaged in the development of the plans

Schools receive the majority of their funding based on the number of pupils on roll. Schools also receive other funds for items such as premises costs including heating, lighting, cleaning and maintenance.

The additional revenue costs of the increased pupil numbers would be met through the school funding formula.

Human Resources (HR) Matters

The proposed increase in pupil numbers at St Mellons CiW Primary School will require the Governing Body and Senior Leadership Team to plan for workforce requirements in readiness for the expansion. The Council's HR People Services will provide advice, support and guidance to the Governing Body for this in line with the School Organisation Planning HR Framework. Where there are new vacancies which arise as a consequence of an increase in the numbers on roll, this will provide opportunities for any candidates within the redeployment pool.

Learner Travel Arrangements

There are no plans to change the Council's policy on the transport of children to and from school. Any pupils affected by this proposal would be offered the same support with transport as is provided throughout Cardiff and in line with with the same criteria that apply across Cardiff.

The Council's transport policy for school children can be viewed on the Council's website (www.cardiff.gov.uk)

Impact of the proposal on the Welsh Language

It is not anticipated that there will be any negative impact on the Welsh Language, as a result of this proposal.

The proposal does not seek to change the number of Welsh-medium primary or secondary school places available in the area. The St Edeyrn's development will continue to be served by Ysgol Gynradd Gymraeg Pen y Groes. There are sufficient places at Ysgol Gynradd Gymraeg Pen y Groes for the pupils on the St Edeyrn's development likely to require a place.

The potential provision of additional Welsh-medium primary school places on the St Edeyrn's school site, within the catchment area of and in close proximity to Ysgol Gynradd Gymraeg Pen Y Groes at this time would likely inhibit the growth of Ysgol Gynradd Gymraeg Pen Y Groes, and has therefore been discounted.

The provision of 105 additional English-medium primary school places at St Mellons Church in Wales Primary School, compared to the reduction of 82 English-medium places at Glan Yr Afon Primary School, would mean that that the overall proportion of Welsh-medium places city wide is marginally reduced.

In November 2017, 17% of primary age children and 13% of secondary age children resident on the St Edeyrn's development were enrolled in Welsh-medium schools in Cardiff. This is broadly consistent with city-wide averages.

The teaching of Welsh within an English medium setting is subject to the requirements of the National Curriculum. This would not change with the transfer of the school to new build accommodation.

Equalities

An Equality Impact Assessment (EIA) is a process that looks at a policy or scheme to make sure it does not discriminate against anyone based on the protected characteristics set out in the Equality Act 2010 (age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion/belief, sex, sexual orientation).

An Equality Impact Assessment has been carried out. It concluded that the proposed changes would not negatively affect a particular group in society.

The assessment will be reviewed after the consultation and at key points if the proposal proceeds.

If the proposal goes ahead, another equality impact assessment would be carried out.

This would identify accessibility to the new build school. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design 2014 as well as building regulations such as BS8300, Part M and relevant Building Bulletins.

Community Impact

The following are taken into account when considering a proposal: Public Open Space, parkland, noise and traffic congestion. The school and Council will work with any community groups to make sure the proposal avoids any negative impacts if possible.

In addition to a new school the section 106 agreement with the developer allows for a new community facility to be built. The positioning of the facility, size, layout and specification are to be finalised. It is proposed that the facility will be physically linked to the school.

St Mellons CiW Primary School would benefit during school hours from being able to access the facility, subject to availability.

The management arrangements for the facility would need to be considered by the Governing Body of the school at the appropriate time. The management of the facility cannot incur net costs for the school.

Wellbeing of Future Generations

The proposed transfer and expansion of St Mellons CiW Primary School would provide local school provision for children residing on the St Edeyrn's development and the Old St Mellons area.

Additionally the reduction in the number of surplus school places in the Llanrumney area arising out of this proposal would likely increase the take up of places in Llanrumney schools by local pupils.

St Mellons CiW Primary School is committed to encouraging use of sustainable and active modes to travel to school, such as walking and cycling.

Any design taken forward would be developed to ensure the delivery of high quality modern facilities that are able to respond to the current pupil population needs and support the delivery of effective teaching and learning methods. This would also incorporate the flexibility to take account of changes depending on need as time progresses, such as changing demographics and pupil numbers, changing curriculum and changing types of pupil needs.

Governance Arrangements

The Governing Body of the school would remain in place and continue to have responsibility for the strategic direction, education and standards and the financial performance at the school.

In the event that the school increases in size, it will be necessary to review the size of the governing body and increase as required.

What Happens Next?

The feedback from this consultation will be collated and summarised, and a report presented to the Governing Body for consideration. This consultation report will be available for all persons to view on the school and Cardiff Council website and copies can be obtained on request by using the contact details in this document. There are a number of further stages that the Governing Body would have to go through before a final decision is made.

Table 9: Further stages

Stage	Timescale
Consultation Period	03 June – 19 July 2019
Consultation report to be considered by the Governing Body and published on the school's website	September 2019
Expected date for start of Objection Period, when statutory notice has been issued (when formal written objections can be made)	September 2019
Expected date for end of Objection Period	October 2019
Final decision (determination) by the Governing Body / Cardiff Council	November/December 2019
Objection report published on the school's/Council's website and notification of decision	November/December 2019

The proposed timetable may be subject to change.

Consultation period

The consultation period for these proposals starts on **03 June and ends on 19 July 2019**.

Within 13 weeks of 19 July 2019 the Governing Body will publish a consultation report on the school and Cardiff Council websites. You can also ask for a hard copy of the report.

The report will include the issues raised by people during the consultation and the Governing Body's response to these issues. The report will also contain Estyn's view of the proposals.

The school Governing Body will consider the consultation report and decide whether or not to progress with the proposal.

If the Governing Body decides to continue with the proposal it must publish a statutory notice. A statutory notice is the formal publication of a finalised proposal.

Statutory Notice

The statutory notice would be published on the school and Cardiff Council websites and posted at or near the main entrance to the school. Copies of the notice would be made available to distribute to pupils, parents, guardians, and staff members (the school may also distribute the notice by email). The notice sets out the details of the proposal and invites anyone who wishes to object to do so in writing within the period specified.

Determination of the proposals

If there are no objections the Governing Body would determine the proposal and may decide to approve, reject or approve the proposal with modifications. In doing so the Governing Body will take into account any statutory objections received.

If there are objections, the proposal would be referred to the Local Authority (Cardiff Council) for determination within 35 days of the end of the objection period. The Local Authority has 16 weeks from the end of the objection period to determine the proposal.

Decision Notification

After determination of the proposal all interested parties will be informed of the decision. It will also be published electronically on both the school and Cardiff Council's websites.

Frequently asked questions

What would the proposal mean for children currently attending St Mellons CiW Primary School?

Children on roll at the school in Years R – Y5 in August 2021 would remain at the school

Will pupils' education be disrupted as a result of the proposal?

Pupils enrolled at St Mellons CiW Primary School would remain at their current site until the new school facilities are ready and disruption to education would be minimal.

Does the site have scope for future expansion?

The site is large enough to accommodate a 2FE school if needed in the future.

How would the community facility work?

The management arrangements for the facility would need to be considered by the Governing Body of the school at the appropriate time. The management of the facility cannot incur net costs for the school.

Will there be a new school uniform?

There are no plans to change the school uniform as a result of this proposal.

Have Your Say!

Your views matter, please tell us what you think about the proposal by:

Completing and returning this form. The address to send it to is given at the bottom of the form.

Completing the on line response form at: www.cardiff.gov.uk/stmellonsCiWproposals

Or if you prefer you can e-mail your views to: schoolresponses@cardiff.gov.uk

**The closing date for responses to this consultation is 19 July 2019.
Unfortunately no responses received after this date can be considered.**

1. Are you responding as: Please tick all that apply

- | | |
|--|--|
| <input type="checkbox"/> Parent (Which School?) | <input type="checkbox"/> Pupil (Which School?) |
| <input type="checkbox"/> Governor (Which School?) | <input type="checkbox"/> Member of Staff (Which School?) |
| <input type="checkbox"/> Interested Member of the Public | |

2. Do you support the proposed transfer and expansion of St Mellons CiW Primary to a new site on the new housing development at St Edeyrn's?

Yes No

3. Do you support the proposed establishment of nursery provision at St Mellons CiW Primary School?

Yes No

4. What are your concerns and how can they be addressed? Please give your reasons and suggest alternatives

5. Please let us have any additional comments or views regarding the proposal. Please tell us why you feel this way.

Name _____

Address _____

Post Code _____

E-mail address _____

Consultation responses will not be counted as objections to the proposal. Objections can only be registered following publication of a statutory notice. If you wish to be notified of publication of the Consultation report please provide an email address. If you do not provide an email address we cannot keep you up to date.

Thank you for your comments

Please return this form to School Organisation Planning, Room 422, County Hall, CF10 4UW by no later than 19 July 2019.

The information you have provided will be processed by the school and Cardiff Council in line with the Data Protection Act 2018 and General Data Protection Regulation. The information provided to us in relation to this consultation will be treated as confidential but it may be used by the school/Council or disclosed to others when required by law. The purpose of processing the personal data is required to perform a specific task in the public interest. Any responses received can be requested under the Freedom of Information Act and may have to be made public, however any information that would identify an individual such as name and address would be removed.

For further information on how St Mellons CiW Primary School manages personal information, see our full Privacy Policy on <http://www.stmellonsprm.cardiff.sch.uk>

For further information on how Cardiff Council manages personal information, see our full Privacy Policy on the Council's website https://www.cardiff.gov.uk/ENG/Home/New_Disclaimer/Pages/default.aspx

APPENDICES



THE CHURCH IN WALES

Statement within the Instrument of Government for all Church in Wales' schools

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

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice.

It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

APPENDIX 2 - ST MELLONS CHURCH IN WALES VOLUNTARY CONTROLLED PRIMARY SCHOOL

OVERSUBSCRIPTION CRITERIA

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

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

Children with statements of special educational needs naming St Mellons Church in Wales Voluntary Controlled School will automatically be admitted before the oversubscription criteria is applied.

1. Looked after children and children who have been previously looked after. (see Note 2 for definition)
2. Children who have a sibling who is a pupil at the school at the time of application and who will be a pupil at the school at the time of admission (see Note 3 for definition)
3. Children with a home address in the Old St Mellons Community. Please ask at the school office for a map (see Note 4 for definition)
4. Children who have at least one parent who regularly/ habitually attends worship/Sunday School at St Mellons Parish Church (see definition of regularity of worship)
5. Children who have at least one parent who regularly/ habitually attends worship/Sunday School in another Christian place of worship in the Parish of St Mellons (see definition of regularity of worship)
6. Children who have at least one parent who regularly/ habitually attends worship/Sunday School at another Anglican Church (see definition of regularity of worship)
7. Children who have at least one parent who regularly/ habitually attends worship/Sunday School in another Christian place of worship. (see definition of regularity of worship)

Multiple Birth Children

Multiple birth children will be given priority over any other children within each oversubscription criteria from 2 to 7 above.

Tie Break – distance criteria

Where it is necessary to distinguish between two children who fulfill equal criteria the proximity of the child's home, as measured by the safest available walking route from the front door of the home to the main school gate will be used, with those living nearer being accorded the higher priority. In the event of necessity the method used to calculate the distance will be Google maps.

Definition of regularity of worship

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

Appeals

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

Waiting Lists

Children not offered a place will be placed on a waiting list. The order of priority on the waiting list is the same as the list of criteria for oversubscription. No account is taken of the length of time on a waiting list. The waiting list will be maintained until 30 September 2019. After this date parents should make another application for their child to attend the school.

Explanatory Notes:

1. A parent is anyone who has parental responsibility for, or is the legal guardian of, the child. If you in any doubt please contact the school for advice.
 2. A Looked After Child (LAC) is a child who is looked after by a Local Authority in Wales or England in accordance with section 22 of the Children's Act and whom the LA has confirmed will be looked after at the time of the child's admission to school.
 3. Sibling refers to brother or sister, half brother or half sister, adopted brother or sister, step brother or sister, foster child or the child of the parent/carer's partner.
 4. The home address is the place the child spends the majority of the school week (Monday – Friday, including nights, at the time of application for a place at the school. The school reserves the right to check the validity of any address given, by asking for evidence such as inclusion on the electoral roll, or a recent utilities bill confirming your name and address.
- Where a child's permanent address is not the same as the parents' (eg if he or she is resident with a grandparent) the school reserves the right to see official documentation such as a child benefit book or medical card.
 - Childcare arrangements are not sufficient reason for listing another address.
 - If you are moving into the area we will ask to see evidence of your move, before considering any application for a place. Typical evidence is a letter from your solicitor confirming that you have a legally arrangement to buy the house or a formal lease arrangement.

APPENDIX 3 - CARDIFF COUNCIL

ADMISSIONS OVERSUBSCRIPTION CRITERIA 2019/20

The admissions over subscription criteria are only used when there is a need to decide which children should be offered a place when a school has more applications than places available. It is very important that you provide us with all of the information and evidence we need when you apply for a school place.

Criteria from the policy	What this means for you
1. Children who are looked after by a Local Authority in England or Wales or children who were previously looked after by a Local Authority in England or Wales.	If a child is currently looked after or previously looked after by the Local Authority. The Council has a duty to give that child a place at the school applied for as long as the school is appropriate based on the child's background and needs.
2. Children subject to a Funded Individual Healthcare Plan.	Please inform us if your child has a Funded Individual Healthcare Plan or receives Enhanced Early Years funding because they have an identified and agreed additional learning need(s).
3. Pupils who are resident within the defined catchment area of the school and in respect of whom the Council judges there are compelling medical grounds or compelling social grounds for their admission to a particular school. Where preferences exceed places available, priority will be given to multiple birth siblings.	The child must live within the catchment area AND You must also have written recommendations from a medical practitioner, social worker or similar professional submitted by the closing date. It must provide detailed reasons for the pupil to be admitted to a specific school to be considered under criteria 3.
4. Pupils who are resident within the defined catchment area of the school and have a sibling of compulsory school-age who will be on register at the school when they are admitted. Where preferences exceed places available, priority will be given to multiple birth siblings.	The child must live within the catchment area AND The child has a sibling in years 1 - 6 attending the school and living at the same address in September 2019. You must provide information about the child's sibling if you want your application to be assessed under criteria 4.
5. Children who have a brother or sister attending the school, admitted before catchment area change a) Where an older sibling was admitted to and continues to attend a school, if the parent applies, the Council will give priority to younger siblings to the former catchment school. b) Where an older sibling was admitted to and continues to attend a newly established community school without a determined catchment area, if the parent applies, the Council will give priority to younger siblings to this school.	You must provide information on a child's siblings if you want your application to be assessed under criteria 5. The sibling must be attending the school. The school's catchment area has changed, meaning you now live out of the catchment. The sibling must be attending the new community school. The school has no defined catchment area.
6. Pupils who are resident within the defined catchment area of the school. Where preferences exceed places available, priority will be given to multiple birth siblings. Where the number of preferences exceed the number of places available, proximity will be used as a tie breaker.	The child must live within the catchment area but none of the other criteria apply.
7. Pupils in respect of whom the Council judges there are compelling medical grounds or compelling social grounds for their admission to a particular school. Where preferences exceed places available, priority will be given to multiple birth siblings.	The child does not live in catchment BUT You have written recommendations from a medical practitioner, social worker or similar professional which you must have submitted by the closing date. It must provide detailed reasons for the pupil to be admitted to a specific school to be considered under criteria 7.
8. Pupils who have a sibling of compulsory school-age who will be on register at the school when they are admitted. Where preferences exceed places available, priority will be given to multiple birth siblings.	The child does not live in catchment BUT The child has a sibling in years 1-6 attending the school and living at the same address in September 2019. You must provide information about the child's sibling if you want your application to be assessed under criteria 8.
9. In determining applications for admission in respect of other pupils the Council gives priority to children living nearest the school as measured by the shortest safe available route.	The child does not live in catchment AND None of the higher criteria apply. Your application will be assessed only on how far you live from the school.

PLEASE NOTE

Distance from the school is used as a tie breaker on all criteria if the number of preferences which meet the same criteria exceeds the number of places available.

APPENDIX 4 - Other schools serving OSM and Llanrumney

Other schools serving OSM and Llanrumney

School	Current Published Capacity (age 4 – 11)	Places per year group (age 4 – 11)	Nursery places	Language medium and Category of School
Bryn Hafod Primary School	420	60	64	English-medium community school
Glan yr Afon Primary School	292	41	60	English-medium community school
Pen y Bryn Primary School	210	30	64	English-medium community school
Oakfield Primary School	388	60	112	English-medium community school
St Cadoc's Catholic Primary School	315	45	48	English-medium Voluntary Aided school
Willowbrook Primary School	420	60	64	English-medium community school

APPENDIX 5 - Condition and Suitability of School Buildings

Condition and Suitability of School Buildings

School	Condition	Suitability
Bryn Hafod Primary School	C- – Poor with many major defects	B – Satisfactory
Glan yr Afon Primary School	C- – Poor with many major defects	C – Poor
Pen y Bryn Primary School	C- – Poor with many major defects	B – Satisfactory
Oakfield Primary School	B – Satisfactory but with some degradation	B – Satisfactory
St Cadoc's Catholic Primary School	B – Satisfactory but with some degradation	B – Satisfactory
Willowbrook Primary School	B – Satisfactory but with some degradation	B – Satisfactory

APPENDIX 6 - Quality and Standards

Quality and Standards

School	Inspection Date	Standards	Prospects for Improvement	Progress
Bryn Hafod Primary School	November 2015	Adequate - Required Monitoring	Adequate	Removed from Monitoring 2017
Glan yr Afon Primary School	January 2015	Adequate - Required Monitoring	Good	Removed from Monitoring 2018
Pen y Bryn Primary School	July 2018	Good	Good	
Oakfield Primary School	May 2012	Adequate - Required Monitoring	Adequate	Removed from Monitoring 2013
St Cadoc's Catholic Primary School	January 2017	Good	Good	
Willowbrook Primary School	May 2013	Good	Good	