

# Co-ordinated School Admission Arrangements 2023/2024

## CONSULTATION DOCUMENT

CONSULTATION PERIOD:  
22 NOVEMBER 2021 – 17 JANUARY 2022



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## Background

Co-ordinated admission arrangements are a way of applying for a school place that allows parents to apply for voluntary aided (faith based) schools, foundation schools and community schools using one application form. Parents can state their order of preference when applying and, once applications have been processed in line with the relevant admissions criteria, would be offered only the highest preference school place that they are eligible for.

At present parents can receive multiple offers and can decide which school is their preference, after offers are made.

A co-ordinated admissions arrangement still allows parents to apply for admission to the same number of schools, but asks parents to nominate the order of their preference at the time of application.

Cardiff Council has successfully co-ordinated admissions with three partner secondary schools since the 2018/2019 intake year. A pilot ran as part of 2018-2020 school admission arrangements, with co-ordinated admissions between all community secondary schools, Whitchurch High School (foundation school), St Teilos Church in Wales High School (voluntary aided) and Corpus Christi Catholic High School (voluntary aided).

The pilot was successful with all of the Admissions Authorities who were involved reporting the process as being beneficial overall. Each of the above schools has decided to remain as a partner within the co-ordinated admission arrangements. Each of the schools retains the responsibility for consulting on and setting its admissions arrangements.

The Council has also co-ordinated admissions arrangements with St Mellons Church in Wales Primary School since September 2021.

Following the successful implementation of the existing co-ordinated arrangements, the Council has worked closely with the Catholic Archdiocese of Cardiff, the Church in Wales Diocese of Llandaff and the Church in Wales Diocese of Monmouth to develop proposals to expand the co-ordinated arrangements.

The Council is now seeking to co-ordinate admissions to all community primary schools, Church in Wales primary schools and Catholic primary schools.

The Council is also seeking to expand the co-ordinated arrangements for secondary schools by including The Bishop of Llandaff Church in Wales High School in the process from September 2023.

## What are we proposing to do?

- Implement a co-ordinated primary school admissions process for the Reception age group intake from September 2023.
- Include The Bishop of Llandaff Church in Wales High School within the co-ordinated secondary school admissions process for the Year 7 age group intake from September 2023.

## Where can I find more information?

This document sets out the proposals to co-ordinate admission arrangements with partner primary and secondary schools in Cardiff.

Further information in respect of school admissions arrangements can be found on the Council website: [www.cardiff.gov.uk/admissionarrangements](http://www.cardiff.gov.uk/admissionarrangements)

If you are unable to access this document on-line, printed copies will be available by post on request. You may request a copy by e-mailing [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk) or by telephoning 02920 872720.

We will also organise online drop-in sessions that you can attend if you would like us to explain the suggested changes to you. You can also ask us questions.

If you would like to attend an online session please contact us by e-mailing [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk) and tell us when you would like to attend. We will then provide a link and instructions for attending the session.

## How can I give my views?

- You can fill in the response form on page 18 of this booklet
- You can attend a drop-in session
- You can provide your views at [www.cardiff.gov.uk/admissionarrangements](http://www.cardiff.gov.uk/admissionarrangements)

The closing date for responses to this consultation is **17 January 2022**.

Unfortunately responses received after this date will not be considered by the Council.

## Explanation of Terms used in this document

**Admission Authority** – Responsible for setting and applying a school’s admission arrangements. For community schools and voluntary controlled schools the Admission Authority is Cardiff Council. For voluntary aided schools the Admission Authority is the school’s Governing Body.

**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.

**Admissions Forum** – Made up of representatives of admission authorities and schools, the Catholic Archdiocese, the Church in Wales dioceses, the local community and parent governors. It promotes a fair admissions system that is easy and straightforward for parents to understand.

**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).

**Catholic Archdiocese** – a church district, made up of local parishes, under the leadership of a Catholic Archbishop.

**Church in Wales Diocese** – a church district, made up of local parishes, under the leadership of a Church in Wales Bishop.

**Community School** – a maintained primary or secondary school where the Council arranges school admissions.

**Governing Body** – A group of people who are responsible for running a school. They set a strategic direction and aim to promote a high standard of educational achievement.

**Local Authority** – an organisation that is officially responsible for all the public services and facilities in a particular area. In Cardiff the local authority is Cardiff Council.

**Maintained School** – A school that is funded by the local education authority (LA).

**Offer Day** – A consistent date on which all Admissions Authorities inform families of the outcome of their school applications.

**Voluntary Aided School** – a maintained primary or secondary school where the school’s Governing Body administers school admissions.

**Voluntary Controlled School** – a maintained primary or secondary school where the Council has agreed to administer admissions to the school.

# Co-ordinated Primary school admissions

## Why are we proposing these changes?

The co-ordinated admissions arrangements for admission to secondary education have been beneficial for school, parents and pupils alike.

The Council, the Catholic Archdiocese of Cardiff, the Church in Wales Diocese of Llandaff and the Church in Wales Diocese of Monmouth are keen for the benefits of co-ordinated admissions arrangements to be extended to primary schools and to parents of children entering primary education.

A number of primary schools are also keen for co-ordinated arrangements to be implemented at the earliest opportunity.

## Applying for a school place in Reception Year

At present, parents apply for a place for their child in Reception Year by submitting a school admission form to the Admission Authorities of their preferred schools.

Cardiff Council is the admissions authority for each of community schools in Cardiff, and also for St Mellons Church in Wales Primary School (a voluntary controlled school).

Each Governing Body of the 10 voluntary aided Church in Wales primary schools and 13 Catholic Primary Schools is the admissions authority for those schools. Parents apply directly to each school if they wish for their child to be admitted.

Parents applying for a community school can submit their application online. Parents applying to other schools can also submit a paper application form to each school. All the applications received are considered by the relevant Admission Authority. In cases where a school is oversubscribed (where there are more pupil applications than places in the school) pupils are ranked according to the school's admissions criteria. Priority is not given to first preferences. Admission Authorities aim to meet the highest preference possible for every applicant.

Parents will receive the result of their application from each Admissions Authority they have applied to, on a common date.

Parents inform the Council of which community schools are their preferred option(s) at the time of application. However, they do not need to confirm whether a voluntary aided school is their higher preference. As a result, some parents could be offered more than one school place for their child. This means that there is uncertainty as to which pupils will start at which schools as the order of parental school preferences is unclear at the time of application. While some pupils are allocated multiple places, others may receive no offer of a place at all in the initial round of admissions.

## Allocation of school places and waiting lists

Voluntary Aided (faith-based) schools in Cardiff provide the Council with their admission decisions by a date agreed by the Cardiff Admissions Forum. However, the Council is unable to use this information to reallocate places at community schools before offer date as Admissions Authorities do not know the order of parents' preferences.

The Council cannot and Governing Bodies of Voluntary Aided schools are restricted in sharing admission allocation information due to the General Data Protection Regulation (GDPR). Additionally, allocation lists for every school would have to be sent, which is impractical.

Some parents applying for their child's admission to primary education are offered places at multiple schools, whilst other parents are unsuccessful in securing their child a place at any one of their school preferences. Therefore, some families either miss out on their higher preferences or receive no offer of a place at all on Offer Day.

Some parents choose to 'hold' offers for more than one school. This prevents other children being offered these places, which causes undue stress upon families. It is also difficult for primary schools planning their staffing, resources and budgets for the school year. A large proportion of schools' funding is based on the number of children on roll in the school.

Table 1 shows the number of pupils holding multiple school places for entry to Reception in September 2021. Each pupil either held one place at a community primary school after the first admission round plus at least one place at a voluntary aided school or at least two places at voluntary aided schools.

**Table 1: Pupils holding multiple school places at entry to Reception in September 2021**

Number of school places held	Number of pupils
2 school places	243
3 school places	34
More than 3 school places	5

In total 282 pupils held more than one primary school place after the first admissions round. Of these, 243 pupils held two school places, 34 pupils held three school places and 5 pupils held four or more school places. One pupil held a total of eight school places; one at a community school and seven at voluntary aided schools.

Offering only one primary school place to these pupils would have released over 300 places in the first admission round. This would potentially leave fewer children without a school place and more children being offered a higher preference school place on Offer Day.

Admission Authorities continue to administer waiting lists and arrange appeal hearings. Many of these are time consuming, costly, stressful and unnecessary for parents.

A co-ordinated primary school admission arrangements process would provide more parents with a single school place offer for their child. This would be a fairer, more equitable system of allocating school places in Cardiff.

If more children are offered a place at one of their school preferences, the number of children on waiting lists and the number of appeal hearings being held should be lower.

## Planning and budget

Co-ordinated admission arrangements between community schools and voluntary aided schools would mean more certainty around the number of Reception pupils starting at a school. If a pupil accepted a place at one school they would not be able to also hold a place at another school within this partnership.

This would leave schools better able to plan ahead for the school year. For example, if the school knows how many pupils will enrol in Reception then it will know how many class teachers and teaching assistants are needed.

## What are the Proposed Arrangements and how would they work?

Co-ordinated primary school admissions for the Reception age group would follow the timetable as outlined below (for the September 2023 intake):

### 14 November 2022 – 09 January 2023

Parents would complete a Common Application Form online. They would express up to five preferences for community and/or voluntary aided schools.

Parents applying for a voluntary aided school may also complete a supplementary application form for the individual school, if the school wishes to implement this form. This form would be returned directly to the school's Governing Body along with any required references, documentary evidence and any other information required.

Applications via the online Common Application Form would close on 09 January 2023.

### January - February 2023

Voluntary aided schools would rank all applicants according to their school's admissions criteria. Having produced a list of applicants in order of priority, they would submit this list to Cardiff Council to enter into the Central Admissions Database.

The Central Admissions Database would then allocate the highest preference place to which a child qualifies for admission.

### Monday, 17 April 2023

Children applying for a place at the schools within the co-ordinated process would be offered only the highest preference school place that they are eligible for. Applicants would be informed of their right to appeal, if any of their school applications were unsuccessful.

Decisions are sent by email (or a letter if you have asked for your offer to be sent by post). They can also be viewed online or be given over the phone after 12pm on the offer day.

### Tuesday 02 May 2023

The deadline for parents to respond to the council, either accepting the offer of a school place or refusing all preferences.

## Which primary schools are proposed to co-ordinate arrangements with the Council?

The Council is inviting the Governing Bodies of each Catholic primary school in Cardiff, and the Governing Bodies of each Church in Wales primary school in Cardiff, to co-ordinate their admission arrangements with the Council for the 2023/2024 school year.

Each Governing Body may consider whether to coordinate their admission arrangements.

The Council cannot instruct the Governing Bodies to coordinate their arrangements with the Council; however, the Council, the Catholic Archdiocese of Cardiff, the Church in Wales Diocese of Llandaff and the Church in Wales Diocese of Monmouth each support the implementation of co-ordinated admissions arrangements in Cardiff.

Should they propose to do so, each Governing Body would also need to consult on changes to their admissions arrangements. This consultation must be completed by 1 March 2022.

Details of the schools invited to coordinate their arrangements with the Council are set out below:

- All Saints Church in Wales Primary School
- Bishop Childs Church in Wales Primary School
- Christ The King Catholic Primary School
- Holy Family Catholic Primary School
- Llandaff Church in Wales Primary School
- St Alban's Catholic Primary School
- St Bernadette's Catholic Primary School
- St Cadoc's Catholic Primary School
- St Cuthbert's Catholic Primary School
- St David's Church in Wales Primary School
- St Fagan's Church in Wales Primary School
- St Francis Catholic Primary School
- St John Lloyd Catholic Primary School
- St Joseph's Catholic Primary School
- St Mary The Virgin Church in Wales Primary School
- St Mary's Catholic Primary School
- St Monica's Church in Wales Primary School
- St Patrick's Catholic Primary School
- St Paul's Church in Wales Primary School
- St Peter's Catholic Primary School
- St Phillip Evans Catholic Primary School
- Tredegarville Church in Wales Primary School

You may respond to the Council's consultation and you may also wish to respond to any consultation undertaken by the individual school Governing Bodies.

# Co-ordinated Secondary School Admissions

## Why are we proposing these changes?

The co-ordinated admissions arrangements for admission to secondary education have been beneficial for school, parents and pupils alike.

The Bishop of Llandaff Church in Wales High School has agreed to consult on being part of the co-ordinated admissions arrangements.

## Transfer to secondary education

Co-ordinated admission arrangements were piloted in Cardiff secondary schools for the Year 7 intakes in 2018, 2019 and 2020 and retained for the 2021 and 2022 intakes. The co-ordinated arrangements apply to all community schools, Corpus Christi Catholic High School, St Teilo's Church in Wales High School and Whitchurch High School.

Under the current arrangements, pupils wishing to apply for these schools complete a Common Application Form online via the Council website. In addition, pupils applying for Corpus Christi Catholic High School or St Teilo's Church in Wales High School also have to submit a supplementary form directly to the school.

Under the proposals, The Bishop of Llandaff Church in Wales High School would also be part of the co-ordinated arrangements.

Pupils applying for a place at the schools within the co-ordinated process would be offered only the highest preference school place that they are eligible for.

## Allocation of places

Applying through the Common Application Form means that the Council knows the order of parents' preferences. Therefore, when the voluntary aided and foundation schools send their ranked list of applicants to the Council, it is possible to allocate places according to the stated preference. This does not guarantee that a place will be allocated. In some cases a pupil could still be unsuccessful in gaining a place at any school after the oversubscription criteria have been applied.

Only allocating one school place to each child means that parents are unable to 'hold' offers for more than one school in the coordinated process. Therefore, more children can be offered places in the earlier admission rounds.

**Table 2: Number of pupils holding multiple school places at entry to Year 7**

Year	2016	2017	2018	2019	2020	2021
Number of pupils	310	324	167	138	230	259

Table 2 shows the number of pupils holding multiple school places for entry to Year 7 during past admission years. Each pupil either held one place at a community secondary school after the first admission round and at least one other school place (voluntary aided or foundation) or at least two places at voluntary aided or foundation schools.

The number of pupils holding multiple school places was higher in 2016 and 2017 before the co-ordinated admission arrangements were introduced. The number fell significantly in 2018 and 2019 when the pilot was implemented. The numbers increased again in 2020 and 2021 due to a larger number of pupils moving up from Year 6 to Year 7 and fewer surplus places in secondary schools. However, there were still fewer pupils holding multiple places than there were before the co-ordinated admission arrangements began.

In 2021, 117 children who were offered places at The Bishop of Llandaff Church in Wales High School were also offered at least one other school place. Offering only one school place to these pupils would have released at least 117 school places in the first admission round. This would potentially leave fewer children without a school place and more children being offered a higher preference school place on Offer Day.

## **What are the Proposed Arrangements and how would they work?**

The existing co-ordinated arrangements with Corpus Christi Catholic High School, St Teilo's Church in Wales High School and Whitchurch High School would be unchanged. Pupils applying for The Bishop of Llandaff High School would also apply via the Common Application Form on the Council's website. They would also have to submit a supplementary form directly to the school.

Pupils applying for a place at Mary Immaculate High School and/or St Illtyd's Catholic High School would continue to submit applications directly to the schools.

Co-ordinated secondary school admissions for the Year 7 age group would follow the timetable as outlined below (for the September 2023 intake):

### **26 September 2022 – 21 November 2022**

Parents would complete a Common Application Form online. They would express up to five preferences for community and/or voluntary aided schools.

Parents applying for a voluntary aided school would also complete a supplementary application form for the individual school. This form would be returned directly to the school's Governing Body along with any required references, documentary evidence and any other information required.

Applications via the online Common Application Form would close on 21 November 2022.

### **December 2022 - February 2023**

Voluntary aided and foundation schools would rank all applicants according to their school's admissions criteria. Having produced a list of applicants in order of priority, they would submit this list to Cardiff Council to enter into the Central Admissions Database.

The Central Admissions Database would then allocate the highest preference place to which a child qualifies for admission.

## Wednesday, 01 March 2023

Pupils applying for a place at the schools within the co-ordinated process would be offered only the highest preference school place that they are eligible for. Applicants would be informed of their right to appeal, if any of their school applications were unsuccessful.

Decisions are sent by email (or a letter if you have asked for your offer to be sent by post). They can also be viewed online or be given over the phone after 12pm on the offer day.

## 15 March 2023

Deadline for parents/carers to respond to the Council, either accepting or refusing the offer of a school place.

## What are the benefits of co-ordinated admissions?

The following benefits would be expected to result from co-ordinated arrangements:

- More pupils would be offered a place in the initial round of applications, on offer day.
- More pupils would secure a higher school preference.
- More pupils would have peace of mind, having secured a school place.
- More parents/carers would be able to plan work and childcare commitments much earlier.
- Fewer families would need to submit another admission application in a later admission round.
- Fewer families would go through the appeal process.
- Schools will be better able to plan their budgets, class organisation and staffing arrangements as they will have a clearer idea of how many pupils they will be admitting.

## What are the disadvantages of the co-ordinated arrangements?

The current system allows for parents to apply to multiple Admission Authorities with the potential for their child to be offered multiple school places. The current system provides those families that apply to and secure offers for more than one school, with a later decision stage at which they can choose which school offer to accept.

A minority of parents may feel disadvantaged as a result, albeit they still would retain the right to parental preference and the opportunity to rank order their school preferences. Each applicant's opportunity of being offered one of their higher preferences would be increased by the proposed arrangements.

Each of the partner schools within the current co-ordinated arrangements has confirmed that they wish to remain within the partnership.

## Alternative options

The alternative option is doing nothing. The existing arrangements would be retained. The inefficiencies within the current pupil allocation system would remain. Many pupils would receive multiple offers of places, whilst others may receive offers for a lower preference or no offer at all. Continuing the existing system would mean Admission Authorities are unable to allocate more places to children in the initial allocation round.

## How would schools be affected?

The proposal does not have any impact upon a school's admissions policy nor impose any change to its governance. The Governing Bodies of schools would still consult on and determine their own admissions arrangements, and would still rank the order of applicants against their own oversubscription criteria.

The Council would support schools by undertaking some of its administrative tasks including address verification and home to school distance measurements, if this is their preference.

It will not affect parents' ability to express their preference for a community school or voluntary aided school when submitting an application.

Therefore, it is anticipated that it would have little or no effect on the number of pupils that will be on roll at English-medium or Welsh-medium community schools or at voluntary aided schools in the city.

It is the Council's view that co-ordinated admissions help schools to plan their budgets, class organisation and staffing arrangements, as all schools will have a clearer idea of which pupils they will be admitting at an earlier stage.

The Catholic Archdiocese of Cardiff, the Church in Wales Diocese of Llandaff and the Church in Wales Diocese of Monmouth each support the implementation of co-ordinated admissions arrangements in Cardiff.

## How would nursery provision be affected?

Children in Cardiff are entitled to a part-time nursery place from the start of the term following their third birthday and must attend for a minimum of five half days.

There are no plans to make any changes to nursery admissions.

## How would standards in schools be affected by the changes?

### Standards

The Council has made a clear commitment to continuing the investment in, and improvement of, Cardiff schools to make sure every child has the best possible start in life ([www.cardiffcommitment.co.uk](http://www.cardiffcommitment.co.uk)).

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

The Council does not expect the proposal to have any negative impact on the quality of standards of education at any of the schools involved in the co-ordinated admissions process.

## Teaching and learning experiences

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 does not expect this proposal to have any negative impact on the quality of standards of education or the delivery of the Foundation Phase or Key Stages 1-4.

## Care, support and guidance

All schools have a suitable range of policies and provision in place to promote pupils' health and wellbeing.

Schools are committed to fostering school communities in which learning is valued and pupils achieve their potential in a happy and safe environment in which they show respect and tolerance for others.

The Council would work with the leadership of each of the schools to make sure everyone at the school understands their responsibility for helping to improve and sustain care, support and guidance.

## Leadership and Management

Governing bodies are responsible for setting and applying the admission arrangements for voluntary aided schools. This would not change under the co-ordinated admission arrangements.

There is no information that suggests that the proposals would have a negative effect on schools' leadership and governance or impact on educational outcomes.

## How would pupils with Additional Learning Needs be affected?

Schools in Cardiff receive delegated funding to enable them to provide extra support and focussed interventions for pupils who have ALN.

Pupils with ALN are offered school provision in a range of settings across Cardiff which support identified pupil needs. This includes supported placements in mainstream schools and places in Specialist Resource Bases (SRBs) and Special Schools.

Admissions to specialist provision are managed by the Council, subject to a statement of Special Education Needs (SEN) or Individual Development Plan (IDP).

There are no plans to make any changes to how children are admitted to ALN provision.

There is no information available that suggests that the proposals would have a negative effect on ALN provision. Schools would continue to provide ALN support for pupils appropriate to the level of need.

## 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 at the school who receive Free School Meals.

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

There is 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 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.

## Financial Matters

It is the Council's view that schools will be better able to plan their school budgets for

forthcoming academic years as they will have a clearer idea of which pupils they will be admitting. A large proportion of a school's budget is based on the number of children on roll.

## Human Resources Matters

It is the Council's view that this proposal is unlikely to impact on school staffing. Working practises would change, but may not reduce.

## Transport Matters

It is the Council's view that this proposal is unlikely to impact on traffic. It does not relate to any change with respect to supply of school places nor any change to school catchment areas.

## Learner Travel Arrangements

Under these proposals there are no plans to change the Council's policy on the transport of children to and from schools. The Council's transport policy for school children can be viewed on the Council's website ([www.cardiff.gov.uk](http://www.cardiff.gov.uk)).

## Impact of the proposals on the Welsh Language

The Council does not expect any negative impact on the Welsh Language from this proposal.

As some Welsh-medium schools have reported difficulties in planning budgets owing to parents being offered a school place but later taking a place at an alternative school, it is expected that the proposals would have a positive benefit overall.

## Equality Matters

An Equality Impact Assessment (EIA) is a process that looks at a policy, project 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 initial Equality Impact Assessment has been carried out. It concluded that the proposed changes would not negatively affect a particular group in society. Where particular groups are identified as being impacted, mitigating actions have been identified.

This assessment will be reviewed after the consultation and at key points if the proposals were to proceed.

The proposal will have a positive impact on children in Cardiff achieving their full potential by promoting and improving access to learning in the city, giving children the best start by providing a better experience for children starting school or going into Secondary School for the first time.

This will be as a result of school staff being able to maximise on the efficiencies of the admissions process to provide a more effective start for children to allow them to realise their maximum potential earlier than later.

The Council (Admissions Authority for Community Schools) and Governing Bodies (Admissions Authority for Voluntary Aided and Foundation Schools) will continue to strengthen their partnership in delivering positive outcomes for the city and its citizens; working collaboratively with a shared agenda to achieve significant cost and efficiency savings.

## Community Impact

It is the Council's view that this proposal is unlikely to negatively impact on any community in Cardiff.

## Next steps, how to make your views known and feedback form

### What happens next?

The Council will collect and summarise the feedback from this consultation. Council officers will then report this to the Council's Cabinet to inform elected members of stakeholders' views, as part of the proposed 2023/2024 School Admission Arrangements. Once the Cabinet have determined the Admission Arrangements, the Admission Policy will be available for anyone to view/download on the Council website. You can also get a copy by using the contact details in this document.

### Consultation period

The consultation period for these proposals **starts on 22 November 2021 and ends on 17 January 2022.**

See page 18 for further details of how to respond and make your views known.

The responses from the consultation will be considered as part of the proposed School Admission Arrangements for 2023-24.

### Determination of the admission arrangements

The Council's Cabinet will determine the proposed Admission Arrangements for 2023/2024 in March 2022.

### Decision Notification

After determination, Cardiff Council would inform stakeholders. The Admission Policy will also be published on the Council's website.

## Frequently Asked Questions

### **Will all schools use the same oversubscription criteria?**

Voluntary aided and foundation schools will continue to consult on, set and apply their own admission criteria. The Governing Bodies of voluntary aided and foundation schools will rank applicants for places at their schools based on their own criteria.

### **I want to apply for a faith-based nursery place. Do I have to use the common application form?**

The Council is not consulting on co-ordinated arrangements for admissions to nursery classes. Applications for nursery places in voluntary aided (faith-based) schools are still submitted directly to the school.

### **Am I more likely to get a place at a school if I put it as my only preference?**

Listing only one school as a preference does not make it more likely that you will get a place in the school. Applicants are ranked according to the school's oversubscription criteria. Parents are encouraged to use all of their preferences. If an applicant could be offered a place at more than one school, they will be given a single offer for the highest preference school.

### **How many schools can I apply for?**

The Council's online application process will allow you to state up to five preferences. Applicants are encouraged to use all of their preferences. However, you can submit additional applications if you wish to do so.

# Have Your Say!

## CONSULTATION RESPONSE FORM

You can complete this response form online at [www.cardiff.gov.uk/admissionarrangements](http://www.cardiff.gov.uk/admissionarrangements)

We are proposing to:

- Implement a co-ordinated primary school admissions process for the Reception age group intake from September 2023.
- Include The Bishop of Llandaff C.W. High School within the co-ordinated secondary school admissions process for the Year 7 age group intake from September 2023.

Please tell us whether you are responding as (tick all that apply)

Parent or Guardian\*

Grandparent\*

Member of Staff\*

Pupil\*

Governor\*

Local Resident

Other (please specify) \_\_\_\_\_

\*Please confirm which schools you are affiliated with

### 1. Do you support the proposal to implement a co-ordinated primary school admissions process for the Reception age group

YES       NO       NO OPINION

Please explain why:

### 2. Do you support the proposal to include The Bishop of Llandaff C.W. High School within the co-ordinated secondary school admissions.

YES       NO       NO OPINION

Please explain why:

### 3. Would you wish for co-ordinated arrangements to be extended further to include schools that are not proposed for inclusion at this time?

YES     NO     NO OPINION

Please name schools and explain why:

### 4. Do you have any other comments?

Name \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_

**The closing date for responses to this consultation is 17 January 2022.**

The Council is not able to consider any consultation responses received after this date.

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 the School Organisation Planning Team, Room 401, County Hall, CF10 4UW by no later than 17 January 2022.**

The information you have provided above will be processed by 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 Council or disclosed to others when required by law. The purpose of processing the personal data is required to perform a specific tasks 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 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](https://www.cardiff.gov.uk/ENG/Home/New_Disclaimer/Pages/default.aspx)

## ABOUT YOU

Please provide your postcode below to allow us to more accurately pinpoint respondents' views and needs by area:-

What was your age on your last birthday?

- Under 16       25-34       45-54       65-74       Prefer not to say  
 16-24       35-44       55-64       75+

Are you...?

- Female       Male       Other       Prefer not to say

Do you identify as a disabled person?

- Yes       No       Prefer not to say

Please tick any of the following that apply to you:

- Deaf/ Deafened/ Hard of hearing       Visual impairment       Long-standing illness or health condition (e.g. cancer, diabetes, or asthma)  
 Mental health difficulties       Wheelchair user       Prefer not to say  
 Learning impairment / difficulties       Mobility impairment       Other

Please specify \_\_\_\_\_

What is your ethnic group?

Where the term 'British' is used, this refers to any of the four home nations of Wales, England, Northern Ireland and Scotland, or any combination of these.

- |   |  |
|---|--|
| <input type="checkbox"/> White - Welsh/English/Scottish/Northern Irish/British    | <input type="checkbox"/> Asian/Asian Welsh/British - Bangladeshi                 |
| <input type="checkbox"/> White - Irish  | <input type="checkbox"/> Asian/Asian Welsh/British - Indian                      |
| <input type="checkbox"/> White - Gypsy or Irish Traveller                         | <input type="checkbox"/> Asian/Asian Welsh/British - Any other                   |
| <input type="checkbox"/> White - Any other white background                       | <input type="checkbox"/> Black/African/Caribbean/Black Welsh/British - African   |
| <input type="checkbox"/> Mixed/Multiple Ethnic Groups - White & Asian             | <input type="checkbox"/> Black/African/Caribbean/Black Welsh/British - Caribbean |
| <input type="checkbox"/> Mixed/Multiple Ethnic Groups - White and Black Caribbean | <input type="checkbox"/> Black/African/Caribbean/Black Welsh/British - Any other |
| <input type="checkbox"/> Mixed/Multiple Ethnic Groups - White and Black African   | <input type="checkbox"/> Arab  |
| <input type="checkbox"/> Mixed/Multiple Ethnic Groups - Any other                 | <input type="checkbox"/> Any other ethnic group (please specify)                 |
| <input type="checkbox"/> Asian/Asian Welsh/British - Chinese                      | _____  |
| <input type="checkbox"/> Asian/Asian Welsh/British - Pakistani                    | Prefer not to say  |

The information you have provided above will be processed by 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 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 Cardiff Council manages personal information, see our full Privacy Policy on the Council's website

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