



**Making the most of everyone.**

# *Admissions Policy*

**Policy Reviewed 26<sup>th</sup> October 2023**

**Policy Valid until October 2024**

**Signed:**

**(Chair of Governors)**

**Department: Additional Learning Needs (ALN)**

Telephone: 01824 708064

Address: ALN Department, Denbighshire County Council, PO BOX 62, Ruthin, LL15 9AZ

Email address/ Website: [www.denbighshire.gov.uk/education](http://www.denbighshire.gov.uk/education)

**Department: Admissions**

Telephone: 01824 706000

Address: School Admissions, Denbighshire County Council, PO BOX 62, Ruthin, LL15 9AZ

Email address/ Website: [admissions@denbighshire.gov.uk](mailto:admissions@denbighshire.gov.uk),  
[www.denbighshire.gov.uk/education](http://www.denbighshire.gov.uk/education), for playgroup admissions please call 01824 708064

**Department: Children Young People & Families Partnership**

Telephone: 01824 706000

Address: Children, Young People & Families Partnership, Denbighshire County Council, PO BOX 62, Ruthin, LL15 9AZ

Email address/ Website: [partnership.support@denbighshire.gov.uk](mailto:partnership.support@denbighshire.gov.uk),  
[www.denbighshire.gov.uk/education](http://www.denbighshire.gov.uk/education)

**Department: Family Information Service**

Telephone: 01824 706000

Address: Denbighshire Family information Service, Margaret Morris Centre, Gwaenynog Road, Denbigh, LL16 3RU

Email address/ Website: [ffs@denbighshire.gov.uk](mailto:ffs@denbighshire.gov.uk), [www.denbighshire.gov.uk/education](http://www.denbighshire.gov.uk/education)

**Department: Free School Meals (FSM) (eligibility)**

Telephone: 01824 7086000

Address: Benefits Department, Russell House, Churton Road, Rhyl, LL18 4DP

Email address/ Website: [benefits@denbighshire.gov.uk](mailto:benefits@denbighshire.gov.uk),  
[www.denbighshire.gov.uk/education](http://www.denbighshire.gov.uk/education)

**Department: Student Finance**

Telephone: 0300 200 4050

Address: Student Finance Wales, PO BOX 211, Llandudno Junction, LL30 9FU

Email address/ Website: [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)

**Department: Transport Eligibility**

Telephone: 01824 706000

Address: School Transport Eligibility, Education Department, Denbighshire County Council, PO BOX 62, Ruthin, LL15 9AZ

Email address/ Website: [schoolsupport@denbighshire.gov.uk](mailto:schoolsupport@denbighshire.gov.uk),  
[www.denbighshire.gov.uk/education](http://www.denbighshire.gov.uk/education)

**Department: Welfare Rights**

Telephone: 03444 111 444

Address: Offices in Denbigh, Ruthin and Rhyl

Email address/ Website: [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

If you need further information, please ask someone you know, who speaks English or Welsh, to telephone 01824 706000

**Contact address for primary, secondary or special school admission enquiries:-**

**School Admissions**

**Education Support**

**Denbighshire County Council**

**PO Box 62**

**Ruthin**

**LL15 9AZ**

Alternatively you can contact us by:-

**Telephone:** 01824 706000

**Email:** [admissions@denbighshire.gov.uk](mailto:admissions@denbighshire.gov.uk)

**Website:** [www.denbighshire.gov.uk/education](http://www.denbighshire.gov.uk/education)

In this booklet we use the word 'parent(s)' for parent(s), guardian(s) or carer(s) of a child

# 1.0 School Admissions

## 1.1 How to Apply

You can access all of our application forms from the [Denbighshire website](#). You can complete an online application, or download & print a form if you prefer - the address to send it to will be on the form.

If you apply by post, we strongly recommend you obtain proof of postage in case it gets lost. We provide acknowledgement of receipt within 5 working days for parents that ask for one - if you don't receive a receipt in this timeframe, please contact us. Parents that apply online get a receipt automatically as long as they have input their email address correctly.

## 1.2 School Admissions procedures

There are two processes in particular that parents will need to note: transferring between schools and admission during the 'normal admission round'.

### 1.2.1 Admission during the 'normal admission round'

The 'normal admission round' refers to starting school in Nursery, Reception, Junior (Year 3) and Secondary (Year 7) at the start of the new academic year in September, as below:

- Nursery – child must be born between 01/09/2020 & 31/08/2021
- Reception – child must be born between 01/09/2019 & 31/08/2020
- Junior – child must be born between 01/09/2016 & 31/08/2017
- Secondary – child must be born between 01/09/2012 & 31/08/2013

*(if your child is not old enough for Nursery, you can apply directly to your preferred playgroup and later apply for funding from the school term after his/her 3<sup>rd</sup> birthday)*

There are two junior schools in Denbighshire – Ysgol Frongoch, Denbigh and Ysgol Esgob Morgan, St. Asaph

The timetable for the 2024 admission round is as follows:

- Nursery – applications are available from 25/09/2023, and must be submitted by 16/02/2024. Outcomes will be available on 07/05/2024

- Reception – applications are available from 25/09/2023, and must be submitted by 17/11/2023. Outcomes will be available on 16/04/2024.
- Junior – applications are available from 25/09/2023, and must be submitted by 17/11/2023. Outcomes will be available on 16/04/2024.
- Secondary – applications are available from 04/09/2023, and must be submitted by 06/11/2023. Outcomes will be available on 01/03/2024.

All applications must be received in the School Admissions department by the dates noted above, up to 11:59PM on that day. Forms sent to schools by the deadline will not be considered until they are received in the School Admissions department (please note: the schools are not responsible for passing your form(s) on to us).

Any applications we receive **after** the relevant deadline will be treated as late, which will affect the likelihood of your child's admission to your preferred school. If we receive your application form **by** the closing date it will be considered equally with the others & before the late applications are considered.

### **1.2.2 Transferring between schools**

It may be necessary at some stage in your child's education to transfer from one school to another. You may want to transfer your child for any number reasons, but moving schools can affect your child's education, so moving from one school to another should be a last resort when all avenues have been explored and exhausted - every effort should be made to resolve the situation before submitting an application form.

Transfer applications are processed in the order in which they are received. There are no 'late' applications for the school transfer process, and children will normally only be able to transfer at the start of a new school term.

### **1.3 Voluntary aided & voluntary controlled schools**

'Voluntary aided' category schools are faith schools that handle their own school admissions processes. These schools are:

- Ysgol Trefnant, Trefnant (Church in Wales primary, English-medium education)

- St. Brigid's, Denbigh (Catholic middle school<sup>1</sup>, English-medium education)
- Christ the Word Catholic School, Rhyl (Catholic middle school, English-medium education)

The faith schools that are dealt with by the local authority ('voluntary controlled' schools) are:

- Ysgol Tremeirchion, Tremeirchion (Church in Wales primary, Welsh-medium education)
- St. Asaph Infants, St. Asaph (Church in Wales infant school, English-medium education)
- Ysgol Esgob Morgan, St. Asaph (Church in Wales junior school, English-medium education)
- Ysgol Pant Pastynog, Prion (Church in Wales primary, Welsh-medium education)
- Ysgol Borthyn, Ruthin (Church in Wales primary, English-medium education)
- Ysgol Llanfair, Llanfair DC (Church in Wales primary, dual-stream<sup>2</sup> education)
- Ysgol Llanbedr, Llanbedr DC (Church in Wales primary, English-medium education)
- Ysgol Dyffryn Ial, Llandegla, (Church in Wales primary, English-medium education)

Please see section 4 for each voluntary aided school's admission policy.

## **1.4 How we communicate**

We issue all of our decisions in writing, unless we are accepting a school transfer request - in those cases you will receive a telephone call either from the School Admissions department or a member of staff at the new school. You will be able to choose on your application whether you receive a postal or email response from us.

'Middle schools' refer to schools that offer both primary and secondary education

'Dual stream' refers to schools that offer Welsh **and** English education

### **1.4.1 During the normal admission round**

We will respond by email or post on the days specified in section 1.2.1, or the next working day if it falls on a weekend. We respond to late applicants as soon as we are able, but this may take a few weeks depending on the volume of admission requests we're dealing with at the time.

### **1.4.2 Transferring between schools**

We have 15 school days or 28 calendar days (whichever comes sooner) to make decisions on transfer applications, but we aim to process all requests well within this time - usually around one week - depending on the volume of admission requests received at the time of your application.

## **1.5 Refusals**

If you have not been successful in gaining the school place you want (in either process), we will write to you explaining why. We only refuse admission requests when the year group you're asking for has no more physical space to accommodate more children, and to admit one more child would cause prejudice to those already in the school.

An appeal pack will be provided in all cases unless your child is/will be of Nursery age; this is the only year group that parents cannot appeal for as it is not compulsory education.

## **1.6 Waiting lists**

If an admission request has been declined, parents can request their child be placed on a waiting list. During the normal admission round, this is done automatically. If you have been unsuccessful in gaining a place at your preferred school and a place becomes available while you are still on the waiting list, your child will be considered alongside everyone else for that school. We use our 'oversubscription criteria' to decide which child is the most eligible for a vacancy (see section 1.13 for details).

## 1.7 Appeals

Appeals are heard by an independent panel, made up of three people that have no ties to the local authority. If you are considering appealing against a decision to refuse a Reception, Year 1 or Year 2 place, the independent panel have very limited circumstances where they could overturn our decision. These are:

- It is clear that your child would have received a place had we properly dealt with the applications for the requested school
- Our policy does not comply with the law, and your child would have received an offer if it did
- Our decision was not one a reasonable admission authority would make

For 2023 academic year entry, we received the following appeals:

### **School: Rhyl High School**

Appeals: 15

Places granted: 4

Dismissed: 11

To start the appeals process, we must receive a fully completed appeal form.

## 1.8 False or fraudulent information

When we consider whether or not your preferred school is the nearest to your home, and when distance is used in shortlisting applications, we use the permanent address of the parent or legal guardian and **not** of other relatives.

If you applied on-time and your preferred school became oversubscribed by the closing date, we will request proof of residency. If we learn that the proof was false or fraudulent even after an offer has been made, we will remove the offer and give the pupil place to another family. You will have the right to apply again for the same school, and if refused, you can appeal.



## **1.9 Additional Learning Needs (ALN) provision**

The aim of the Local Authority is to make suitable and relevant educational provision for all children with Additional Learning Needs (whether statemented or not statemented), so that they are able to develop to their full potential.

Pre-school children with Additional Learning Needs are identified by an outside agency. Children of school age with Additional Learning Needs will be identified in the first instance by school staff. Following a period of specific intervention and depending on the level of need, children with identified Additional Learning Needs may be assessed by a team of professionals, which could include Educational Psychologists, teachers with specific skills and specialists in community medicine. Arrangements will then be made to provide suitable educational provision.

Section 324 of the Education Act 1996 requires a maintained school that is named in a statement of Special Educational Needs (SEN) to admit the child, even if by doing so the Admission Number for the school is exceeded. Therefore, if appropriate and, in accordance with parent's parental preference, provision will be made available in mainstream schools. Parents who wish to appeal against the named school in a statement, or against the fact that no school has been named, can appeal to the Special Educational Needs and Disability Tribunal for Wales.

## **1.10 Early education**

The Welsh Government provides funding for Local Authorities to offer free part-time places for children from the term following their 3<sup>rd</sup> birthday. The Authority funds places within the voluntary and private sector at the beginning of the term following a child's 3<sup>rd</sup> birthday, until the end of that academic year. Settings in the voluntary/non-maintained sector must be registered with Denbighshire County Council's Foundation Phase Team and CSSIW and NDNA, WPPA or MYM to ensure high standards and quality provision.

To make an application for this provision parents should contact the Foundation Phase Team or the non-maintained setting Leader for an application form.

In order to register a child for Early Education, a copy of the child's birth certificate and proof of address will be required.

## **1.11 Education after statutory school age (post-16 provision).**

All young people complete their period of statutory education on the final Friday in June during the school year in which they reach their 16<sup>th</sup> birthday, and under Denbighshire's Youth Guarantee can progress to the pathway most appropriate to their needs. This pathway could be in further education in sixth form or college, work based training or employment. These opportunities are accessed through the Common Applications Process (CAP) on [Careers Wales Online](#) (CWOL). The contact details of all providers can be obtained through CWOL.

## **1.12 Welsh language in Denbighshire schools**

Parents can apply for a place at any school, and the Authority will make an offer if a place is available. However, when we work out whether a child is entitled to free school transport, or when we have received more applications for a school than there are places, then the 'nearest suitable school' is used as part of the criteria, i.e. Welsh medium and dual stream schools are both considered to deliver Welsh medium education.

- The Welsh Advisory Team provide Welsh language support to pupils who move into the area and other latecomers to the Welsh Language, aged 7-11, at Welsh or Dual stream schools.

If parents express a preference for education through the medium of Welsh, pupils are eligible for free home to school transport in accordance with the transport policy, to the nearest Welsh or Dual stream school to their home address.

### **1.12.2 'Nearest suitable school' at secondary stage (Key Stage 3 and 4)**

The secondary schools in Denbighshire delivering Welsh-medium education are:

**School Name: Ysgol Brynhyfryd**

Language Category: 2B

Town Locality: Ruthin

**School Name: Ysgol Dinas Bran**

Language Category: 2B

Town Locality: Llangollen

**School Name: Ysgol Glan Clwyd**

Language Category: 1

Town Locality: St. Asaph

However, some Denbighshire residents may live nearer to Welsh-medium provision out of county. These are:

**School Name: Ysgol Y Berwyn**

Town/ Locality: Bala

Local Authority: Gwynedd

**School Name: Ysgol Morgan Llwyd**

Town/ Locality: Rhosnesni

Local Authority: Wrexham

For the purpose of oversubscription and transport eligibility, the 'nearest suitable school' is the closest of the schools to the pupil's home address.

Category	Curriculum	Language of the School	Outcomes
<b>Welsh-Medium Primary School – Category 1</b>	All Pupils in the Foundation Phase experience the areas of learning through the medium of Welsh. Welsh is the main teaching medium at junior stage with at least 70% of the teaching through the medium of Welsh. English is introduced formally as a subject at junior stage and is taught through the medium of English, and English may	Welsh is the language of the day to day business of the school. Welsh is used as the language of communication with the pupils and for the school's administration.  The school communicates with parents in both languages.	The normal expectation is that pupils, regardless of home language, will be able to transfer easily to Welsh medium secondary provision and by the end of junior stage will have reached a standard in English equivalent to that reached by pupils in predominantly English medium schools.

Category	Curriculum	Language of the School	Outcomes
	occasionally be used for some aspects of some subjects.		
<b>Dual Stream Primary School – Category 2</b>	Two types of provision exist side-by-side in these schools. Parents/pupils opt either for the mainly Welsh-medium or mainly English-medium provision which is usually delivered as in categories 1 and 5 respectively.	Both Welsh and English are used in the day to day business of the school. The language of communication with the pupils is determined by the nature of the curricular provision, but in some school's high priority is given to creating a Welsh-language ethos throughout the school. The school	For pupils in the Welsh stream, normal expectations are as for category 1. For pupils in the English medium stream, normal expectations are as for category 5.

Category	Curriculum	Language of the School	Outcomes
		communicates with parents in both languages.	
<b>Predominantly English Medium primary school but with significant use of Welsh – Category 4</b>	<p>Pupils in the Foundation Phase experience the areas of learning in both languages but with greater emphasis on English.</p> <p>In junior stage, both Welsh and English is used in teaching but there is greater emphasis on English. Welsh is used as the medium of teaching or learning for between 20% and 50% of the primary curriculum overall.</p>	<p>The day to day language or languages of the school are determined by the school's linguistic context.</p> <p>Both languages are used as languages of communication with the pupils and for the school's administration. A high priority is given to creating a Welsh ethos. The school communicates with parents in both languages.</p>	<p>The normal expectation is that pupils will transfer to English medium secondary provision, but will have attained enhanced Welsh second language skills. Some pupils may be able to pursue a limited number of subjects through the medium of Welsh at secondary level where these are offered.</p>
<b>Predominantly English medium primary school – Category 5</b>	<p>All pupils in the Foundation Phase experience the areas of learning mainly through the medium of English. English is the main teaching medium at junior</p>	<p>English is the language of the day to day business of the school, but some Welsh is also used as a language of communication with the pupils with the aim of improving their capacity</p>	<p>The normal expectation is that pupils will transfer to English medium secondary provision and continue to learn predominantly through the medium of English,</p>

Category	Curriculum	Language of the School	Outcomes
	stage. Welsh is taught as a second language in junior stage, and some aspects of some subjects may be taught in Welsh. Less than 20% of the teaching is through the medium of Welsh.	to use everyday Welsh. The school communicates with parents either in English or in both languages.	learning Welsh as a second language.

\* **Note** - In terms of the categorisation of Welsh Language Schools in Denbighshire, the Welsh Government are taking forward a process from 2023 to change the current categorisation scheme outlined above. This may include schools transitioning to new categories over the years to come. As these new categories are implemented, and these changes come into effect, this Parent Guide will be updated.

## 1.13 Oversubscription criteria

If more parents express a preference for a particular school year than there is room for, then the oversubscription criteria will be applied.

### 1.13.1 Primary criteria

1. Children who have Looked After Children status, and “previously Looked After Children”
2. Children who have a statement of Special Educational Needs, which names the requested school
3. Children for whom the preferred school is the nearest ‘suitable school’ by shortest walking route, in terms of the child’s age, and the parental language preference or faith preference for schools affiliated to the Church in Wales
4. Children who will have a sibling at the requested school on the expected admission date
5. Multiple birth children, whose siblings have applied for a place in the same year group

6. Children who do not qualify under criteria 1-5, ranked by the distance from their home to the requested school's gate, measured by the shortest walking route

### **1.13.2 Secondary criteria**

1. Children who have Looked After Child status, and "previously Looked After Children"
2. Children who have a statement of Special Educational Needs, which names the requested school
3. Children for whom the preferred school is the nearest 'suitable school' by shortest walking route, in terms of the child's age, and parental language preference or faith preference for schools affiliated to the Church in Wales
4. Children who will have a sibling at the requested school on the expected admission date
5. Children whose primary/junior school is a designated feeder\* for the requested secondary school
6. Multiple birth children, whose siblings have applied for a place in the same year group
7. Children who do not qualify under criteria 1-6, ranked by the distance from their home to the requested school's gate, measured by the shortest walking route

\* The child's primary/junior school is only considered a 'feeder' if, at the point of joining the school, it was the nearest suitable to the child's home at that time.

## **1.14 Neighbouring Authorities**

If you are a resident in Denbighshire and you wish to express a preference for a school in a neighbouring Authority, you should complete the appropriate Denbighshire form and return it to School Admissions (contact details on page 3). Denbighshire has coordinated admission arrangements with neighbouring counties.

### **Local Authority: Conwy**

Admissions Office, telephone number: 01492 575592

**Local Authority: Flintshire**

Admissions Office, telephone number: 01352 704068

**Local Authority: Gwynedd**

Admissions Office, telephone number: 01286 679904

**Local Authority: Wrexham**

Admissions Office, telephone number: 01978 298991

## **2.0 Free School Transport**

### **2.1 Criteria**

Free school transport will be granted to the nearest suitable<sup>3</sup> school provided that the distance criterion is met, which is currently:

- 2 miles or more for primary-aged pupils, and
- 3 miles or more for secondary-aged pupils

If your child is not eligible under the distance criterion, free school transport may still be available subject to certain discretionary allowances. For full details please visit the Denbighshire website.

The nearest suitable school is a school that provides education appropriate to the age, ability, aptitude of the learner, and any learning needs that they may have.

### **2.2 Applying for School Transport**

You can apply online at [Denbighshire's website](#). The form can also be downloaded to print and send if required. Find your nearest school using the [postcode search facility](#).

If your child has additional needs, you will need to apply directly to the Additional Learning Needs department (contact details are available on page 3).



## **2.3 Pickup-points**

For Secondary School Transport Denbighshire uses pickup points at suitable locations for pupils to access transport to and from school. Details of the pickup points used will be provided once an application has been approved.

## **3.0 General information about Education & related services**

### **3.1 Parental responsibility**

The Children Act 1989 introduced the concept of parental responsibility and defines it as: "All the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property."

The guidance to the act states that parental responsibility is concerned with "bringing the child up, caring for him and making decisions about him, but does not affect the relationship of parent and child for other purposes. Thus, whether or not a parent has parental responsibility for a child does not affect any obligations towards the child, such as a statutory duty to maintain him."

Schools need to know who has "parental responsibility" for each child registered in the school. This is to ensure that proper authority is given when the school needs parental permission. It will also ensure that persons with parental responsibility, with whom the child does not live, can be provided with school reports and given an opportunity to take part in the child's education. Unless otherwise determined by a court order.

Acquiring parental responsibility:

- Biological mothers always have parental responsibility for a child.
- Fathers also have parental responsibility for a child if the father is married to the mother at the time of the child's birth. This continues after any divorce/separation/remarriage even if the child lives apart from them.
- Unmarried fathers have parental responsibility where the mother and father register the birth of the child together (this is an amendment to the Children Act 1989, which came into force on the 1<sup>st</sup> December 2003 and is not retrospective).
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically.

Parents are asked to cooperate with school staff by providing the school with details of the persons with parental responsibility for a pupil. Any changes in the arrangements for parental responsibility or in the day to day care of the child should be notified to the school.

### **3.2 Every day at school counts**

Parents must seek permission for all absences, including holidays during term time, by contacting the school to request an 'absence request form'. This needs to be completed and returned to school prior to any absence. A list of all term/holiday dates is available on [www.denbighshire.gov.uk/education](http://www.denbighshire.gov.uk/education).

#### **3.2.1 The Law**

The law advises that parents do not have the right to take their child(ren) out of school for holidays during term-time. In exceptional circumstances Headteachers (or, in their absence, Deputy Headteachers) may allow parents to take their child(ren) out of class for up to ten days in a school year. If parents take their child(ren) on holiday without the school's permission, or if the child(ren) do not return on the agreed date, this will be recorded as unauthorised absence (truancy). If the child has continually been absent for 20 school days, this could result in parents having to apply to a different school for their child(ren). Parents may also receive a Fixed Penalty Notice (fine) from the Local Authority.

#### **3.2.2 School's decision**

When deciding whether to allow term time leave, the school will consider:-

- the child's age;
- the time and duration of the leave;
- the child's record of attendance;
- previous term-time absences.

It is important that parents carefully consider the implications of taking their child out of school during term-time.

**There are only 190 statutory school days in one year. There are 175 days (weekends and school holidays) available to use for holidays, which would not have a negative effect on a child's education. Every day at school is important for all children.**

### **3.2.3 Parent's decision**

What parents need to consider:-

There are times during a school year when a child may experience particular problems because of term time leave such as:-

- disadvantages, if it is close to exams or tests;
- disadvantages, particularly during GCSE exams, coursework and final studies in Years 10 & 11;
- settling in problems during the first year at a new school, especially at a period of transition from Year 6 Primary to Year 7 Secondary;
- children who need help in certain subjects need to access all the educational support that is offered;
- some children may find it difficult to renew friendships with their classmates when they return to school;
- children may miss out on valuable group work with classmates that cannot be repeated;
- it could embarrass and lower a child's self-esteem to have to ask for help to catch up in each lesson;
- it could be disruptive for other pupils in lessons, when a child needs extra help to catch up;
- missing "Induction Week", when Year 6 primary pupils visit their new secondary school, to familiarise themselves with the new school layout.

Parents must consider the negative message they are giving their children by letting them think it is acceptable to miss school. Some young people with severe truancy problems have told us that it all started when they had a week or two off school for a holiday.

### **3.3 Foundation phase**

The Foundation Phase is a curriculum for 3 to 7 year olds. Foundation Phase teaching style is statutory for Nursery to Year 2 pupils. The Foundation Phase is a phase in children's education that has one curriculum and one approach to learning.

The Foundation Phase places great emphasis on developing children's:

- Skills and understanding;
- Personal, social, emotional, physical and intellectual well-being so as to develop the whole child;
- Positive attitudes to learning so that they enjoy learning and will want to continue with their education for longer;
- Self-esteem and self-confidence to experiment, investigate, learn new things and form new relationships;
- Creative and expressive skills and observation to encourage their development as individuals with different ways of responding to experiences; and
- Activities in the outdoors where they can have a first-hand experience of solving real problems in aspects such as mathematics and science and learn about conservation and sustainability.

### **3.3.1 Foundation phase curriculum framework**

The Foundation Phase encompasses the development needs of children. At the centre of the statutory curriculum framework lies the holistic development of children and their skills across the curriculum, building on their previous learning experiences, knowledge and skills. The Foundation Phase curriculum promotes equality of opportunity and values, and celebrates diversity. Positive partnerships with the home are fostered and an appreciation of parents/guardians/carers as the children's first educators is acknowledged.

Children learn through first-hand experiential activities with 'play' providing the vehicle. Through their play, children practice and consolidate their learning, play with ideas, experiment, take risks, solve problems, and make decisions both individually & in small and large groups. First-hand experiences allow children to develop an understanding of themselves and the world in which they live. The development of children's self-image and feelings of self-worth and self-esteem are at the core of this phase.

### **3.4 The National Curriculum**

During primary education and for the first years of secondary education (years 7, 8 and 9) all schools offer a broad and balanced programme. This involves the Foundation Phase for

3-7 year olds and the National Curriculum for 7-14 year old pupils at Key Stages (KS) 2 &

3. All national curriculum subjects are delivered at KS3. At KS4 Welsh, English, Mathematics, Science, Physical Education and Religious Education are compulsory. The aim is to ensure a sound platform of basic skills, knowledge and understanding and to promote the personal development of all pupils.

### **3.5 14 to 19 provision**

All young people in Denbighshire' Secondary school have access to a wide range of courses to meet individual needs and aspirations. The County Council ensures that at 14, all learners are offered at least 25 courses that include a minimum of 3 vocational courses. These are designed to enable the young person to progress at 16 to an appropriate learning or career pathway at sixth form, college or in the work-place with training. This Youth Guarantee is backed up by a suitable level of support and guidance according the needs of the young person. All young people have access to a wide range of A Level courses either at their own school or within the 6<sup>th</sup> form partnerships for coastal or Vale of Clwyd schools.

### **3.6 Careers guidance**

Careers Wales is the all Wales, all age, bilingual careers information, advice and guidance service that delivers the statutory service of impartial careers information, advice and guidance (CIAG) to individuals who need help planning their future; whether they are in school, colleges of further education, training, unemployed or at risk of redundancy.

They also aim to work in partnership with stakeholders to deliver a range of targeted services, maintaining links between employers, schools and colleges to enrich students' understanding of the world of work as well as delivering a range of strategic projects such as Individual Skills Gateway (ISG) for unemployed adults requiring CIAG to help them access employment.

The CareersWales.com website provides a wide range of labour market information, careers planning and development tools and access to services in support of Welsh Government programmes like Jobs Growth Wales (JGW), Apprenticeship Matching Service (AMS) and the ReAct scheme.

Careers Wales' services are available face-to-face; over the telephone; and online. For more information, please call 0800 028 4844 or visit our [website](#).

### **3.7 Religious education**

Religious education is taught in community and voluntary-controlled schools in line with our syllabus. The Standing Advisory Council on Religious Education (SACRE) reviews this syllabus. Copies can be obtained from the schools or from the local authority.

Religious education at Voluntary Aided schools is the responsibility of the governing body and is taught in line with the school's trust. (The trust deed is the document, which sets out the basic values and beliefs of the school.) All schools provide daily group worship for all pupils. Parents have the right to withdraw their children from religious education and group worship.

### **3.8 English as an Additional Language (EAL) Service**

The 'English as an Additional Language' (EAL) Service operates mainly in English Medium Schools, offering English language support to minority ethnic pupils. The service deals exclusively with isolated learners i.e. there may be only one child in the school from their language community or heritage group.

The service consists of a team of teachers who work with the child(ren), to develop their ability to communicate at all levels in English and thereby fully access the National Curriculum. Pupils are normally referred to the service by Headteachers.

### **3.9 Healthy schools**

The 'Denbighshire Healthy Schools Scheme' is a local scheme within the Welsh Government's 'Welsh Network of Healthy School Schemes'. A health-promoting school is one that actively promotes and protects the physical, mental and social health and well-being of its community through positive action. This would include incorporation of health into policy, planning and staff development with regard to curriculum, ethos, physical environment and community relations. All Denbighshire schools are part of the scheme and some have achieved national recognition.

Schools work with partner agencies such as the police and school nurses to develop actions. For example, the provision of water coolers, provision of a healthy morning snack, developing active break times, playground buddy schemes, provision of afterschool clubs

such as sports or cooking, improving drug and alcohol education, sex and relationship education and more.

### **3.10 School Governors**

Each school has a governing body, which plays an important part in the life of the school. It has a general responsibility for the conduct of the school and a range of specific responsibilities, including the school's finances and the appointment of staff. Governing Bodies are made up of local people and will include parents, persons appointed by the Local Authority, teachers, non-teaching staff, the Headteacher and may include representatives of the local community, representatives of the church and Associate Pupil Governors (the latter in Secondary schools only). The number of members will depend upon the size of the school.

All school governing bodies include parent governors who are normally elected by parents of registered pupils of the school. Further information can be obtained directly from the school.

### **3.11 Safeguarding**

Every school in the County has a duty to adhere to the All Wales Child Protection Procedures 2016 and the Social Services and Well-being (Wales) Act 2016, and play an important role in recognising and referring alleged cases of abuse.

All schools have a pastoral responsibility towards children and young people. They play an important role in the prevention of abuse and neglect through creating and maintaining a safe environment for children and young people teaching them about staying safe from harm, and how to share any worries or concerns.

Teachers and support staff have a crucial role to play in working closely with Children Services with regard to safeguarding children. All schools have a safeguarding policy and a designated safeguarding teacher to act as a source of expertise and advice. The designated teacher is responsible for ensuring that all staff, including new and temporary staff know the procedures and where to obtain advice, and are encouraged to share their concerns. All schools have a designated safeguarding governor.



The Authority has an officer with designated responsibility for safeguarding who is able to give advice to schools and governing bodies, including advice when allegations are made against staff. The Authority also ensures training and assessment is in place for school staff and supports schools in their role of safeguarding children.

### **3.12 Anti-Bullying**

All schools adhere to key principles in the UN Convention on the Rights of the Child, the Welsh Government and Denbighshire guidance and have anti-bullying policies and procedures in order to deal with any incidents which may occur. If parents have any concerns about this issue they should contact the school in the first instance.

- All bullying is unacceptable, regardless of how it is delivered or what excuses are given to justify it;
- All children/young people deserve to receive their education free from humiliation, oppression and abuse. Every person who is a part of a school has a responsibility to take action to care for each other;
- Each school recognises the detrimental effect on pupils who may be subjected to bullying and will work actively to minimise the risks;
- Schools recognise that steps must be taken to tackle sexual, racial, homophobic bullying and any bullying based on difference;
- Victims of bullying will be treated in a supportive manner and after care must be made available.

This policy applies to all children and young people in our schools.

### **3.13 General Complaints Procedure**

Many matters can be dealt with quickly and effectively by an initial informal approach to the Headteacher or other appropriate member of staff in the school. This is the first reasonable step, and unless the circumstances are exceptional, the Local Authority and the Governing Body of the school would expect this step to have been completed before presenting the complaint formally.

All schools in Denbighshire work to a single Complaints Procedure. Copies of the Procedure is available from school. The Procedure sets out the school's commitment to dealing with the issues and explain the different stages through which the complaint can be taken.

Similarly, with complaints regarding the Authority's actions (or lack of action), parents, guardians or general members of the public who wish to make a complaint should discuss the matter in the first instance with an appropriate Officer of the Authority. If dissatisfied with the response, the complainant should contact the Local Authority's Complaints Officer. All complaints relating to the Local Authority or any of its Officers will be dealt with in accordance with the Corporate Complaints Procedures.

### **3.14 Denbighshire Family Information Service**

The Denbighshire Family Information Service (FIS) provides quality, accessible and impartial information. It also offers guidance on a full range of childcare services and resources available in Denbighshire including:

- Childminders
- Day nurseries
- Breakfast and after-school clubs
- Playgroups
- Parent and toddler groups
- Holiday clubs and playschemes
- Help with childcare costs and childcare vouchers
- Starting your own childcare business
- Education
- Organisations and helplines for parents
- Services for children with special needs
- Things to do in the school holidays
- Leisure activities

The Denbighshire Family Information Service staff aim to provide a high quality, timely, free and fully bi-lingual service by offering a telephone enquiry service with 24hr answer machine, e-mail service and online internet access to information.

It also provides information on specific issues affecting families of children aged 0-20. Contact details for the service are on page 3.

### **3.15 Denbighshire Welfare Rights**

Did you know that about £35m per year goes unclaimed or underpaid in state benefits and tax credits in Denbighshire?

Please contact your Welfare Rights Advice Line (see page 3) if you would like independent information, advice or appeal representation with:

- social security benefits and tax credits;
- housing rights;
- employment rights;
- personal debt;
- saving energy; and
- contacting relevant community services.

### **3.16 Free School Meals**

Families qualify for free school meals if the parent is in receipt of one of the following:

Income Support, Job Seekers Allowance (Income Based), Employment & Support Allowance (Income Based), Pension Credit (Guaranteed Credit), Child Tax Credits (with NO working tax credit), with an annual taxable income of under £16,190 (correct at the time of publication), Support under Part VI of the Immigration and Asylum Act 1999, or Universal Credit.

Foster children are not eligible for free school meals.

Please contact the Denbighshire Benefits department for further information (contact details on page 3).

### **3.17 School uniform grant**

If your child is going into reception, year 3 or year 10 in September and you receive a qualifying benefit (below), you may be entitled to a grant of £125 towards the cost of their school uniform. If your child is going into year 7 in September and you receive a qualifying benefit, you may be entitled to a grant of £200 towards the cost of their school uniform.

- Income support
- Income based job seekers allowance
- Income related employment and support allowance
- Child tax credit (but not working tax credit) with an annual income below £16,190
- Pension credit (guaranteed credit)

- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit and your yearly net earnings must be no more than £7,400

You cannot receive a school uniform grant if you are in receipt of Working Tax Credit. Please contact the Denbighshire Benefits department for further information (contact details on page 2).

### **3.18 Term dates**

The term dates for school years 2024/25 and 2025/26 are available on the [Denbighshire website](#). For details of staff training days, please approach your child's school.

#### **3.18.1 Staff training days**

There are 5 statutory training days for staff, during which schools will be closed to pupils. **Please contact your child's school for details on training days** as they vary between individual schools.

### **3.19 Family holidays during term time**

The average number of days in a school year is 190, therefore there are approximately 175 days every year to arrange breaks and holidays. There is no automatic right to withdraw pupils from school for a holiday and, in law, parents must request permission from the Headteacher in advance. You must contact the school to obtain a holiday form before booking holidays, as permission is not automatic. Please consider the information detailed in 3.2 'Every day at school counts'.

### **3.20 School closure information**

Please visit the [Denbighshire website](#), for up-to-date information in relation to school closures due to exceptional circumstances.

## **4.0 School Admissions Policies – Voluntary Aided Schools**

### **4.1 Christ the Word Catholic School**

#### **4.1.1 How to apply**

Parents must complete a Local Authority Preference Form or apply online via the [website](#). If you wish to have your application considered against that school's oversubscription criteria then you should ALSO complete the Supplementary Information Form (SIF) which is available from the school.

A SIF can be obtained direct from the school. The SIF is to be returned to the school by Parents applying after this date must return the SIF as soon as possible. The SIF alone does not constitute an application; parents must also complete the Admissions Application Form.

Having reviewed with the LA and the Diocese the schools admissions arrangements the Governing Body has set its admissions number for the school's year commencing September 2023, as follows:

- The admission number for Nursery is 60
- The admission number for Reception is 60
- The admission number for Year 7 is 100 (as with all other year groups above).

Children that hold a Nursery place are not automatically entitled to a Reception place; the relevant application form must be completed within the timetable specified in this policy. Pupils admitted to the Primary phase have the right to transfer to the Secondary phase at the end of Year 6.

The admission number for Year 7 will be the number of vacancies available after factoring in all the Year 6 pupils. For example, if the 60 children in Year 6 chose to remain in the school for Year 7 the number of vacancies would be 40.

If the number of applications exceeds the admission number, the Governors will give priority to applications for both primary and secondary phase in accordance with the criteria below, provided applications are received before offers of places are made.

#### **4.1.2 Oversubscription criteria for primary places**

1. Looked after children or children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
2. Catholic siblings- children who will have a sibling in the school at the time of admission.
3. Catholic children whose home address is within the parish boundaries named for the school; Rhyl, Prestatyn and Rhuddlan, St Asaph, Denbigh and Ruthin, Abergele and Towyn.
4. Other Catholic children.
5. Children, who are baptised or dedicated members of other Christian Churches. (Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.)
6. Children of other faith traditions whose parents express a desire for a Catholic Church School education. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
7. Other Children whose parents express a desire for a Catholic Church School education.

#### **4.1.3 Oversubscription criteria for secondary places**

1. Looked after children or children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
2. Catholic siblings- children who will have a sibling in the school at the time of admission.
3. Catholic children whose home address is within the parish boundaries named for the school; Rhyl, Prestatyn and Rhuddlan, St Asaph, Denbigh and Ruthin, Abergele and Towyn.
4. For Year 7 only Catholic children who live in the primary school defined areas of Ysgol St Joseph's in Colwyn Bay, Ysgol Blessed William Davies, Llandudno and Our Lady's, Bangor.
5. Other Catholic children.
6. Children, who are baptised or dedicated members of other Christian Churches.

(Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing

that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.)

7. Children of other faith traditions whose parents express a desire for a Catholic Church School education. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
8. Other Children whose parents express a desire for a Catholic Church School education.

In each categories the Governors will give priority to those children who have a brother or sister attending the school at the time of the admission and then to those children living closest to the school determined by the shortest distance.

The distance will be measured by the shortest walking route between the child's permanent home address and the schools main entrance using the local authority's computerised measuring system.

Any child for whom the school is named in a Statement of Special Educational needs will be admitted before the application of oversubscription criteria.

If you are unsure whether you fulfil the admission criteria or you want further information you are invited to contact the Headteacher at the school.

#### **4.1.4 Late Applications**

All applications will be considered at the same time and after the relevant closing date. Applications received after that date will be **treated as late applications** and will not be considered until **after** the main allocation of places has taken place. If a good reason is provided for submitting a late application e.g. when a single parent has been ill for some time, or a family has just moved into the area, or is returning from abroad – provided applications are received before offers of places are made the application will be accepted as on time. Please be aware that evidence may be required to support this information. Looked after children and children with statements of SEN that name a specific school **must** be admitted regardless of when their application was received.

#### **4.1.5 Definition of Parents**

'Parents' include all those people who have a parental responsibility for a child as set out in the Children's Act 1989. Where responsibility for a child is 'shared', the person deemed to be the person responsible for completing the application is the person receiving Child



Benefit and whose address will be used for admission purposes.

In case of dispute between parents, where more than one parent has parental responsibility and they do not agree to an application being made to a particular school, a temporary school place will be offered until any dispute is resolved by both parents as a personal matter.

#### **4.1.6 Definition of a Looked After Child**

A Looked After Child is given under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements order or special guardianship order.

#### **4.1.7 Catholic children**

For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception will suffice. Baptism should take place before the closing date for applications. **Catholic** means a member of a church in communion with the See of Rome. This includes the Eastern Catholic Churches.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who after consulting with the Episcopal Vicar, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Parish Boundaries are as shown on a map available for inspection in school and the school's website.

#### **4.1.8 Home Address**

Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address. Families who are due to move house should provide:

1. a Solicitor's letter confirming that exchange of Contracts has taken place on the

- purchase of a property; or
- 2. a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- 3. in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

#### **4.1.9 Definition of Siblings**

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, stepbrother or stepsister, half brother or half sister or is a foster child or adopted child living in the same family unit in the same family household and address who attends the preferred school in any year group excluding the final year or, in the case of siblings in Year 6, where a Secondary application has been submitted for an alternative school. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

#### **4.1.10 Multiple birth siblings**

Where a family of multiple birth siblings request admission and if one sibling has been offered the last place the 'excepted pupil' rule comes in and the others will be offered a place.

#### **4.1.11 Waiting List**

Applicants declined a place during and outside of the normal admission round will be placed on a waiting list until 30th September of the relevant academic year. If places become available whilst on this list, the oversubscription criteria will be applied and the most eligible child will be offered the place. Only factors relevant to the oversubscription criteria will be used when making offers; the length of time a child has been on the list will not be considered, for example.

Unsuccessful applicants that apply for a school place after the school year has begun will be placed on a waiting list until the end of the relevant school term. Applicants wishing to extend the duration their child remains on the list may do so for a further school term.

Applicants will not be required to complete further admission forms, though must contact Headteacher and ensure the information held is current.

#### **4.1.12 ‘In Year’ applications**

Parents wishing to apply for a school place after the academic year has begun will be required to complete a school transfer application form. This is available online via the Denbighshire County Council website, and hard copies are available on request.

Decisions will be based on the availability of space according to the published admission number and, if there are too few places available for the number of applicants, the most eligible applicants will be offered places in accordance with the oversubscription criteria. Applicants will receive notification of the Governor's decision within 15 school days (or 28 calendar days, whichever is sooner) from receipt of the application, and of their right to appeal if applicable.

#### **4.1.13 Offer withdrawal**

The Governors reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application and in offering the child a place, another child was wrongfully declined entry to the school. Parents may submit a fresh application for the school if their offer is withdrawn.

#### **4.1.14 Nursery Education**

Nursery education is not statutory provision and parents have no right of appeal if they are unsuccessful in gaining a place.

#### **4.1.15 Right to Appeal**

If the Governors do not offer a child a place at this school, it is because the increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governors not to admit a child may appeal. If you exercise that right, the appeal must be forwarded to the Clerk of the Governors of the school.

The Appeals Panel then meets to consider all appeals by parents who have been refused a place at our school. This decision is binding for all parties concerned.

Parents who are unsuccessful in securing a school place will be notified in writing of the Governing Body's decision, advised of their right to appeal and how to pursue the appeal. The right to appeal does not extend to Nursery provision however.

#### **4.1.16 Appointment of panel members**

The independent appeal panel will conduct the hearing in accordance with the School Admission Appeals Code 2013. Once the singular or collective appeal(s) have been heard, the issued decision is binding on both the Governing Body and the parent.

#### **4.1.17 Admission Arrangements timetable: Admission Arrangements Timetable**

- Nursery – applications are available from 25/09/2023, and must be submitted by 16/02/2024. Outcomes will be available on 07/05/2024.
- Reception – applications are available from 25/09/2023, and must be submitted by 17/11/2023. Outcomes will be available on 16/04/2024.
- Junior – applications are available from 25/09/2023, and must be submitted by 17/11/2023. Outcomes will be available on 16/04/2024.
- Secondary – applications are available from 04/09/2023, and must be submitted by 06/11/2023. Outcomes will be available on 01/03/2024.

### **4.2 Ysgol Trefnant Church in Wales Aided School**

#### **4.2.1 How to apply**

Ysgol Trefnant Church in Wales Voluntary Aided School accepts pupils between the ages of 4 and 11 years of age (and the ages of 3 and 4 in the Nursery Class if there is one).

As a Church in Wales Voluntary Aided School, the Governing Body of the School is responsible for the admission of pupils. Admission forms can be obtained from the School. The timescale of the Local Authority (LA) admission timetable is followed for the handing out, consideration period and return of these forms.

Pupils are admitted to Reception in the academic year in which they are five, i.e. any child who attains the age of four by 31<sup>st</sup> August can be admitted in September. A parent can defer their child's entry until the term following their fifth birthday.

The School Standards and Framework Act 1998 requires LA's and Governing Bodies to admit pupils up to the school's pupil admission number (AN). The pupil Admission Number (AN) for the school is 8.

## **4.2.2 School Admission Arrangements Timetable**

- Nursery – applications are available from 25/09/2023, and must be submitted by 16/02/2023. Outcomes will be available on 07/05/2024.
- Reception – applications are available from 25/09/2023, and must be submitted by 17/11/2023. Outcomes will be available on 16/04/2024.
- Junior – applications are available from 25/09/2023, and must be submitted by 17/11/2023. Outcomes will be available on 16/04/2024.
- Secondary – applications are available from 04/09/2023, and must be submitted by 06/11/2023. Outcomes will be available on 01/03/2024.

## **4.2.3 Admission to the Primary School**

All applicants will be admitted to the school unless the number of applications exceeds the admission number (AN). In the event that the number of applications exceeds the number of places available, then the following oversubscription criteria will be applied in the order set out below, to decide which pupils to admit.

Please note, any child for whom the school is named in a statement of special educational needs will be admitted before the application of oversubscription criteria.

## **4.2.4 Oversubscription Criteria**

- a) Looked after children and previously looked after children who are baptised members of the Church in Wales. Acceptable evidence of baptism is a baptism certificate signed by a cleric on behalf of the place of baptism.
- b) Other looked after children and previously looked after children.
- c) Pupils whose home address is within the ecclesiastical boundaries of the parish of Holy Trinity Trefnant (giving a higher priority to pupils who also meet criterion d) below) (a map showing the ecclesiastical parish boundaries of Holy Trinity Trefnant is available at the school)
- d) Pupils with a sibling who will continue to be at the school in the next academic year i.e. Not in Year 6. A sibling is defined as full, half or step brother/sister or an adopted or foster child living in the same family unit.
- e) Pupils whose parent(s) (see definition listed below) regularly attend Holy Trinity, Trefnant or one of the churches in its group i.e. Corpus Christi, Tremeirchion, All Saints, Sinan or St Mary's Cefn Meiriadog.

- f) Pupils whose parent(s) (see definition listed below) regularly attend another Anglican church and for who this is their nearest VA school.
- g) Pupils whose parent(s) (see definition listed below) are active members of another Christian denomination and for whom this is their nearest Church School.
- h) Pupils whose parents (see definition listed below) are active members of a non-Anglican Christian denomination and for them this is the nearest Church School.
- i) Pupils whose parents (see definition listed below) are active members of another faith and also express a desire for a Church School education.
- j) Children whose parents (see definition listed below) wish them to attend a Church in Wales School.

For criteria e-h the Governors will seek information about the frequency of attendance at services and seek confirmation of these details from the local priest or minister on a supplementary form which can be found attached to this policy.

#### **4.2.5 Tie Breaker**

Within each category those living nearest to the school are accorded higher priority. The distances are calculated by use of the Local Authority Geographical Mapping System which accurately measures the distance from the home address to the school. This will be measured from front door of home to main entrance door of school. If distances are equal, as calculated by the GIS system, for example a flat in a block of dwellings with the same front door entrance, a differentiation by floor level will be used.

Parents will receive written notification of all admission applications

#### **4.2.6 Late Applications**

The school will consider late applications, in the normal admission round, in cases where a viable reason is given. These include when a single parent has been ill for some time, or a family has just moved into the area, or is returning from abroad provided applications are received before offers of places are made.

All other late applications for the normal admission round will be considered together after those received on time have been allocated places.

#### 4.2.7 Waiting List

A waiting list will be maintained in the event of the school being over-subscribed. Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 30<sup>th</sup> September in the school year in which they apply. If additional places become available while the waiting list is in operation they will be allocated to children on the waiting list on the basis of the above oversubscription criteria.

#### 4.2.8 Admission appeals

If we do not offer a child a place at this school, it is because the admission number has been reached and an increase in numbers would adversely affect the education of the year group. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal the decision. The information on how to appeal will be included with the letter informing you that your application was unsuccessful. If you exercise that right, the appeal must be forwarded to the Clerk of the Governors of the school.

The appeal will be heard by an independent admission Appeal Panel, convened by the Diocesan Board of Statutory Education according to the Welsh Assembly Government's code of practice on School Admission Appeals. The Appeals Panel hears all appeals by parents who have been refused a place at our school. This decision is binding for all parties concerned.

#### 4.2.9 Allocation of Nursery Places

Local Authorities in Wales have a duty to provide sufficient nursery places in their area. Pupils are admitted to the Nursery, which is part of our Early Years class in the academic year in which they are four – i.e. any child who is three by the 31<sup>st</sup> August can be admitted in September.

Nursery education is not statutory provision and parents have no right of appeal under the School Standards and Framework Act 1998 if they are unsuccessful in gaining a place. Admission to the nursery class **does not** guarantee admission to the school. If a child has a place in our Nursery the appropriate application form for admission into Reception must be submitted within the prescribed timescale of the annual admissions round.

Nursery schooling will be provided in the afternoon on the basis of 5 x 2.5 hour sessions per week for each child.

In the event of oversubscription, applications for nursery places will be dealt with by applying the oversubscription criteria.

#### **4.2.10 Definition of Parents**

Parents include all those people who have a parental responsibility for a child as set out in the Children's Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the person responsible for completing application forms and whose address will be used for admission purposes.

#### **4.2.11 Parental Responsibility:**

Unless otherwise determined by a court order:

- Mothers automatically have parental responsibility
- Fathers also have parental responsibility for a child if the father is married to the mother at the time of the child's birth. This continues after any divorce/separation/remarriage even if the child lives apart from them
- Unmarried fathers have parental responsibility where the mother and father register the birth of the child together (this is an amendment to the Children Act 1989, which came into force on 1<sup>st</sup> December 2003 and is not retrospective) Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically. In such cases parental responsibility can be granted through a residency order; being appointed a guardian; being named in an emergency protection order (limited to taking reasonable steps to safeguard or promote the child or young person's welfare); or by adoption.

In case of dispute between parents, where more than one parent has parental responsibility and they do not agree to an application being made to a particular school, a temporary school place will be offered until any dispute is resolved by both parents as a personal matter.

#### **4.2.12 Definition of Sibling**

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, stepbrother or stepsister, half-brother or half-sister or is a foster child or adopted child living in the same family unit in the same family household and address who



attends the preferred school in any year group excluding the final year. Biological siblings

who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

#### **4.2.13 ‘Residing In’ and ‘Home Address’**

The Home Address will be the address used for correspondence related to where “Child Benefit” is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority. Families who are due to move house should provide:

- i) a Solicitor’s letter confirming that exchange of Contracts has taken place on the purchase of a property; or
- ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- iii) in the case of SERVING H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

#### **4.2.14 Twins, Triplets, Multiple Births**

When the Governing Body are considering twins, triplets or other multiple births for one remaining place, the family will be offered the place and may decide (a) if they will accept it for one sibling whomever they decide or (b) they decline the place and it is offered to the next person in the allocation after the twins/triplets/multiple births. Please note the multiple birth sibling(s) would not be given priority on admission other than considered as a sibling link once the family had accepted the place(s) offered for one of the twins/triplets/multiple births.

#### **4.2.15 How religious affiliation is tested**

Reference to “attend / are active members” from oversubscription criteria.

If you are applying under criteria e-h above, a Supplementary Information Form (SIF) can be obtained direct from the school. The SIF is to be returned to the school by 19/11/2023.

The SIF alone does not constitute an application; parents must also complete the Common Application Form.

Member is defined as member of the Church in Wales by registration on the electoral roll of the parish.

#### **4.2.16 Review**

In accordance with the School Development Plan, this policy will be reviewed every two years or sooner in the light of any change of legislation or change in local circumstances.

This policy is in line with the current Welsh Government School admissions code and Welsh Government School admission appeals code.

### **4.3 St Brigid's Voluntary Aided School (Primary)**

St Brigid's School is founded to provide an education for Roman Catholic (Catholic) and other children. Whenever there are more applications than places available, **priority will always be given to Catholic applicants in accordance with the criteria listed below.**

Application forms can be obtained from the school or the St. Brigid's School web-site ([www.st-brigids.co.uk](http://www.st-brigids.co.uk)).

1. The responsibility for determining the arrangements for admission shall rest with the Governors of the School.
2. St Brigid's School provides 12 Nursery places for children under the age of 4. However, parents/guardians should note that holding a Nursery place at the School does not guarantee a Reception place at the School and parents/guardians must make a separate Reception application to the School and to Denbighshire County Council in the relevant Annual Admission Round.
3. Up to 12 children are admitted to the Reception class in the academic year following their fourth birthday. Additional pupils will be admitted in Year 3 class in the academic year following their seventh birthday, taking the number to 20. Additional pupils will also be admitted in Year 5 class in the academic year following their ninth birthday, taking the number to 28. However should the number of applications exceed these admission numbers the following over subscription criteria, listed in order of priority will be used:

- a) Looked-after (children in public care) and previously looked-after children;
  - b) Children with exceptional social or medical needs (see paragraph 4 below)
  - c) Children with a sibling (full, half, step, adopted and fostered brothers and sisters) in statutory education (Primary or Secondary Department) or in the Sixth Form at the school in September 2024, living at the same address;
  - d) Baptised Roman Catholics (see paragraph 5 below);
  - e) Children of other denominations, and whose application is supported by a Minister of Religion (see paragraph 5 below);
  - f) Children who have no religious denomination, whose parents/carers wish them to have a Catholic education.
4. The Governors may increase the priority of an application where evidence is provided at the time of application, for children with exceptional social or medical needs where this is supported by a report (obtained by the applicant) from a Doctor, Social Worker or the LA, or other relevant agency. The report must clearly justify for health reasons or the social circumstances of the child (not parent/carer) why it is better for the child to attend the School rather than any other school. The information will be discussed with the relevant parties within the School and Governing Body, and if necessary the appropriate officer of the Local Authority, and all facts will be taken into consideration before the allocation of places.
5. Practising Roman Catholic applicants wishing to claim priority will be required to provide the name of a priest to whom reference can be made and to produce a copy of a Baptismal Certificate. A Minister of Religion will be required to indicate their support for the application of a child of another denomination by signing the relevant part of the application form.
6. Tie Breaker - In the event of oversubscription in any of the above categories, places will be allocated to those living nearest to the school. Distance will be measured along the shortest driving route to the school gate, verified by Google Maps.
7. The timetable for the admissions process is the same as that published by Denbighshire County Council, and parents/guardians will be notified of admission decisions by post by the common dates agreed with Denbighshire County Council.

8. Late applications – applications received after the closing date given in the timetable set by Denbighshire County Council will be considered in cases where a good reason is given. These include special circumstances such as where a single parent has been ill for some time or a family has just moved to the area, provided applications are received before offers of places are made.
9. A waiting list is maintained. Following the Annual Admissions Round, unsuccessful applicants' names will be placed on the waiting list. Waiting lists will be maintained until the 30th September of the academic year following the children's tenth birthday. If a place has been offered and declined, but parents/guardians want the application to be placed on the waiting list for consideration in subsequent years, should a place become available, they should notify the Secretary of the Admissions Committee in writing.
10. If places become available while the waiting list is in operation they will be allocated to children on the waiting list on the basis of the oversubscription criteria, not the date on which application was made.
11. Pupils will only be admitted in other years subject to availability, and parents/guardians wishing to effect admission to the School mid-term and at any other time must make an application which will be dealt with in the context of the School's Admissions Policy. Parents/ guardians of pupils attending state school in Denbighshire must also complete the Denbighshire County Council school transfer application. Further details regarding procedure for mid-term applications are available from the Secretary to the Admissions Committee.
12. Parents/guardians of statutory aged pupils (this excludes Nursery) have the right to appeal to an independent panel against the refusal of a place at the School.

#### **4.3.1 St Brigid's Voluntary Aided School (Secondary)**

St Brigid's School (the School) is founded to provide an education for Roman Catholic (Catholic) and other children. Whenever there are more applications than places available, **priority will be given to Catholic applicants in accordance with the criteria listed below**. Application forms can be obtained from the school or the St. Brigid's School website ([www.st-brigids.co.uk](http://www.st-brigids.co.uk)) and must be submitted prior to the closing date in the timetable published by Denbighshire County Council.

1. The responsibility for determining the arrangements for admission shall rest with the Governors of the School who intend to admit all pupils already enrolled into the School and in addition further boys or girls into Year 7 in the school year which begins in September 2024 following their 11th birthday, up to the published Admission Number of 56.
2. Boys or girls will be entered into the Sixth Form, according to their Learning Pathway, and curriculum offer, in accordance with the Dyffryn Clwyd Consortium policy.
3. Where there are more applications than the total of places available for Years 7 - 11, places will be offered in the following order of priority;
  - a) Looked-after (children in public care) and previously looked-after children;
  - b) Children with exceptional social or medical needs (see paragraph 4 below)
  - c) Children with a sibling (full, half, step, adopted and fostered brothers and sisters) in statutory education (Primary or Secondary Department) or in the Sixth Form at the school in September 2024, living at the same address;
  - d) Baptised Roman Catholics (see paragraph 5 below);
  - e) Children of other denominations, and whose application is supported by a Minister of Religion (see paragraph 5 below);
  - f) Children who have no religious denomination, whose parents/carers wish them to have a Catholic education.
4. The Governors may increase the priority of an application where evidence is provided at the time of application, for children with exceptional social or medical needs where this is supported by a report (obtained by the applicant) from a Doctor, Social Worker or the LA, or other relevant agency. The report must clearly justify for health reasons or the social circumstances of the child (not parent/carer) why it is better for the child to attend the School rather than any other school. The information will be discussed with the relevant parties within the School and Governing Body, and if necessary the appropriate officer of the Local Authority, and all facts will be taken into consideration before the allocation of places. The fact that a child, including those with a diagnosis of Autism Spectrum Disorder, may benefit more from attending a small school is not normally sufficient to fall under this

category.

5. Practising Catholic applicants wishing to claim priority will be required to provide the name of a priest to whom reference can be made and to produce a copy of a Baptismal Certificate. A Minister of Religion will be required to indicate their support of the application of a child of another denomination by signing the relevant part of the application form.
6. Tie breaker – in the event of oversubscription in any of the above categories, places will be allocated to those living nearest to the school. Distance will be measured along the shortest driving route, verified by Google Maps.
7. The timetable for the admissions process is the same as that published by Denbighshire County Council, and parents/carers will be notified of admission decisions by post by the common dates agreed with Denbighshire County Council.
8. Late applications – applications received after the closing date given in the timetable published by Denbighshire County Council will be considered in cases where a good reason is given. These include special circumstances such as where a single parent/carer has been ill for some time, or a family has just moved to the area, provided applications are received before offers of places are made.
9. A waiting list will be maintained until 30th September 2024. Following the Annual Admissions Round, unsuccessful applicants' names will be placed on the waiting list. If places become available while the waiting list is in operation they will be allocated to children on the waiting list on the basis of the oversubscription criteria, not the date on which the application was made.
10. Pupils will only be admitted in other years subject to availability, and in the event of more applications than available places, available places will be offered in accordance with the oversubscription criteria at paragraph 3. Parents/carers wishing to effect admission to the School mid-term and at any other time must make an application which will be dealt with in the context of the School's Admissions Policy and those with pupils in state school in Denbighshire will be required to complete the Denbighshire County Council school transfer application. Further details regarding procedure for mid-term applications are available from the



Secretary to the Admissions Committee.

11. Parents/carers of statutory aged pupils have the right of appeal to an independent panel against the refusal of a place at the School.

## 5.0 Denbighshire Schools Information

### 5.1 Primary Schools

Location	Status	Primary school	Contact details	Welsh medium definition (see page 20)	Age range & full-time no. on roll at January 2022	School Capacity	Admission no. for September 2023	No. of Reception / Junior applications for 2022 entry
Betws Gwerfil Goch (Federated with Ysgol Bro Elwern)	Community Primary	Ysgol Betws Gwerfil Goch, Betws Gwerfil Goch, Corwen, LL21 9PY	Headteacher: Rhian Thomas Tel: 01490 460315 E-mail: <a href="mailto:betws.gg@denbighshire.gov.uk">betws.gg@denbighshire.gov.uk</a>	1	4 ~ 11 31	41	5	3
Bodelwyddan	Community Primary	Ysgol y Faenol, Johns Drive, Bodelwyddan, LL18 5TG	Headteacher: Sara Tate Tel: 01745 583370 E-mail: <a href="mailto:ysgol.yfaenol@denbighshire.gov.uk">ysgol.yfaenol@denbighshire.gov.uk</a>	5	4 ~ 11 121	125	17	17
Bodfari	Community Primary	Ysgol Bodfari, Bodfari, Denbigh, LL16 4DA	Headteacher: Susan Dick Tel: 01745 710329 E-mail: <a href="mailto:ysgol.bodfari@denbighshire.gov.uk">ysgol.bodfari@denbighshire.gov.uk</a>	5	4 ~ 11 27	65	9	4

Location	Status	Primary school	Contact details	Welsh medium definition (see page 20)	Age range & full-time no. on roll at January 2022	School Capacity	Admission no. for September 2023	No. of Reception / Junior applications for 2022 entry
Carrog (Federated with Ysgol Caer Drewyn)	Community Primary	Ysgol Carrog, Carrog, Corwen, LL21 9AW	Headteacher: Jayne Davies Tel: 01490 430262 E-mail: <a href="mailto:carrog@denbighshire.gov.uk">carrog@denbighshire.gov.uk</a>	4	4 ~ 11 38	65	9	5
Cefn Meiriadog	Community Primary	Ysgol Cefn Meiriadog, Groesffordd Marli, Cefn Meiriadog, LL22 9DS	Headteacher: Laura Martin Tel: 01745 582224 E-mail: <a href="mailto:cefn.meiriadog@denbighshire.gov.uk">cefn.meiriadog@denbighshire.gov.uk</a>	5	4 ~ 11 43	67	9	5
Clocaenog	Community Primary	Ysgol Carreg Emlyn, Clocaenog, LL15 2AY	Headteacher: Einir Wynne Jones Tel: 01824 750636 E-mail: <a href="mailto:ysgol.carreg.emlyn@denbighshire.gov.uk">ysgol.carreg.emlyn@denbighshire.gov.uk</a>	1	4 ~ 11 65	101	14	9
Corwen (Federated with Ysgol Carrog)	Community Primary	Ysgol Caer Drewyn, Clawdd Poncen, Corwen, LL21 9RT	Headteacher: Jayne Davies Tel: 01490 412418 E-mail: <a href="mailto:caer.drewyn@denbighshire.gov.uk">caer.drewyn@denbighshire.gov.uk</a>	4	4 ~ 11 94	117	16	4
Cynwyd	Community Primary	Ysgol Bro Dyfrdwy,	Headteacher: Bethan Fell Tel: 01490 412500	1	4 ~ 11 108	105	15	11

Location	Status	Primary school	Contact details	Welsh medium definition (see page 20)	Age range & full-time no. on roll at January 2022	School Capacity	Admission no. for September 2023	No. of Reception / Junior applications for 2022 entry
		Cynwyd, Corwen, LL21 0LG	E-mail: <a href="mailto:ysgol.brodyfrdwy@denbighshire.gov.uk">ysgol.brodyfrdwy@denbighshire.gov.uk</a>					
Denbigh	Voluntary Aided	St Brigid's School, Plas yn Green, Denbigh, LL16 4BH	Headteacher: Leah Crimes Tel: 01745 815228 E-mail: <a href="mailto:stbrigidsprimary@denbighshire.gov.uk">stbrigidsprimary@denbighshire.gov.uk</a>	5	4 ~ 11 131	121	17	
Denbigh	Community Primary	Ysgol y Parc (Infants), Ruthin Road, Denbigh, LL16 3ER	Headteacher: Liz Croft Tel: 01745 812989 E-mail: <a href="mailto:ysgol.yparc@denbighshire.gov.uk">ysgol.yparc@denbighshire.gov.uk</a>	5	4 ~ 7 149	146	48	47
Denbigh	Community Primary	Ysgol Frongoch (Junior), Rhyl Road, Denbigh, LL16 3DP	Headteacher: Dylan Thomas Tel: 01745 812410 E-mail: <a href="mailto:frongoch@denbighshire.gov.uk">frongoch@denbighshire.gov.uk</a>	5	7 ~ 11 214	223	55	47
Denbigh	Community Primary	Ysgol Pendref, Gwaenynog Road,	Headteacher: Nicola Griffiths Tel: 01745 812660 E-mail: <a href="mailto:pendref@denbighshire.gov.uk">pendref@denbighshire.gov.uk</a>	5	4 ~ 11 108	180	28	17

Location	Status	Primary school	Contact details	Welsh medium definition (see page 20)	Age range & full-time no. on roll at January 2022	School Capacity	Admission no. for September 2023	No. of Reception / Junior applications for 2022 entry
		Denbigh, LL16 3RU						
Denbigh	Community Primary	Ysgol Twm o'r Nant, Rhyl Road, Denbigh, LL16 3DP	Headteacher: Dafydd Davies Tel: 01745 812261 E-mail: <a href="mailto:twm.nant@denbighshire.gov.uk">twm.nant@denbighshire.gov.uk</a>	1	4 ~ 11 274	286	40	45
Dyserth	Community Primary	Ysgol Hiraddug, Thomas Avenue, Dyserth, LL18 6AN	Headteacher: Tristan Hughes Tel: 01745 570467 E-mail: <a href="mailto:ysgol.hiraddug@denbighshire.gov.uk">ysgol.hiraddug@denbighshire.gov.uk</a>	5	4 ~ 11 185	210	30	26
Gellifor (Federated with Ysgol Bryn Clwyd)	Community Primary	Ysgol Gellifor, Gellifor, Ruthin, LL15 1SG	Headteacher: Ben Lindquist Tel: 01824 790387 E-mail: <a href="mailto:gellifor@denbighshire.gov.uk">gellifor@denbighshire.gov.uk</a>	5	4 ~ 11 39	91	13	3
Gwyddelwern (Federated with Ysgol Betws Gwerfil Goch)	Community Primary	Ysgol Bro Elwern, Gwyddelwern, Corwen, LL21 9DF	Headteacher: Rhian Thomas Tel: 01490 412332 E-mail: <a href="mailto:ysgol.broelwern@denbighshire.gov.uk">ysgol.broelwern@denbighshire.gov.uk</a>	1	4 ~ 11 51	48	6	12

Location	Status	Primary school	Contact details	Welsh medium definition (see page 20)	Age range & full-time no. on roll at January 2022	School Capacity	Admission no. for September 2023	No. of Reception / Junior applications for 2022 entry
Henllan	Community Primary	Ysgol Henllan, Denbigh Street, Henllan, LL16 5AW	Headteacher: Lynne Jones Tel: 01745 812959 E-mail: <a href="mailto:henllan@denbighshire.gov.uk">henllan@denbighshire.gov.uk</a>	1	4 ~ 11 66	65	9	6
Llanarmon-Yn-Iâl (Dual site school Llanferres/ Llanarmon-Yn-Iâl)	Community Primary	Ysgol Bro Famau, Eryrys Road, Llanarmon-Yn-Iâl, Mold, CH7 4TB	Headteacher: Elizabeth Knight Tel: 01824 780722 E-mail: <a href="mailto:bro.famau@denbighshire.gov.uk">bro.famau@denbighshire.gov.uk</a>	5	4 ~ 11 58	91	13	5
Llanbedr	Voluntary Controlled	Ysgol Llanbedr, Llanbedr, Ruthin, LL15 1SU	Headteacher: Suzanne Van Loock Tel: 01824 702927 E-mail: <a href="mailto:llanbedr@denbighshire.gov.uk">llanbedr@denbighshire.gov.uk</a>	5	4 ~ 11 66	77	11	12
Llandegla	Voluntary Controlled	Ysgol Dyffryn Ial, Llandegla, LL21 3AW	Headteacher: Huw Rowlands Tel: 01978 790645 E-mail: <a href="mailto:ysgol.dyffrynial@denbighshire.gov.uk">ysgol.dyffrynial@denbighshire.gov.uk</a>	4	4 ~ 11 49	60	8	2
Llandyrnog	Community Primary	Ysgol Bryn Clwyd,	Headteacher: Ben Lindquist Tel: 01824 790324	5	4 ~ 11 47	71	10	6

Location	Status	Primary school	Contact details	Welsh medium definition (see page 20)	Age range & full-time no. on roll at January 2022	School Capacity	Admission no. for September 2023	No. of Reception / Junior applications for 2022 entry
(Federated with Ysgol Gellifor)		Llandyrnog, LL16 4EY	E-mail: <a href="mailto:llandyrnog@denbighshire.gov.uk">llandyrnog@denbighshire.gov.uk</a>					
Llanfair D.C.	Voluntary Controlled	Ysgol Llanfair, Llanfair, Dyffryn Clwyd, LL15 2RU	Headteacher: Helen Oldfield Tel: 01824 703169 E-mail: <a href="mailto:llanfair.dc@denbighshire.gov.uk">llanfair.dc@denbighshire.gov.uk</a>	2	4 ~ 11 100	126	18	15
Llanferres (Dual site school Llanferres/ Llanarmon Yn-Iâl)	Community Primary	Ysgol Bro Famau, Llanferres, Mold, CH7 5SP	Headteacher: Elizabeth Knight Tel: 01824 780722 E-mail: <a href="mailto:bro.famau@denbighshire.gov.uk">bro.famau@denbighshire.gov.uk</a>	5	4 ~ 11 58	91	13	5
Llangollen	Community Primary	Ysgol Bryn Collen, Llangollen, LL20 8AR	Headteacher: Lisa Howden Tel: 01978 861125 E-mail: <a href="mailto:bryn.collen@denbighshire.gov.uk">bryn.collen@denbighshire.gov.uk</a>	5	4 ~ 11 149	158	22	24
Llangollen	Community Primary	Ysgol Gymraeg y Gwernant, Llangollen, LL20 8AR	Headteacher: Gwyndaf Davies Tel: 01978 861986 E-mail: <a href="mailto:ysgol.gwernant@denbighshire.gov.uk">ysgol.gwernant@denbighshire.gov.uk</a>	1	4 ~ 11 129	135	19	27



Location	Status	Primary school	Contact details	Welsh medium definition (see page 20)	Age range & full-time no. on roll at January 2022	School Capacity	Admission no. for September 2023	No. of Reception / Junior applications for 2022 entry
Llanrhaeadr	Community Primary	Ysgol Bro Cinmeirch, Llanrhaeadr, LL16 4NL	Headteacher: Ffion Jones Tel: 01745 890347 E-mail: <a href="mailto:bro.cinmeirch@denbighshire.gov.uk">bro.cinmeirch@denbighshire.gov.uk</a>	1	4 ~ 11 84	85	12	12
Meliden	Community Primary	Ysgol Melyd, Ffordd Pennant, Meliden, LL19 8PE	Headteacher: Dafydd Jones Tel: 01745 852782 E-mail: <a href="mailto:ysgol.melyd@denbighshire.gov.uk">ysgol.melyd@denbighshire.gov.uk</a>	5	4 ~ 11 141	147	21	19
Pentrecelyn	Community Primary	Ysgol Pentrecelyn, Pentrecelyn, LL15 2HG	Headteacher: Andrew Evans Tel: 01978 790288 E-mail: <a href="mailto:pentrecelyn@denbighshire.gov.uk">pentrecelyn@denbighshire.gov.uk</a>	1	4 ~ 11 29	56	8	1
Prestatyn	Community Primary	Bodnant Community School, Nant Hall Road, Prestatyn, LL19 9NW	Headteacher: Helen Vernon Tel: 01745 854724 E-mail: <a href="mailto:ysgol.bodnant@denbighshire.gov.uk">ysgol.bodnant@denbighshire.gov.uk</a>	5	4 ~ 11 411	420	60	68
Prestatyn	Community Primary	Ysgol Clawdd Offa, Ffordd Clawdd Offa,	Headteacher: Martin Edwards Tel: 01745 850124 E-mail: <a href="mailto:ysgolclawddoffa@denbighshire.gov.uk">ysgolclawddoffa@denbighshire.gov.uk</a>	5	4 ~ 11 317	420	60	37

Location	Status	Primary school	Contact details	Welsh medium definition (see page 20)	Age range & full-time no. on roll at January 2022	School Capacity	Admission no. for September 2023	No. of Reception / Junior applications for 2022 entry
		Prestatyn, LL19 8AZ						
Prestatyn	Community Primary	Ysgol Penmorfa, Dawson Drive, Prestatyn, LL19 8SY	Headteacher: Sharon Davies Tel: 01745 852757 E-mail: <a href="mailto:ysgol.penmorfa@denbighshire.gov.uk">ysgol.penmorfa@denbighshire.gov.uk</a>	5	4 ~ 11 382	420	60	38
Prestatyn	Community Primary	Ysgol Y Lllys, Prince's Avenue, Prestatyn, LL19 8RP	Headteacher: Dyfan Phillips Tel: 01745 853019 E-mail: <a href="mailto:ysgol.yllys@denbighshire.gov.uk">ysgol.yllys@denbighshire.gov.uk</a>	1	4 ~ 11 334	420	60	46
Prion	Voluntary Controlled	Ysgol Pant Pastynog, Prion, LL16 4SG	Headteacher: Meirion Edwards Tel: 01745 890331 E-mail: <a href="mailto:pant.pastynog@denbighshire.gov.uk">pant.pastynog@denbighshire.gov.uk</a>	1	4 ~ 11 65	54	7	9
Rhuddlan	Community Primary	Ysgol y Castell, Rhuddlan, LL18 5AG	Headteacher: Sara Tate Tel: 01745 590545 E-mail: <a href="mailto:ysgol.ycastell@denbighshire.gov.uk">ysgol.ycastell@denbighshire.gov.uk</a>	5	4 ~ 11 202	178	25	31
Rhyl	Community Primary	Ysgol Bryn Hedydd, Rhyl,	Headteacher: Geraint Evans Tel: 01745 351676 E-mail: <a href="mailto:bryn.hedydd@denbighshire.gov.uk">bryn.hedydd@denbighshire.gov.uk</a>	5	4 ~ 11 420	376	53	55

Location	Status	Primary school	Contact details	Welsh medium definition (see page 20)	Age range & full-time no. on roll at January 2022	School Capacity	Admission no. for September 2023	No. of Reception / Junior applications for 2022 entry
		LL18 3SU						
Rhyl	Community Primary	Ysgol Christchurch, Ernest Street, Rhyl, LL18 2DS	Headteacher: Bethan Lindquist Tel: 01745 353982 E-mail: <a href="mailto:christ.church@denbighshire.gov.uk">christ.church@denbighshire.gov.uk</a>	5	4 ~ 11 388	426	60	45
Rhyl	Community Primary	Ysgol Dewi Sant, Rhuddlan Road, Rhyl, LL18 2RE	Headteacher: Mair Evans Tel: 01745 351355 E-mail: <a href="mailto:dewi.sant@denbighshire.gov.uk">dewi.sant@denbighshire.gov.uk</a>	1	4 ~ 11 374	440	60	41
Rhyl	Community Primary	Ysgol Emmanuel, Victoria Road, Rhyl, LL18 2EG	Headteacher: Rona Jones Tel: 01745 353447 E-mail: <a href="mailto:ysgol.emmanuel@denbighshire.gov.uk">ysgol.emmanuel@denbighshire.gov.uk</a>	5	4 ~ 11 407	424	60	63
Rhyl	Community Primary	Ysgol Llywelyn, Trellewelyn Road, Rhyl, LL18 4EU	Headteacher: Nathan Jones Tel: 01745 353392 E-mail: <a href="mailto:ysgol.llywelyn@denbighshire.gov.uk">ysgol.llywelyn@denbighshire.gov.uk</a>	5	4 ~ 11 612	611	87	77

Location	Status	Primary school	Contact details	Welsh medium definition (see page 20)	Age range & full-time no. on roll at January 2022	School Capacity	Admission no. for September 2023	No. of Reception / Junior applications for 2022 entry
Rhyl	Voluntary Aided	Christ the Word Catholic School, Cefndy Road, Rhyl, LL18 2EU	Headteacher: Bernadette Thomas Tel: 01745 352999 E-mail: <a href="mailto:christtheword@denbighshire.gov.uk">christtheword@denbighshire.gov.uk</a>	5	4 ~ 11 350	420	60	49
Ruthin	Voluntary Controlled	Ysgol Borthyn, Denbigh Road, Ruthin, LL15 1NT	Headteacher: Teleri Llwyd-Jones Tel: 01824 702727 E-mail: <a href="mailto:borthyn@denbighshire.gov.uk">borthyn@denbighshire.gov.uk</a>	5	4 ~ 11 93	142	20	12
Ruthin	Community Primary	Ysgol Pen Barras, Ruthin, LL15 1QQ	Headteacher: Ffion Hughes Tel: 01824 704129 E-mail: <a href="mailto:pen.barras@denbighshire.gov.uk">pen.barras@denbighshire.gov.uk</a>	1	4 ~ 11 249	315	45	41
Ruthin	Community Primary	Rhos Street School, Ruthin, LL15 1QQ	Headteacher: Andrew Davis Tel: 01824 702565 E-mail: <a href="mailto:stryd.yrhos@denbighshire.gov.uk">stryd.yrhos@denbighshire.gov.uk</a>	5	4 ~ 11 187	210	30	31
St Asaph	Voluntary Controlled	St Asaph (Infants) School,	Headteacher: Kate Langford Tel: 01745 583416 E-mail: <a href="mailto:stasaph.infants@denbighshire.gov.uk">stasaph.infants@denbighshire.gov.uk</a>	5	4 ~ 7 63	89	29	12

Location	Status	Primary school	Contact details	Welsh medium definition (see page 20)	Age range & full-time no. on roll at January 2022	School Capacity	Admission no. for September 2023	No. of Reception / Junior applications for 2022 entry
		Upper Denbigh Road, St Asaph, LL17 0RL						
St Asaph	Voluntary Controlled	Ysgol Esgob Morgan (Junior), Ashley Court, St Asaph, LL17 OPT	Headteacher: Tim Redgrave Tel: 01745 583690 E-mail: <a href="mailto:esgob.morgan@denbighshire.gov.uk">esgob.morgan@denbighshire.gov.uk</a>	5	7 ~ 11 104	96	24	23
Trefnant	Voluntary Aided	Ysgol Trefnant, Henllan Road, Trefnant, LL16 5UF	Headteacher: Suzanne Van Loock Tel: 01745 730276 E-mail: <a href="mailto:trefnant@denbighshire.gov.uk">trefnant@denbighshire.gov.uk</a>	5	4 ~ 11 75	59	8	
Tremeirchion	Voluntary Controlled	Ysgol Tremeirchion, Tremeirchion, St Asaph, LL17 0UN	Headteacher: Bethan Davies Tel: 01745 710328 E-mail: <a href="mailto:tremeirchion@denbighshire.gov.uk">tremeirchion@denbighshire.gov.uk</a>	1	4 ~ 11 66	69	9	11

## 5.2 Secondary schools

Location	Status	Secondary school	Contact details	Welsh medium definition (see page 20)	Age range & full-time no. on roll at January 2022	School Capacity	Admission no. for September 2023	No. of applications for 2022 entry
Denbigh	Community Secondary	Denbigh High School, Ruthin Road, Denbigh, LL16 3EX	Headteacher: Glen Williams Tel: 01745 812485 or 01745 812813 E-mail: <a href="mailto:denbigh.high@denbighshire.gov.uk">denbigh.high@denbighshire.gov.uk</a>	4	11 ~ 18 492	984	160	93
Denbigh	Voluntary Aided	St. Brigid's School, Mold Road, Denbigh, LL16 4BH	Headteacher: Leah Crimes Tel: 01745 815228 or 01745 816139 E-mail: <a href="mailto:st.brigids@denbighshire.gov.uk">st.brigids@denbighshire.gov.uk</a>	4	11 ~ 18 358	346	53	
Llangollen	Community Secondary	Ysgol Dinas Brân, Dinbren Road, Llangollen LL20 8TG	Headteacher: Mark Hatch Tel: 01978 860669 E-mail: <a href="mailto:dinas.bran@denbighshire.gov.uk">dinas.bran@denbighshire.gov.uk</a>	2b*	11 ~ 18 1,086	1,171	197	169
Prestatyn	Community Secondary	Prestatyn High School, 2 Princes Avenue, Prestatyn,	Headteacher: Neil Foley Tel: 01745 852312 E-mail: <a href="mailto:prestatyn.high@denbighshire.gov.uk">prestatyn.high@denbighshire.gov.uk</a>	4	11 ~ 18 1,446	1,774	289	248

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Location	Status	Secondary school	Contact details	Welsh medium definition (see page 20)	Age range & full-time no. on roll at January 2022	School Capacity	Admission no. for September 2023	No. of applications for 2022 entry
Rhyl	Community Secondary	Rhyl High School, Grange Road, Rhyl, LL18 4BY	Headteacher: Claire Armitstead Tel: 01745 343533 E-mail: <a href="mailto:rhyl.high@denbighshire.gov.uk">rhyl.high@denbighshire.gov.uk</a>	4	11 ~ 16 1,147	1,200	240	262
Rhyl	Voluntary Aided	Christ the Word Catholic School, Cefndy Road, Rhyl, LL18 2EU	Headteacher: Bernadette Thomas Tel: 01745 352999 E-mail: <a href="mailto:christtheword@denbighshire.gov.uk">christtheword@denbighshire.gov.uk</a>	5	11 ~ 16 426	500	100	107
Ruthin	Community Secondary	Ysgol Brynhyfryd, Mold Road, Ruthin, LL15 1EG	Headteacher: Trefor Jones Tel: 01824 703933 E-mail: <a href="mailto:ysgol.brynhyfryd@denbighshire.gov.uk">ysgol.brynhyfryd@denbighshire.gov.uk</a>	2b*	11 ~ 18 1,053	1,282	204	214
St Asaph	Community Secondary	Ysgol Glan Clwyd, Denbigh Road, St Asaph, LL17 0RP	Headteacher: Sian Alwen Tel: 01745 582611 E-mail: <a href="mailto:ysgol.glanclwyd@denbighshire.gov.uk">ysgol.glanclwyd@denbighshire.gov.uk</a>	1	11 ~ 18 1,074	1,192	205	201

\*At least 80% of subjects (excluding Welsh and English) are taught through the medium of Welsh but are also taught through the medium of English.

### 5.3 Special schools

Location	Special school	Contact details
Denbigh	Ysgol Plas Brondyffryn, Park Street, Denbigh, LL16 3DR	Headteacher: David Price Tel: (secondary) 01745 815385 Tel: (primary) 01745 813914 Email: (secondary) <a href="mailto:ysgolplasbrondyffrynsecondary@denbighshire.gov.uk">ysgolplasbrondyffrynsecondary@denbighshire.gov.uk</a> Email: (primary) <a href="mailto:ysgolplasbrondyffrynprimary@denbighshire.gov.uk">ysgolplasbrondyffrynprimary@denbighshire.gov.uk</a>
Rhyl	Ysgol Tir Morfa, Ffordd Derwen, Rhyl, LL18 2RN	Headteacher: Rhona O'Neill Tel: (secondary) 01745 350388 Tel: (primary) 01745 361732 Email: <a href="mailto:ysgol.tirmorfa@denbighshire.gov.uk">ysgol.tirmorfa@denbighshire.gov.uk</a>