

## **ADMISSIONS POLICY**

The school complies with the Education Act 2009 which gives priority to the admission of Looked After Children.

In the event of admissions applications exceeding our standard number of 130, the governors have agreed that the following criteria should be applied in the order of priority shown:-

### Oversubscription Criteria:

1. "Looked After Children" and "previously looked after children"
  
2. Attendance at the feeder primary schools in the Maelor: Ysgol Sant Dunawd - Bangor on Dee, Bronington Aided Primary - Bronington, Eyton V. Controlled Primary - Eyton, St Chad's V.Aided Primary School - Hanmer, St Paul's V. Aided Primary - Isycoed, Madras Church in Wales Aided Primary - Penley, Ysgol Deiniol C. P. - Marchwiel, St. Mary's Aided – Overton on Dee and Borderbrook V.C. Primary - Tallarn Green.
  
3. Siblings of pupils already attending the 11-16 part of the school. [Brothers and sisters whether full, half, step or foster will be considered relevant where living together in the same family household and address and where the older child will still be registered at the school when the younger child would be eligible to attend. Children residing in the same household as part of an 'extended family' such as cousins, will not be treated as siblings. Siblings will be in years 8-11 when the younger child is due to start.]
  
4. Proximity – Priority is given on the shortest distance [measured by the shortest distance between home and school using the computer package [www.freemaptools.com](http://www.freemaptools.com)].

In the event of being oversubscribed in criteria 2 and 3, the distance as set out in criteria 4 will be used as a tie break.

### Declined a Place:

If you are refused a place after the school has applied the above admissions criteria you have a right to appeal to an independent appeals panel. In order to do this a Parent/Carer should request an appeal in writing to the "Clerk to the Appeals Panel" at the school's address.

### Multiple Births Admission Criteria:

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 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 twin/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.

### Waiting List:

The Maelor School will maintain a waiting list following the allocation of places during the normal admissions round. The waiting list will remain in place until the 30<sup>th</sup> September in the school year in which the application is made. For mid school transfer applications the Maelor School will keep the application on the waiting list for the academic year in which the application is made.

Thereafter parents should make a fresh application for admission. 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 oversubscription criteria and not on the date of the application. If places become available prior to the appeals hearing they will be filled from the waiting list.

### Late Applications:

Applications received after the published closing date will be treated as a late application. Late applications will be considered using the same published criteria. However, if the school is over-subscribed then any late applications will be looked at after those applications received by the closing date.

### Applications outside the normal admission round:

The school will apply the admission policy to all applications received outside the normal admissions round or for other year groups (mid school transfers) using the criteria and arrangements set out above.

## **HOW TO APPLY FOR A PLACE**

You will need to complete a Wrexham Admission Pack available to download from the Wrexham Authority website [www.wrexham.gov.uk](http://www.wrexham.gov.uk) and follow the links to Education & Learning, Schools Admissions & Transfers. The application form should be returned to the LA by the published annual date. (If your child attends a Wrexham primary school this information will be given to them at the beginning of the Autumn term). It is simpler if the application can be made using the Local Authority Online application form.

**You will also need to complete The Maelor School admission form (within this pack) and return to The Maelor School by 10<sup>th</sup> November 2017.**

**The Maelor School allocation period is 13<sup>th</sup> November 2017 until 26<sup>th</sup> January 2018.**

**Please ensure you return both application forms.** If successful you will be informed of your place at The Maelor School by the 1<sup>st</sup> March 2018.