Directorate of Education and Lifelong Learning

Starting School



A guide to policy and admission arrangements

2016-17

CAERPHILLY COUNTY BOROUGH COUNCIL
CYNGOR BWRDEISTREF SIROL CAERFFILI

Designed by the Communications Unit - Caerphilly County Borough Council **12512**

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Please note that the information contained in this publication is correct at the time of going to print. It does not take any account of changes which may subsequently occur before September 2016. Published August 2015.

This booklet is available in other formats and languages on request. If required please contact Mrs Andrea West tel: 01443 864870 or e-mail: westam@caerphilly.gov.uk

Transfer to Secondary School Catchment Schools September 2016

Please note that attendance of pupils at the feeder Junior/ Primary School does not provide automatic entry to the chosen Secondary School. All parents are required to complete admission forms at the appropriate time. Places will then be allocated in accordance with the Authority's Admission Criteria as the school your child currently attends may not be their relevant catchment school.

Heolddu Comprehensive

- Aberbargoed Primary
- Deri Primary
- Gilfach Fargoed Primary
- Park Primary
- St. Gwladys Bargoed School
- Whiterose Primary (Tirphil)

Rhymney Comprehensive

- Abertysswg Primary
- Bryn Awel Primary
- Fochriw Primary
- Phillipstown Primary
- Pontlottyn Primary
- Upper Rhymney Primary
- Whiterose Primary (Excluding Tirphil)

St Cenydd

- Cwmaber Infants
- Cwmaber Junior
- Cwm Ifor Primary
- Hendre Infants
- Hendre Junior
- Hendredenny Park Primary
- Nantyparc Primary

Lewis Girls Comprehensive and Lewis School, Pengam

- Coedybrain Primary
- Cwm Glas Infants
- Derwendeg Primary
- Glyn-gaer Primary
- Greenhill Primary
- Hengoed Primary
- Llancaeach Junior
- Llanfabon Infants
- Maesycwmmer Primary
- Tiryberth Primary
- Ystrad Mynach Primary

Newbridge School

- Abercarn Primary
- Crumlin High Level Primary
- Cwmcarn Primary
- Pantside Primary
- Pentwynmawr Primary
- Tynewydd Primary

Risca Community Comprehensive

- Risca Primary
- Ty Isaf Infants
- Ty Sign Primary
- Waunfawr Primary

Cwmcarn High School

- Abercarn Primary
- Cwmcarn Primary
- Risca Primary
- Waunfawr Primary

Blackwood Comprehensive

- Blackwood Primary
- Cefn Fforest Primary
- Fleur-de-lis Primary
- Pengam Primary
- Libanus Primary
- Markham Primary

Transfer to Secondary School Catchment Schools September 2016

Islwyn High School

Bryn Primary

Cwmfelinfach Primary

Penllwyn Primary

Ynysddu Primary

Pontllanfraith Primary

Rhiw Syr Dafydd Primary

Trinant Primary

(Please see page 54 of the Secondary School list at the back of the booklet for further information).

Bedwas High

Bedwas Infants

Bedwas Junior

Graig-y-Rhacca Primary

Machen Primary

Plasyfelin Primary

Tynywern Primary

St Martins Comprehensive

Cwrt Rawlin Primary

Rhydri Primary

St James Primary

The Twyn School

Voluntary Aided Sector

Pupils who attend St Helen's Catholic Primary School transfer to Cardinal Newman R.C Comprehensive School, Rhydyfelin, Pontypridd, subject to parental preference.

Welsh Medium Education

* These schools are the Council's Welsh Medium Schools.

Ysgol Gyfun Cwm Rhymni*

* Ysgol Gymraeg Cwm Derwen

* Ysgol Bro Sannan

* Ysgol Gymraeg Bro Allta

* Ysgol Gymraeg Gilfach Fargoed

* Ysgol Gynradd Gymraeg Caerffili

* Ysgol Gynradd Gymraeg y Castell

* Ysgol Gymraeg Cwm Gwyddon

* Ysgol Gymraeg Trelyn

* Ysgol Ifor Bach

* Ysgol y Lawnt

* Ysgol Penalltau

Please note that attendance of pupils at the feeder Junior|Primary School does not provide automatic entry to the chosen Secondary School. All parents are required to complete admission forms at the appropriate time. Places will then be allocated in accordance with the Authority's Admission Criteria as the school your child currently attends may not be their relevant catchment school.

Introduction

The aim of the Directorate of Education & Lifelong Learning is to secure equality of access through promoting and supporting the development of inclusive education and giving a commitment to providing quality education and services within available resources.

The information contained within this booklet relates to the school year 2016/2017, and is correct at the time of publication. Although published initially to comply with the requirements of the Education Acts 1980 – 1998, and appropriate regulations deriving there of, it also sets out details in relation to many aspects of education within the Caerphilly County Borough Council area.

Schools have their own prospectus, and parents are encouraged to speak with the Headteacher in order to gain further information about the school. The Education Officers at Ty Penallta will also help whenever necessary.

It is hoped that the information on admissions and appeals arrangements, together with the information about each individual school, will assist parents when choosing a school.

The Chief Education Officer for Education & Lifelong Learning would like to assure parents that the Council will deal with each application in a fair and equitable manner, using the criteria outlined in the booklet.



Keri Cole
Chief Education Officer



Councillor Rhianon Passmore
Cabinet Member for Education and Lifelong Learning

Caerphilly County Borough Council, Penallta House, Tredomen Park,
Ystrad Mynach, Hengoed, CF82 7PG.
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Primary & Secondary Education Admission & Transfer Arrangements

In line with the School Standards and Framework Act 1998, subsequent legislative updates and Welsh Governments (WGs) Schools Admissions Code, these admission arrangements will aim to ensure that:

- Parent's preference for the schools of their choice is considered in the context of a legislative framework, which has regard to the provision of efficient education and the efficient use of resources;
- Admissions criteria are clear, fair and objective, for the benefit of all children including children with special educational needs or with disabilities;
- Local admission arrangements contribute to improving standards;
- The Local Authority (LA) consults with neighbouring Admission authorities and co-ordinates arrangements, including the rapid reintegration wherever reasonable of children who have been excluded from other schools;
- Parents have easy access to helpful admissions information;
- The LA's admission arrangements seek to achieve full compliance with all relevant legislation and guidance, including legislation on infant class sizes and equal opportunities (Equalities Act 2010, the Human Rights Act 1998 and the Welsh Language Act 1993) and take full account of the guidance in the Code issued by the Welsh Government;
- The Equality Act 2010 and Caerphilly County Borough Council's (CCBC) Strategic Equality Scheme emphasises the legal general duty the Council and its partners have to:-
  - Eliminate unlawful discrimination.
  - Promote equal opportunities.
  - Promote good relations and mutual respect.

This Council will work actively against discrimination and seek to create equal access to its services for all, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, language, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

A Choosing a School

The entry of children to schools is controlled and administered by an 'Admissions Authority'. In the case of Community Schools, this is the Caerphilly County Borough Council (the LA). In the case of the one Voluntary Aided School (St. Helen's Roman Catholic Primary School) and one Foundation School (Cwmcarn High School) the Admissions Authority is the Governing Body of the school. Within the County Borough, each school has an area that it traditionally serves called the "catchment area". In line with legislation, LA's must allow all parents the opportunity to express a preference for the school they wish their child to attend.

Pupils who reside within a defined catchment area of a school do not have an automatic right to attend that school. A written application must be made and the placements will be allocated in accordance with the LA's admissions procedure.

Parents may exercise their right to express a preference at the following times:

- on admission to an infant school or the infant department of a primary school. Nursery admissions are dealt with in Section 1.2.
- on transfer from infant to junior school or infant school to junior department of a primary school.
- on transfer from junior or primary to secondary school.

- when parents wish to transfer their child from one school to another.

Parents may also express a preference for their child to attend a Voluntary Aided School or a Foundation School.

The LA (in the case of Community Schools) and School Governing Body (in the case of Voluntary Aided and Foundation Schools) must comply with any preference, which is expressed, provided there is room within the school. However the decision to admit pupils, must take account of:-

- the overall provision of efficient education and efficient use of resources.
- whether it is a co-educational or single sex school.
- Section 87 of the School Standards and Framework Act 1998 (and subsequent legislative updates and WGs Schools Admissions Code), which also allows an admission authority to refuse to comply with parental preference for a period of two years following a second or subsequent exclusion.
- where to admit would be incompatible with the duty to meet Infant class size limit of 30 because the admission would require measures to be taken to comply with those limits which would cause prejudice to efficient education or efficient use of resources.

The local catchment areas for schools providing primary education are normally grouped together to form a linked catchment area for each maintained secondary school.

Admission or attendance of pupils at the feeder junior/primary school does not provide automatic entry to the chosen secondary school. All parents are required to complete admission forms at the appropriate time.

All schools within the LA aim to provide their pupils with an educational opportunity, which is best suited to each individual child. Some pupils will, however, have learning needs requiring special educational provision. In some instances parents will already be receiving specialist support and guidance regarding the choice of school for their child.

All parents, however, are encouraged to discuss possible areas of concern with their local Headteacher who may then seek specialist advice.

Welsh Medium Schools

All of the above arrangements apply equally to Welsh Medium schools within the Authority. Admission to Welsh medium primary schools is not dependant upon the parents or pupils being fluent Welsh speakers.

There are currently 11 Welsh medium primary schools within the LA whose catchment areas cover the entire LA's boundary and are not restricted to the catchment areas of the local English medium school. Ysgol Gyfun Cwm Rhymni will provide Welsh medium secondary education to all CCBC resident pupils, subject to parental preference.

B Admission Limit

All maintained schools will admit pupils up to their admissions number. A child will normally be offered admission to the school of the parents' preference unless applications exceed the admission number, when this occurs all applications for that school will be assessed against the oversubscription criteria.

The normal ages for admission to CCBC schools are:-

- Age 3/4 in Nursery;
- Age 4/5 in Infant and Primary Schools;
- Age 7/8 in Junior Schools;.
- Age 11/12 in Secondary Schools.

The LA's policy is to provide all 3/4 year old children in the Caerphilly County Borough an entitlement to a funded part-time nursery place at their local infant or primary school.

Oversubscription Criteria

(these apply to all admissions to oversubscribed schools)

1. Looked After Children (children in public care).

2. Those children who live in the school's catchment area on or before the published closing date.

3. Children recommended for placement for medical, psychological or special educational reasons. These must be confirmed by the LA's professional advisers.

4. Children with siblings (brothers and sisters) living in the same household attending the school in September 2016. The sibling must be of statutory school age. A sibling is a child who is the brother/sister, half brother/sister (children who share one common parent), step brother/sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address.

5. After taking account of the above categories, priority will be based on the closeness to the school measured by the LA's G.I.S (Geographical Information System) database. Distance is measured from the nearest entrance or gate of the home to the nearest gate or entrance of the school. If the LA has the situation where any home addresses calculate the same distance then a trundle wheel will be used to establish the nearest address. When considering whether a child lives in a school's catchment area, the address considered is that of the parent or legal guardian, irrespective of a family's domestic arrangements. i.e. the address of another relative or childminder etc. must not be given. In certain cases it may be necessary to provide evidence relating to the child(ren) in question, to show the home address of the child(ren).

Children of UK service personnel will be treated as in catchment if their application form is accompanied by an official Ministry of Defence (MOD) letter declaring a definite return date and confirmation of the new address. Pupils from outside the school's catchment area will be admitted in accordance with parental preference if the Admission Number of the school, class or unit has not been reached and, if selection is necessary, the criteria shown above will be used.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the home address will be determined as the address where a child lives for the majority of the week (e.g. 3 out of the 5 school days). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

Multiple Birth Children (e.g. twins or triplets).

If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth e.g twin or triplet then the LA will also admit the other sibling(s).

Waiting Lists.

Following the allocation of places during the normal admission round any pupil that is refused admission to an oversubscribed school will remain on a waiting list for placement until the 30th September of that school year and should a placement become available, the placement will be allocated in line with the authority's oversubscription criteria. After the 30th September parents will need to make a new application for admission to their preferred school.

Early Years Education - Introduction Guidelines for Parents

A free, part time Early Education place in an approved Early Years setting from the term following a child's third birthday is operational across the county borough for those parents who choose to access it.

The Early Years Education place for those children whose birthday's fall between September 1st and March 31st or Good Friday depending on which date falls latest can be in:

- A nursery class in a school setting.
- An approved pre-school or playgroup, or
- An approved day nursery.

During the academic year of your child's 4th birthday, Early Years Education is only available in a school setting.

Are the Part Time Places Free?

Yes. Each child is entitled to a free part time Early Years Education place in one approved setting from the term after they turn three.

How do I know the setting is a quality provider?

Early years settings providing these places have to be inspected by an ESTYN registered education inspector. Non-maintained settings also undergo the usual inspection by the Care and Social Services Inspectorate, Wales.

In Caerphilly County Borough, in order to be given 'approved' status, non-maintained settings must first complete the Caerphilly Quality Standard, and be working towards a nationally recognised Quality Assurance Scheme. To offer a free part time Early Years Education place all settings must be included in the Early Years Plan, and be properly procured through CCBC.

You can check with your local Family Information Service (FIS) which settings are registered to provide education or you can ask your provider. There are a variety of providers in the area registered to provide Early Years Education. The FIS can be contacted on 01443 863232 or at **www.caerphilly.gov.uk/FIS**

How will I know that my child is receiving appropriate Early Years Education?

Free part time Early Years Education providers must have a qualified teacher involved. The teacher will advise the early years staff working with the children, offer support and guidance to the setting and work with the group to achieve the standards expected by ESTYN.

The providers must be inspected by ESTYN. The inspector will ensure that a high quality of education is being delivered and that the Foundation Phase Framework for Children's Learning is being implemented. The Foundation Phase Framework document contains guidance for best practice throughout Wales.

The areas of learning are as follows:

- Personal and Social Development, Well Being and Cultural Diversity.
- Language, Literacy and Communication skills.
- Mathematical Development.
- Welsh Language Development.
- Knowledge & Understanding of the World.
- Physical Development.
- Creative Development.

All settings offering Early Years Education will engage with the Foundation Phase.

How Do I Access the Scheme within a Non-Maintained Setting?

- If the setting is registered to provide education then the playgroup leader or nursery manager ('person in charge') should be able to provide you with more information.
- If the setting is not registered then you will need to find a group in your area that is - you can contact either the schools admissions service on 01443 864870 or the FIS on 01443 863232 for a list of all providers in the Early Years Plan or go to **www.caerphilly.gov.uk/FIS**
- You will need to complete an Admissions Form, which the person in charge will provide you with. This must be completed and returned to the person in charge within the first week of term that you are applying for, together with a copy of your child's birth certificate as proof of age.
- The person in charge will then liaise with the LA to provide your child with a free part time place.

If you have completed an admissions form for more than one setting it is your responsibility to inform the setting you are not sending your child to that school the form must be withdrawn. This must be done by the fourth week of term.

For more information see the website
www.caerphilly.gov.uk/earlyyears or
www.caerphilly.gov.uk/FIS

C Organisation of Schools

1. Primary Education

Every child is required by law to receive full time education from the beginning of the school term after his/her fifth birthday. In CCBC, however, all children are able to start school full time at the beginning of the school year (September) in which they become five i.e. between the 1st September and the 31st August. Parents are able to defer the start of a child until the term following their fifth birthday.

All children are able to attend school on a part time basis in the September following their third birthday. Children between the ages of 3/4-11 are recognised as pupils receiving primary education. In Caerphilly County Borough, primary education is provided either in separate infant or junior schools, or in primary schools with one complete 3/4 -11 age range.

Reduction of Infant Class Sizes

Choosing a school for the first time for a young child is especially important, both for parents and for children themselves. In accordance, with Infant Class Size Legislation, infant classes at a maintained school should contain no more than 30 pupils where a teaching session is managed by a single qualified teacher (or where the session is managed by more than one qualified teacher, no more than 30 pupils for every teacher).

1.1 Admission to an Early Years Placement at a Nursery School.

Children born between the 1st September and the 31st March or Good Friday depending on which date falls the latest maybe entitled to an Early Years placement (term after their 3rd birthday) at their local Primary/Infant school dependant on availability.

Where a school has reached their Admission Number in their current nursery and where the in catchment pupils exceed 70%, only pupils who reside within the schools catchment area will be admitted into an Early Years placement.

Please note that admission into an Early Years place in either the Spring or Summer term does not entitle your child to continue education in the nursery year at the school. An application for admission into the nursery year at the school will need to be made at the relevant time.

1.2 Admission to Nursery School.

The number of places available in a nursery year is set by the LA and the decision whether to admit your child will be taken in accordance with the LA's guidelines, which follow.

Pupils who are admitted to a nursery year, will not have an "automatic" right to continued education within that school. A formal application must be made for entry into the reception year at the appropriate time. Applications for admissions should be made before 28th February 2016. For any assistance, please contact Mrs. Andrea West, School Admissions and Exclusions Manager or other members of the team on the following telephone numbers 01443 864870, 864897 and 864896.

1.3 Admission to Infant Schools or Infant Department within Primary Schools.

Pupils who attain the age of five during the school year may be admitted to an infant school/department, at the commencement of the school year in September.

Pupils admitted to a separate infant school will not have an 'automatic' right to continued education at the feeder Junior School which serves the same catchment area. Whilst every effort will be made to accommodate such pupils, a formal application must be made for transfer to the Junior school at the appropriate time.

Applications for admissions should be before 18th December 2015.

For any assistance, please contact Mrs Andrea West – School Admissions and Exclusions Manager Telephone: 01443 864870 or other members of the team on the following telephone numbers 01443 864896, 864897 and 864806.

1.4 Transfer to Junior Schools

Children enter or transfer to a Junior School on the first day of the Autumn term following their seventh birthday. In Primary Schools the infant and junior sections are simply departments of the same school and children progress through the school from the infants to juniors without having to transfer elsewhere.

Whilst every effort will be made to accommodate such pupils, a formal application must be made for transfer to the Junior school at the appropriate time.

Applications for admissions should be made as early as possible and before 18th December 2015. For any assistance, please contact Mrs Andrea West – School Admissions and Exclusions Manager Telephone: 01443 864870 or other members of the team on the following numbers 01443 864896, 864897 and 864806.

1.5 Changing Schools: Primary Education.

Changing schools during primary education is a significant step for your child to take. In the case of moving the family home, such a decision may well be a necessity and you will need to contact your local school or the Directorate of Education and Lifelong Learning for assistance. If, however, you would like your child to transfer from one school to another, please contact your present Headteacher first. Should you still wish to proceed with these transfer arrangements; you must apply in writing to Mrs. Andrea West, School Admissions and Exclusions Manager, Tŷ Penallta, Tredomen Park, Ystrad Mynach, CF82 7PG Tel: 01443 864870.

If there is a suitable vacancy, your child will be admitted to the school. Parents should note, however, that classes may include more than one age group and the Headteacher will have the task of locating your child in the most appropriate class.

2. Admission to Secondary Schools.

Children normally transfer from primary school to secondary school at the beginning of the school year following their eleventh birthday. If your child was born between 1st September 2004 and 31st August 2005 she/he will transfer to secondary school in September 2016. Headteachers of primary schools will be able to inform parents of the secondary school which their children should normally attend. Whilst every effort will be made to accommodate pupils, an application must be made for transfer to secondary schools at the appropriate time. Applications for admissions should be made as early as possible and before 23rd October, 2015.

2.1 Changing Secondary School.

Changing secondary schools is a significant step for your child to take. In the case of moving the family home, such a decision may well be a necessity and you will need to contact your local school or the Directorate of Education and Lifelong Learning for assistance. If however, you would like your child to transfer from one secondary school to another, please contact your present Headteacher first. Should you still wish to proceed with these transfer arrangements; you must contact the Directorate of Education and Lifelong Learning for advice in making your application, which will then be required in writing. In considering your request for transfer, the LA will review the number of pupils in the year group relevant to your child. If the child is in years 10 or 11, the range of subject options chosen may also be a factor. If that particular year has not reached the school's admissions number, then your child will be admitted to the school. Parents should note, however, that curriculum option choices may vary from school to school.

D Applying for a Place

When you apply for a place at a particular school, you must complete the relevant application form, which is available at the school. You must apply by the closing dates shown below for admission in September 2016. The LA will inform you whether or not it is possible for your child to attend your preferred school. Each school produces a prospectus, which contains relevant information including school aims and educational beliefs, the organization of the school and curriculum opportunities, including out of school activities. This school prospectus is available from the Headteacher.

Late Applications

Any applications that are received after the closing date for admission will be refused if the school is oversubscribed unless the family has just moved into the catchment area and the application is received before the offer of places are made. If the application is received after the places have been offered and documented evidence is provided to demonstrate that the family have moved into the catchment area of the school the pupil will be given higher priority on the waiting list.

Withdrawing Offers of Places

The offer of a school place will be withdrawn on the basis of a fraudulent or intentionally misleading application being received (e.g. falsely claiming to reside within a catchment area of a school).

Timetable for admissions to schools September 2016

The timetable to process applications for Secondary schools for September 2016 is:
Admission Forms available to parents 11th September 2015
Forms to be returned to LA 23rd October 2015
Parents notified of outcome 1st March 2016

The timetable to process applications for Primary schools for September 2016 is:
Admission Forms available to parents 6th November 2015
Forms to be returned to LA 18th December 2015
Parents notified of outcome 28th February 2016

The timetable to process applications for Nursery schools for September 2016 is:
Admission Forms available to parents 15th January 2016
Forms to be returned to LA 28th February 2016
Parents notified of outcome 1st May 2016

E What Happens if your Child is Refused a Place?

In the vast majority of cases children are offered places at their parents' first choice of school. If, however, your child is unable to gain admission, you will need to decide whether you are willing to accept a place offered at a different school, or whether you wish to continue with your first application. If you choose the latter course, you may appeal to an Independent Appeal Panel. This Independent Appeal Panel will judge whether the school is full and, should that be the case, whether the parent's application is so strong that the child should still be offered a place. Before you appeal, please consider the LA's admissions criteria (outlined previously on page 5).

It should be noted that Nursery age pupils have no right of appeal.

F Registering your Appeal

You may make a formal appeal against the LA's decision, but this must be received within 28 calendar days of you being notified of the

decision not to admit your child to your chosen school. You should forward this appeal in writing, to the Directorate of Education and Lifelong Learning. The LA will refer the appeal to the Council's Legal Department who will arrange for the appeal to be heard by an Independent Appeal Panel and will set a time and place for the hearing. The Panel will afford parents an opportunity of appearing and making their representations (oral and/or written). Parents are advised that agencies such as SNAP & ACE are available to provide assistance in making appeals.

Parents, however, are advised that : -

1. they may elect not to attend the appeal meeting and, instead, allow the appeal to be considered on a written statement;

2. the appeal will be decided on the information available if, having failed to give a reasonable explanation, they do not appear;

3. they will be given at least fourteen days (from the date of posting) written notice of the meeting of the Appeal Panel;

4. they are welcome to be accompanied by a friend, or represented by a solicitor, but that, in the latter case, the Directorate of Education and Lifelong Learning should be informed at least seven days before the hearing. Please note that a separate Appeal Panel hears appeals against decisions of the Governing Body of a Voluntary Aided or Foundation School. Guidance on such an appeal should, therefore, be sought from the school concerned. Please note that limitations will be placed on the powers of the appeal panel to allow appeals against the refusal to admit a child to a school where infant class size legislation applies. The LA will not consider a second admission application unless there is a significant change in circumstances (which will need to be evidenced).

Sixth Form Admissions

The admission of Sixth Form pupils to Community Schools is determined by individual schools. Therefore applications should be made directly to the school.

G Disability Discrimination

The Council has in place an Accessibility Strategy, which details how the Council will meet its duties under the Equality Act 2010 and preceding Disability Discrimination legislation.

The Strategy covers all aspects of accessibility including access to premises, curriculum and written information. The strategy contains the Council's plans to improve physical access to school premises across the borough to minimise the barriers to disabled pupils accessing education. In a number of cases due to the topography of a school site, it may not be deemed accessible for a child with a physical disability. In such cases parents/guardians will be provided with the details of the nearest accessible school which is able to meet the child's needs.

Admissions forms are screened by Education in order to highlight any children with medical condition/physical disability. Parents will be contacted at the earliest opportunity to discuss the child's needs and a suitable school placement will be considered.

The School and Officers of the Council work closely with parents to ensure that detailed assessments are in place to support the inclusion of pupils, where possible within their chosen school.

Usage of Accommodation

The LA continually reviews the usage of accommodation at all Infant, Junior and Primary schools and subsequently updates the Capacity and Admission Number to reflect this review.

In accordance with the Statutory Public Notice the new replacement Comprehensive School on the new Oakdale Plateau will be established in 2017. This will replace the existing Oakdale Comprehensive School and Ponttlanfraith Comprehensive School.

The new School's Admission number from September 2016 will be 220. In September 2016 pupils will be expected to attend the existing sites of the old schools but the Admission Number of 220 will apply. Allocation of placement will be carried out using the Authority's published Admission Arrangements.

H St Helens Roman Catholic Primary School Admissions - Academic Year 2016/17

The Governing Body has sole responsibility for admissions to St. Helen's. The Governing Body will admit pupils up to the School's Admissions Number which is 30. Where there are more than 30 applications, admissions will be made in accordance with the order of priority and procedure set out below:

Over subscription Criteria Order of Priority.

1. Looked after children (children in public care) of the Catholic faith.

2. Looked after children (children in public care).

3. Catholic children living in parishes of St Helen's Caerphilly and St Peter's, Bargoed - religious affiliation will need to be demonstrated by the child's baptismal certificate if the child was baptised outside these parishes. If the child was baptised in St. Helen's Church or St. Peter's Bargoed, the baptismal registers for those parishes will be used.

4. Catholic children not living in the parishes of Caerphilly and Bargoed - religious affiliation will need to be demonstrated by the child's baptismal certificate. If the child was baptised in St. Helen's Caerphilly or St. Peter's Bargoed, the baptismal register for those parishes will be used.

5. Non-catholic children living in Caerphilly County Borough who have a brother or sister in the school who are residing in the same household. A sibling is a child who is the brother/sister, half brother/sister (children who share a common parent), step brother/sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address.

6. Children residing in Caerphilly County Borough who can demonstrate that they are actively engaged in supporting a Christian denomination. Applicants must provide written evidence of engagement in their denomination, which must include at least a letter written by a person of authority who has personal knowledge of the applicant's religious circumstances.

7. Children residing in Caerphilly County Borough who can demonstrate that they are actively engaged in supporting a non-Christian faith. Applicants must provide written evidence of engagement in their faith, which must include at least a letter written by a minister or person of authority in that faith who has personal knowledge of the applicant's religious circumstances.

8. Children recommended for placement for medical, psychological or special educational reasons. These must be confirmed by the Local Authority's professional advisers. Children with a statement of SEN should be admitted to the school named on their statement, and should not be considered as part of the oversubscription criteria.

9. Non-catholic children living in Caerphilly County Borough.

Multiple Birth Children (e.g. twins or triplets)

If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth e.g twin or triplet then the Governing Body will also admit the other sibling(s).

If Governors are unable to admit all applicants in a particular category they will give priority to those children who live closest to the school. This will be measured from the front door of the home to the front gate of the school (using the safest walking route) measured by the Authority's G.I.S (Geographical Information System) database. Where a child lives with both parents at different times of the week, the measurement will be taken from the home where the child resides for the majority of a 'normal' week(i.e. term time).

The majority of the normal week being seen as 3 out of 5 school days. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes (e.g. Child Benefit payments). Children of UK Service personnel will be treated as residing in catchment if proof of posting is provided.

Acceptance into the Nursery class does not guarantee a place in the reception class.

An application has to be made for both the nursery and reception classes. Priority will not be given to parents of pupils that have attended the nursery.

Parents of pupils who have been offered a place in the reception class may defer entry until the term after their fifth birthday. Once offered a place, another pupil will not fill this place if parents decide to defer entry.

Parents have a statutory right of appeal against the non-admission of a child (not at nursery) to the school. This will be heard by an Independent Appeals Panel. Details of the appeals process will be made available to parents when they are notified of a refusal of a place (or if they request such information from the Governing Body).

Withdrawing offers of places -
The offer of a school place will be withdrawn on the basis of a fraudulent or intentionally misleading application being received.

Waiting List

All applicants who have not been admitted will have their application, whenever made during the relevant year, retained on a waiting list until the 30th September following receipt of the application.

Applicants will be placed in order on the list according to the oversubscription criteria order of priority of the Admissions Policy.

If a place becomes available it will be allocated to the applicant then highest on the waiting list. When a place becomes available up to 30th September, to enable places offered to be taken up without delay, governors will offer a place in writing to the highest placed on the list and they will be required to respond in 5 working days to the offer. Failure to respond for any reason will be treated as a rejection and the place will be offered to the next highest on the list following the same process.

After 30th September the waiting list will be abandoned and all applicants on the waiting list will be treated as not having applied and any future place which becomes available will be allocated to the next applicant for a place, or if more than one, by reference to the published criteria.

Applicants must appreciate that the waiting list order of priority will alter as more applicants apply and circumstances change. If any applicant informs the governors in writing of any relevant material change of circumstances this will be considered by the governors and the position on the waiting list may be altered accordingly.

Timetable for admissions to Nursery class September 2016
The expected timetable to process applications for St. Helen's Primary School for September 2016 is:
Admission Forms sent to parents 9th November 2015
Forms returned to school office 9th December 2015
Parents notified of outcome 20th January 2016

Timetable for admissions to Reception class September 2016
The expected timetable to process applications for St. Helen's Primary School for September 2016 is:
Admission Forms sent to parents 6th November 2015
Forms returned to school office 18th December 2015
Parents notified of outcome 28th February 2016

I Cwmcarn High School - School Admissions September 2016

The Governing Body will consider admissions to Cwmcarn High School in line with the parental preference. All first preferences will be met except where the number of applications exceeds the number of places available. In this case the Oversubscription Criteria will be applied.

Criteria for pupil entry

1. Looked After Children (Children in public care) and previously Looked after Children.

2. Children who live in the school's catchment area, which takes in the catchment areas of:

   - Cwmcarn Primary School
   - Risca Primary School
   - Abercarn Primary School
   - Waunfawr Primary School

   This criterion includes UK service personnel.

3. Children who live outside of the school's catchment area. Should the number of applications from within criterion 2 or criterion 3 be greater than the Admission Number, then the allocation of any remaining places will be selected according to the following Oversubscription Criteria; which are listed in priority order:

Pupils from outside the school's catchment area will be admitted in accordance with parental preference if the Admission Number has not been reached and, if selection is necessary, the criteria shown below will be used.

Oversubscription Criteria

(a). Children recommended for placement for medical, psychological or special education reasons. These must be confirmed in writing by the LA's professional advisers.

(b). Children with sibling links (brothers, sisters, half brothers/sisters, fostered/ adopted siblings) living in the same household attending the school.

(c). Children living closest to the school according to the GIS (Geographical Information System) database. Distance is measured from the nearest entrance or gate of the home to the nearest gate or entrance of the school.

When considering the above, the address considered is that of the parent or legal guardian. In certain cases it may be necessary to provide evidence relating to the child(ren) in question to show the home address of the child(ren). In cases where parents have joint shared responsibility the parent who has the greater responsibility during the school week will be deemed as the parent; his or her residence will be the determining factor.

Late applications will be considered if places remain available. In the event that no places are available, then the application will be added to the waiting list. Such applications will be considered according to the above criteria, should a place become available. Children will remain on the waiting list until the 30th September of the school year in which they apply.

Timetable for admissions
The timetable for admissions to Cwmcarn High School for September 2016
Admission Forms available to parents 11th September 2015
Forms returned to school office 23rd October 2015
Parents notified of outcome 1st March 2016

Multiple Birth Children (e.g. twins or triplets)

If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth then the school will admit the other sibling(s).

Appeals

If an application is unsuccessful according to the published admissions/oversubscription criteria then parents may appeal to an Independent Appeal Panel. Appeals should be made to the school in writing within 28 calendar days of the rejection.

The Independent Appeal Panel will set a time and place for the hearing. The Panel will afford parents the opportunity of appealing and making representations (oral and /or written). Parents are advised that agencies such as SNAP and ACE are available to provide assistance in making appeals.

Parents/Guardians are advised that:

1. they may elect not to attend the appeal meeting and, instead, allow the appeal to be considered on a written statement;

2. the appeal will be decided on the information available if, having failed to give a reasonable explanation, they do not appear;

3. they will be given at least fourteen days (from the date of the posting) written notice of the meeting of the Appeal Panel;

4. they are welcome to be accompanied by a friend, or represented by a solicitor, but that, in the event of the latter case, the school should be informed at least seven days before the hearing.

Admission Forum

In line with The Education (Admission Forums) (Wales) Regulations 2003 the Authority has established an Admission Forum which will enable us to bring together admission authorities and others with an involvement in school admissions within the area.

3. Welsh Language Policy

In accordance with the Welsh Government's Welsh-medium Education Strategy (April 2010), the LA's policy is that every child should have the opportunity to learn and use the Welsh language effectively.

Currently provision is made for this in the following ways, in line with the LA Welsh in Education Strategic Plan.

a) Education is available at Welsh Medium Primary Schools to all pupils whose parents select that medium of education. Although the main medium of instruction is Welsh, pupils in Key Stage 2 also study the National Curriculum programmes of study for English to the appropriate level.

b) Pupils will be able to continue their education at a Welsh Medium Comprehensive School.

3.1 The teaching of Welsh as a second language in English Medium Schools.

a) In the foundation Phase Welsh is taught to all pupils. The emphasis is on using the language with purpose and in meaningful situations. In addition, the incidental use of the language during the school day is encouraged.

b) At Key Stage 2, the language is further developed orally and more attention is given to teaching, reading and writing skills.

c) At Key Stages 3 and 4 Welsh is taught to all pupils. Opportunities are provided in all schools for pupils to continue their studies for both the 16+ and "A" level examinations.

School Curriculum

From September 2008, the curriculum for children aged 3 - 7 changed. The curriculum is called The Foundation Phase. A statutory framework called 'The Framework for Children's Learning from 3 - 7 year olds in Wales' is available to support the curriculum.

The Foundation Phase combines Early Years education (for 3 - 5 year olds) and Key Stage 1 (5 - 7 year olds) of the National Curriculum, to bring more consistency and continuity to the education of the youngest children at an all-important period in their development. The Foundation Phase is being introduced over a period of 4 years. From September 2009 it was statutory for all 3 - 5 year olds and is statutory for Year 1 children from September 2010 and Year 2 children from September 2011.

The Curriculum is developed under seven areas of learning.

1. Personal and Social Development Well-Being and Cultural Diversity.
2. Language, Literacy and Communication Skills.
3. Mathematical Development.
4. Welsh Language Development.
5. Knowledge and Understanding of the World.
6. Physical Development.
7. Creative Development.

RE is also taught as part of the locally agreed syllabus. The Foundation Phase places great emphasis on developing learning through providing stimulating play situations. The emphasis is on developing positive attitudes to learning so that children enjoy learning and also on developing their self-esteem and self-confidence to experiment, investigate, learn new things and form new relationships. There is also a greater emphasis on activities using the outdoors, where children can have first hand experiences in solving problems and can learn about conservation and sustainability.

The Foundation Phase also places great emphasis on children learning by doing. Young children will be given more opportunities to gain first hand experiences through play and active involvement rather than by completing exercises in books.

For example mathematics will be more practical so that children can see how problems are solved and how important mathematics is in their everyday lives. There will be more emphasis on children understanding how things work and on finding different ways to solve problems.

In the Foundation Phase emphasis is also placed on developing children's speaking and listening skills in order to set a solid basis for the development of reading and writing. Many young children enter education unable to talk about their feelings and experiences. These children are not motivated to read and write and see little value in the activities.

Children who can share their feelings and talk about their experiences are far more motivated to record their thoughts and to read what others have written. It is important therefore, that all children learn to speak about their experiences and to listen to others so that they will want to develop the skills of reading and writing.

If children enter education with well developed speaking and listening skills then staff will support them in moving forward. What will be important is that children are given the experiences that respond to their needs that will help them to learn successfully.

From September 2008 pupils aged 7 - 14 have followed a revised National Curriculum which is skills based and makes links between learning in different subject areas. There is an emphasis on the development of thinking skills and using skills of literacy, numeracy and IT across the curriculum.

The New Orders of the National Curriculum (NC) consist of the three core subjects of English, Mathematics and Science with the addition of Welsh in Welsh Medium Primary and Secondary Schools.The foundation subjects of Welsh second language, Design Technology, Information Technology, History, Geography, Art, Music & Physical Education, plus a Modern Foreign Language for 11 to 14 year olds make up the remainder of the NC.

In Wales, Welsh is a core subject in schools where it is the medium of instruction; in the remaining schools it is a non-core foundation subject taught as a second language. At Key Stage 4 (14 – 16 year olds) in Wales, the NC subjects of English, Welsh, Mathematics, Science and Physical Education are compulsory. Religious Education is also a statutory requirement and is taught according to a locally agreed syllabus that is overseen by the Standing Advisory Council on Religious Education (SACRE).

Work related education (WRE) is also expected to be included in the curriculum for Key Stage 4. During Key Stages 3 and 4, all pupils must receive careers guidance and in Key Stage 4, they must follow a programme of sex education. All schools are also expected to promote education for sustainable development and global citizenship.

Assessment is an important element of the School Curriculum. Children are assessed on entry to the Foundation Phase to establish a baseline of what they know and can do when they first start school. They are also statutorily assessed at the end of The Foundation Phase KS2 and 3 (ages 7, 11 and 14) based on the National Curriculum (NC) programmes of study they have followed.

At the end of Foundation Phase KS2 and 3, assessment is by Teacher Assessment (TA) only. At the end of Key Stage 4, pupils are assessed principally through the accredited qualifications of the General Certificate of Secondary Education (GCSE), General National Vocational Qualification (GNVQ) and Certificate of Education Achievement (CoEA) that are approved for use with pupils of compulsory school age.

The National Literacy and Numeracy Framework

In order to raise standards in literacy an numeracy for all learners aged 5 to 14, the welsh Government has introduced a new National Literacy and Numeracy Framework (LNF) which was launched on the Learning Wales site at the end of January 2013. Both primary and secondary schools will use the Framework to make sure that the teaching of literacy and numeracy skills is embedded in all subjects across the curriculum rather than focused on English, Welsh and Maths lessons alone.

The Foundation Phase places great importance on literacy and numeracy. In the Foundation Phase children are introduced to early literacy through real context learning in a print rich environment. The LNF became a statutory curriculum requirement from September 2013, with formal assessment against the LNF becoming a requirement from September 2014. The framework will allow all teachers and early years' practitioners to monitor pupils' progress against year on year expectations for literacy and numeracy and will help schools to identify how best to challenge and support all of their learners.

The introduction of the LNF has been supported by a new National Support Programme (NSP) funded by the Welsh Government to offer direct support to schools and teachers. It is first and foremost a curriculum planning tool, identifying clear annual expected outcomes in literacy and numeracy. Schools will be expected to report annually on individual pupil's progress, strengths and areas of development.

All learners in years 2 through to 9 will be required to be assessed using the national tests for the first time in May 2013. Parents should be informed of the outcome of a test undertaken by their child. It is expected that this information will form part of their annual report to parents/carers.

Access to Documents

Every school shall allow parents access at all reasonable times to the following documents: -

1. the Education Department's Curriculum Statement of Policy, the school's Statement of Curriculum Aims and the school's Curriculum Policy;
2. all Welsh Government circulars and statutory instruments;
3. all published HMI reports regarding the school;
4. all schemes of work and syllabuses;
5. arrangements for consideration of complaints about the curriculum;
6. the agreed syllabus for Religious Education;
7. the Charging and Remissions policy of the Authority and Governing Body.

School Complaints

A complaints procedure is a way of ensuring that anyone with an interest in the school can raise a concern, with confidence that it will be considered properly and heard and, if upheld, that the matter will be addressed appropriately and without delay. (Source - Welsh Government Circular 011/2012 - Complaints Procedures for school governing bodies in Wales).

In Caerphilly we take any complaint very seriously and schools are required to have procedures in place for dealing with them. Section 29 of the Education Act 2002 places a requirement on the governing body of all maintained schools in Wales, including nursery schools, to establish procedures for dealing with complaints from parents, pupils, members of staff, governors, members of the community and others.

There are other statutory processes for complaints and appeals relating to the curriculum, religious worship, admissions, Special Educational Needs (SEN), exclusions, staff grievance, staff disciplinary and teacher capability. Guidance on these topics is available from **www.learning.wales.gov.uk**. School complaints procedures do not replace these procedures.

Examinations

Secondary aged pupils, if considered suitable by the Headteacher, are entered for the examinations of the Welsh Joint Education Committee and/or other examining boards. The timetables for the examinations are arranged by the Welsh Joint Education Committee and other examining boards. Head teachers are notified of these, and the subsequent examination results, directly by those boards.

Standards in Schools

The authority continues to work with its schools & Education Achievement Service, in implementing a policy framework to ensure that standards in schools continue to improve. Since Caerphilly CBC was created as a local education authority, there have been steady improvements in standards in Foundation Phase and Key Stages 2 and 3 and in the pass rates at G.C.S.E and 'A' Level. The aim is to continue to build on these successes to increase the rate of pupil progress. The Authority sets and publishes improvement targets for Key Stages 2 to 4 each year. It works closely with schools to achieve these targets and to raise educational standards.

There are specific objectives in the Directorate Plan aimed at tackling the issue of raising standards. These include transforming 14 to 19 provision, improving performance in literacy, numeracy and key skills, enhancing provision for able and talented pupils, and setting challenging but realistic targets for pupil attainment.

Learning, Education and Inclusion Service Special Educational Needs Policy

National Context

The Welsh Government (WG) and National Government have issued a range of guidance relating to special educational needs some of which has statutory status, which Local Authorities, schools, early years and other educational settings need to have regard to.

In July 2015 the Welsh Government published a draft of the Additional Learning Needs and Educational Tribunal Bill. This proposes a new statutory framework for supporting children and young people with additional learning needs (ALN). A draft proposed ALN Code of Practice will be issued in autumn 2015. Feedback from consultation relating to these proposed documents will inform work on finalising the Bill. Welsh Government indicates that new ALN legislation should happen in the next Assembly term (i.e. after May 2016) Caerphilly Local Authority's SEN policy will be reviewed to reflect the new legislative framework after this date.

Local Context

The Policy supports the aims and objectives identified in strategies, policies and procedures produced by CCBC in particular the Inclusion Strategy and Accessibility Strategy.

The Local Authority (LA) recognises that children and young people with special educational needs are not a readily defined or discrete group. However, for the purposes of this policy the LA adopts the legal definition of special educational needs provided by the 1996 Education Act. (SEN Code of Practice for Wales 1:3).

The LA is committed to an effective and inclusive education system in which all children and young people are:

- Valued equally
- Treated with respect and
- Given equal opportunities

All children and young people should have access to an appropriate and high quality education, which will inspire them to participate in lifelong learning. For the 'vast majority of children their mainstream setting will meet all their special educational needs' (SEN Code of Practice for Wales 1:2). Exceptionally it is recognised that for a small minority of children and young people with severe and complex needs, alternative provision arrangements will need to be identified. Within CCBC there is a continuum of specialist provision that includes Trinity Fields School and Resource Centre, which is a special education centre of excellence, and specialist resource bases attached to mainstream schools. These facilities are appropriately resourced to meet the needs of children and young people with more significant special educational needs.

Central Support Services also provide a wide range of peripatetic specialist services to meet particular special educational needs.

Aims

The Aims of the Policy are to:

- Raise achievement and attainment by removing barriers to learning
- Increase physical and curricular access for all children and young people with special educational needs
- Promote inclusive education in all educational and early years settings
- Develop a fair and equitable system for providing resources that
  - is matched to levels of need
  - enhances teaching and learning
  - promotes accountability at all levels
  - produces measurable outcomes

- Build on existing expertise and enhance the professional development of all staff working with children and young people with special educational needs.

- Further develop the role of Trinity Fields School and Resource Centre and the Specialist Resource Bases in supporting the inclusion of children and young people with special educational needs into their local mainstream schools.

- Work in partnership with,
  - Social Services/Children's Services
  - Health
  - Voluntary organisations
  - Schools and early years settings
  - Parents/carers
  - Children and young people

To ensure that all children and young people have the opportunity for lifelong development through the provision of appropriate learning experiences.

Principles

Caerphilly LA recognises that there is a continuum of special educational needs, which should be reflected in a continuum of provision and that good practice in special needs is central to good learning and teaching.

SEN policy and practice will be governed by the following principles, which are consistent with the guidance in the Special Educational Needs Code of Practice for Wales.

- **Partnership -** services will be planned and developed on a multiagency basis and always in partnership with parents/carers.

- **Inclusion –** all children and young people will be valued equally, treated with respect and given equal opportunities.

- **Early Intervention -** all special educational needs should be identified as early as possible and appropriate provision identified.

Process and Implementation

- The LA aims to achieve high quality support and provision by working in partnership with schools and other educational settings.

- The LA is committed to supporting schools and other educational settings raise attainments and achievements but would also seek to celebrate the progress made by learners towards goals, which are realistic, motivating and jointly owned and which contribute to the development of the whole child.

- The LA will provide a range of training and professional development programmes and information sharing forums for schools and other agencies in order to maintain and develop knowledge and skills to effectively support children and young people with special educational needs.

- It is the LA's expectation that schools will follow guidance identified in the SEN Code of Practice for Wales to support a graduated response to the identification of need and continuum of provision for children and young people with special educational needs.

SEN and the School

Provision for children and young people with special educational needs is a matter for the school as a whole: in addition to the governing body, the headteacher and the SENCo, all the other members of staff have their roles and responsibilities. Schools' self-evaluation process should identify good practice and areas for improvement. This process is further supported by a Provision Mapping Quality Assurance tool, which provides evidence on the impact of interventions, pupil outcomes and value for money.

The Governing Body

In cooperation with the headteacher, the governing body determines the school's policy of provision for children and young people with SEN, in line with CCBC and National policies.

A named SEN governor will have particular responsibility for informing the governing body on all aspects of SEN in the school to ensure that SEN work is valued and well supported. The governors must report to the parents annually on the school's policy on and progress with SEN. Training for governors on issues relating to SEN is organised by Caerphilly Governor Support Service.

The Headteacher

The headteacher's responsibility for the day-to-day management of the school includes ensuring that the school is making appropriate provision for all children and young people with SEN. The Head should keep the governing body fully informed and also work closely with the Special Educational Needs Coordinator (SENCo).

The SENCo

The SENCo should work closely with the Headteacher and the senior management team as well as fellow teachers and teaching assistants and should be closely involved with the strategic development of SEN policy and provision in the school. The SENCo has responsibility for the day-to-day operation of this policy and for coordinating provision for children and young people with SEN, through the graduated approach. This should include ensuring that both policy and provision are monitored and reviewed annually in line with LA guidelines and the guidance contained in the SEN Code of Practice for Wales.

All teaching and non-teaching staff

Everyone should be involved in developing the school's SEN policy and be fully aware of and compliant with the school's procedures for identifying, assessing and making provision for children and young people with special educational needs.

The graduated response is supported by the following national and local documentation:

- WG Handbook of Good Practice and Learning, Education and Inclusion Service SENCo Handbook.
- Graduated Response Support Material.
- CCBC Guidance Criteria and Descriptors.
- Quality Assurance System/ Provision Map.

School Action

A decision to place a pupil at Early Years or School Action will be informed by evidence that, despite use of an appropriate differentiated opportunities, a child/young person is making little or no progress, even when teaching responses are targeted, especially in the pupil's identified area of need.

Responsibilities at School Action

The class/subject teacher is responsible for:

- Working with the pupil on a daily basis.
- Planning and delivering individual/group programmes.
- Devising strategies and identifying appropriate methods for accessing the curriculum.

The SENCo is responsible for:

- Facilitating further assessment.
- Coordinating the provision available to children and young people in each year group.
- Collection of information, possibly through the pastoral system.
- Liaising (if appropriate) with an educational psychologist or external specialist, concerning strategies for the pupil.

School Action Plus

- The decision to place a child or young person at School Action plus will normally follow a review of the school's intervention at School Action over time, usually at least 3 terms.
- The principle underpinning School Action plus is that having identified a pupil in need of support, interventions are provided that are additional to or different from those provided as part of the school's usual differentiated curriculum.
- Intervention at School Action plus is characterised by advice from external agencies. Schools can make requests for professional advice and /or support and for additional non-teaching support through the relevant referral forms.

Statutory Assessment

- Only in a small minority of cases will a child or young person have special educational needs of a severity or complexity, which require a statement of special educational needs.
- Where the LA determines special educational provision through a Statement of Special Educational Needs, such provision will be clearly specified and arrangements will be established to ensure that it is appropriately implemented.
- Procedures relating to the management of referrals and requests to LEI Service for statutory assessment are available on request.

Annual Reviews

- Through the Annual Review the LA will monitor the effectiveness of arrangements made to meet the needs of children and young people with statements of special educational needs.
- Procedures and guidance relating to the Annual Review process are available on request.

Panels

- LA Panels meet on a regular basis to discuss referrals for statutory assessment, specialist placement and provision and the allocation of additional support. Terms of Reference for the Specialist Placement and Provision Panel are available on request.

Additional Support, Specialist Equipment and Accessibility

- For children and young people undergoing statutory assessment the provision of additional non-teaching support will be considered following receipt of all advice, at the Statutory Assessment Panel and /or Specialist Provision and Placement Panel.
- Applications for additional support can be made for children and young people at School Action Plus. All applications will be submitted to the Additional Support Panel/ Specialist Placement and Provision Panel for consideration.
- LA responsibilities relating to disability discrimination (DDA) are detailed in CCBC's Disability Equality Scheme and the Accessibility Strategy. For children and young people with a medical or physical need, officers based in the Health and Safety Team will conduct risk assessments and advise on support for personal care, toileting and manual handling through a service level agreement with schools.
- SEN Transport – children and young people with special educational needs may be assisted with transport. Eligibility criteria can be found in CCBC's Transport Policy.

Outreach

- The LA values the skill and expertise of staff in Trinity Fields School and Resource Centre and in other Specialist Resource Bases in mainstream schools in the Borough. An Outreach Policy has been developed to ensure that these skills are used to support the process of inclusion.

Listening to Learners

- The LA believes that children and young people should feel confident that their views will be listened to and valued. Where possible children and young people will be encouraged to participate in all the decision making processes that occur in education including:
  - The setting of learning targets and contributing to Individual Education Plans/Behaviour Support Plans.
  - Decisions about choices of schools.
  - Contributing to the assessment of their needs and to the annual review and transition processes.

From January 2015 new legislation gave children and young people in Wales the right:

- to appeal to the Special Educational Needs Tribunal for Wales (SENTW) against certain decisions made by their local authority about their special educational needs.
- to bring a claim about disability discrimination.

Safeguarding Children and Young People with SEN

- Children and young people with SEN may be more vulnerable to issues such as bullying, emotional, sexual and physical abuse and neglect. All teachers, but especially SENCo's, pastoral leaders, peripatetic Specialist Teachers and Teaching Assistants need to be alert to these issues and follow the All Wales Child Protection Procedures and Safeguarding in Education document. All concerns about a child or young person should be brought to the attention of the school's Child Protection Designated Teacher.

- All personnel who are required to work with children or young people with special educational needs should have an enhanced Disclosure Barring Service (DBS) check. Staff can be employed while awaiting their DBS check but a risk assessment must be completed and the person must be supervised at all times until the check is received.

Support for Transition into Further Education or Employment

- Young people with special educational needs are among the vulnerable groups in danger of becoming NEET (Not in Education, Employment or Training). Caerphilly LA and its partner organisations have developed a strategy to reduce NEETs through targeted support, appropriate curriculum choice and 'Keeping in Touch' (KIT) procedures.

Parent/Carers Partnership

- Caerphilly LA is committed to working in partnership with parents /carers and values the contribution they can make to enable children and young people with SEN achieve their potential. A parent partnership service is provided by SNAP Cymru, in addition the Partnership, Information and Communication Coordinator, Learning, Education and Inclusion Service has responsibility for working with parents on a range of issues including the development of materials for parents.

Monitoring, Evaluation and Review

- The LA has a statutory duty to ensure the quality of educational provision, and as part of this to ensure that the needs of individual children are met.

- In carrying out its responsibilities towards children with special educational needs the LA will monitor how effectively schools and governing bodies fulfil their duties via:

  - the Monitor, Challenge, Intervention and Support process undertaken by the Education Achievement Service (EAS);

  - LEI specialist staff visits and reports;

  - tracking and collating relevant SEN data;

- The LA will review individual Service areas, provision and the effective use of its resources annually through the evaluation of Service Improvement Plans.

- The work of Learning, Education and Inclusion Service Teams will be regularly reviewed against service standards and national and local performance indicators.

- Learning, Education and Inclusion Service will monitor the quality of SEN provision and the outcomes achieved by learners with SEN, through the School SEN Self Evaluation Profile and Quality Assurance System.

Services to pupils

A Transport of School Children

It is the Local Education Authority's intention to provide a system of transportation that will seek to carry pupils safely and comfortably. These principles will apply to all services contracted by the LA.

i) Provision of Free Transport (5 - 16)

There is a statutory duty placed upon the LA to provide pupils with free transport to their nearest suitable school if they reside beyond "walking distance" to that school. Caerphilly County Borough Council, however, provides transport to those pupils who attend their "relevant" school and reside beyond "walking distance" to that school.

The "relevant" school is the catchment area school or the nearest school. The Learner Travel (Wales) Measure defines "walking distance" as two miles for pupils in receipt of Primary Education and three miles for pupils receiving Secondary Education.

Caerphilly County Borough Council, however, defines these distances as one and a half miles for pupils in Primary Education and two miles for other pupils - the distance being measured by the nearest available walking route. The residence is the address of the parent(s) or legal guardian of the pupil.

The Council is reviewing all areas of education transport provision, which could result in the withdrawal, or the introduction of a charge for transport that is provided above the minimum (statutory) requirements. Whilst any changes will not become effective until September 2017 at the earliest, they may affect pupils already benefiting from discretionary transport, as well as new starters, or pupils changing to secondary or post-16 transport.

Where a pupil has more than one home because the child's parents are not living together but the child lives partly with each parent, or with a parent and also at a children's home, then both places of residence should be regarded as their place of ordinary residence.

"Living" means more than occasionally visiting. Only permanent established arrangements can be considered. These would include a child who stays 2 nights of every school week with one parent and three nights of every school week with the other, or alternative weeks with each parent. The provision is concerned only with periods during which the child receives education i.e. the school week. It does not apply where a child spends weekends with a parent from where the child lives during the school week.

Where a child has two places of ordinary residence in two different local authorities, then each of those local authorities will be responsible for the child's travel arrangements when in its area. Where pupils attend, as a result of parental preference, a school, which is neither the catchment area school nor the nearest school, it must be understood that parents accept full responsibility for transport arrangements. This will include making all the necessary arrangements as well as meeting the cost.

In all cases, the efficient use of resources will dictate the mode of transport provided (subject to any special needs requirements). Transport may be provided by means of a contracted school transport service or existing public transport services which, together with the size and type of transport (bus, minibus, train, taxi, etc.) will be dictated by cost effectiveness.

It is not possible to arrange the routes of vehicles to pass close to the homes of all pupils. Therefore, it may be necessary for parents to make arrangements for their child(ren) to reach the nearest 'pick-up' point of the vehicle. Every effort is made to keep this distance as short as possible and it should not exceed 1 mile.

ii) Transport to Nursery Schools / Units

Children who attend nursery schools or units would not normally be eligible to receive free transport.

iii) Transport for Children with Additional Needs

Free transport is provided for all pupils who attend Special Resource Bases and our Special School - Trinity Fields School and Resource Centre, which are not held within their own schools irrespective of distance and family circumstances. Special provision include classes for children with profound and multiple learning difficulties, physical disabilities and additional learning difficulties, complex learning needs, hearing impairment, speech and language difficulties, social communication and autism, behavioural difficulties and pupil referral units.

iv) Transport to Voluntary Aided and Special Agreement Schools

Pupils attending the nearest Voluntary Aided School of the parent's denomination receive free transport if it is in accordance with the LEA's agreed walking distance, (see (i)).

v) Transport to schools in neighbouring Authorities.

Pupils residing within Caerphilly County Borough area who attend schools located in neighbouring authorities receive free transport provided that the school attended is the relevant or nearest school, and that they reside beyond the agreed walking distance as specified at (i) above. See page 56 for examples.

vi) Special Transport on Medical Grounds

Free special transport to and from school may be provided on medical grounds on receipt of a written recommendation from a Medical Officer and is subject to regular review. Consideration for free transport on medical grounds is generally only given consideration where a child is attending his or her 'relevant' school or where the child has been placed at a school because of his or her medical needs.

vii) Special arrangements: Hazardous Routes

The LA exercises its discretion to vary its service in terms of perceived needs. It is recognised that occasions will arise where routes are considered to be hazardous. In these circumstances, the LA reserves the right to provide free school transport below the discretionary limits to pupils attending their catchment school, in the interests of the safety of the children. As a matter of policy, routes that are considered hazardous will be reviewed biennially.

The LA will have regard to the following criteria in arriving at such decisions: -

- that the degree of danger involved is such that children and escorting adults are at risk from traffic.

viii) Concessionary Transport

From time to time it is possible that the numbers to be carried by the LA will be below the seating capacity of the vehicle being used. In such cases the LA will reserve the right, using the appropriate powers, to make spare seats available to children attending their relevant school who live below the discretionary limit (see (i)), provided that there is no additional cost to the authority. It must be understood that the provision of this facility does not represent an obligation on behalf of the LA and, being entirely dependent on the capacity of the vehicle used, may result in withdrawal of the facility at short notice.

Concessionary transport cannot be considered until after the second week of September, when accurate numbers of pupil's travelling during the year are known. Requests must be made in writing to these offices giving details of the pupil and school attended by no later than Monday 12th September 2016. All requests received by that date will be considered and any available seats will be allocated on the basis of those resident furthest from the school. Requests thereafter, will be considered, depending on availability.

ix) Changing Schools - Transport Arrangements

Pupils whose families move to an address outside the traditional local area of the school attended will not continue to be provided with a free bus or train pass to that school if that move takes place during primary education, or in years seven, eight or nine of secondary education. Pupils who move on a permanent basis in years ten and eleven will be provided with a free bus or train pass to enable them to complete their current course at the same school provided they were attending their closest school and that they now reside beyond the agreed walking distance as specified at (i) above.

x) Monitoring & Complaints Procedure

All vehicles will be available for random checks by the Traffic Commissioners or other appropriate body, when required. Any complaints received by the LA from parents concerning services or vehicles will be immediately investigated. In the event of the complaint being upheld, action will be taken in accordance with the operator's terms of contract. The LA will, on unspecified days, undertake random checks on contracts, to ensure that the contracts are being complied with, in a manner acceptable to the LA. These checks should take place at least once per school year. As a part of the monitoring exercise, performance indicators will be built into the contracts.

xi) Provision of Transport Post - 16. CCBC Policy Post-16 Schools

CCBC defines eligible distance as 2 miles for school pupils aged 16-18 - the distance being measured by the nearest available walking route from the nearest (to the school) gate or entrance to the property, to the nearest gate or entrance to the school.

The "RELEVANT" school is the catchment area school or the nearest suitable school, and the residence is the address of the parent(s) or legal guardian of the pupil. Please refer to Section 1 for further clarification on what is regarded as a child's residence.

Where pupils attend, as a result of parental preference, a school, which is neither the catchment area school nor the nearest school, it must be understood that parents accept full responsibility for transport arrangements. This will include making all the necessary arrangements as well as meeting the cost. In all cases, the efficient use of resources will dictate the mode of transport provided (subject to any special needs requirements). Transport may be provided by means of a contracted school transport service or existing public transport services which, together with the size and type of transport (bus, minibus, train, taxi, etc.) will be dictated by cost effectiveness.

It is not possible to arrange the routes of vehicles to pass close to the homes of all pupils. Therefore, it may be necessary for parents to make arrangement for their children to reach the nearest 'pick-up' point of the vehicle. Every effort is made to keep this distance as short as possible and it should not exceed 1 mile.

The Council is reviewing all areas of education transport provision, which could result in the withdrawal or the introduction of a charge for transport that is provided above the minimum statutory requirements. Whilst any changes will not become effective until September 2017 at the earliest, the changes could affect both existing and new post-16 students.

CCBC Policy Post-16 Students

All students aged 16, 17 or 18 years at the commencement of each academic year and who are attending a course of full time study at a college, will be entitled to free travel provided that the student is attending the catchment establishment / college or nearest place to their residence which provides the course or broadly comparable course, this will be determined by officers. A full time course is determined as one, which requires attendance of 16 or more hours per week.

Coleg Gwent

All students who reside within the catchment area of the schools listed below are within the catchment area for Gwent Tertiary College for post 16 Education. Students are however only eligible for free transport if they are attending the nearest campus offering the course.

- **Blackwood Comprehensive School**
- **Islwyn High School**
- **Newbridge School**
- **Risca Community Comprehensive School**
- **Ysgol Gyfun Cwm Rhymni -** (Islwyn Area)
- **Cwmcarn High School -**
  NB Cwmcarn High School is an 11-18 School, therefore the post 16 policy (schools) also applies as appropriate.

Should students who reside within these catchment areas choose to attend an alternative education establishment, assistance will only be provided if the student is attending the nearest education establishment to home offering the course.

The mileage limits will be the same as those applying to school pupils. The arrangements as specified for schools above, apply equally to college students.

Ystrad Mynach College

All students who reside within the catchment area of the schools listed below are also within the catchment area for Ystrad Mynach College for post 16 Education.

- **Rhymney Comprehensive School**
- **Heolddu Comprehensive School**
- **Lewis School Pengam**
- **Lewis Girls Comprehensive School**
- **Bedwas High School**
- **St Martins Comprehensive School**
- **St Cenydd Community School**
- **Ysgol Gyfun Cwm Rhymni**
  (Rhymney Valley Area)

Should students who reside within these catchment areas choose to attend an alternative education establishment other than Ystrad Mynach College or their catchment comprehensive school, assistance will only be provided if the student is attending the nearest education establishment to their residence offering the course.

The mileage limits will be the same as those applying to school pupils. The arrangements as specified for schools above, apply equally to college students. Where a course of study is not available locally (i.e. at the relevant 'school or college, as appropriate') a travel grant of £363 is available.

This travel grant is payable in six Instalments of £60.50. The travel grant is paid at the end of each half term/term after confirmation has been received of the continuing attendance.

Work Based Learning

The Authority does not provide assistance to those students on work based learning courses. Students should contact the provider who may be able to offer assistance.

Petrol Allowance

Students who meet the criteria for the provision of free transport to their chosen education establishment can apply for petrol allowance. Petrol Allowance is paid at a rate of fifteen pence per mile. Should a student wish to apply for petrol allowance then they should put a supporting letter with their application detailing why they are unable to travel on the prescribed transport. Petrol allowance is only normally payable in circumstances where either the contracted vehicle or public transport is not suitable. Authorised petrol allowance claims are payable at the end of each half term/term.

xii) Guidelines for Parents/Carers

- Make sure older children leave home in sufficient time and ensure that young children are taken to the bus stop in good time. It is your responsibility to ensure they are looked after until the bus arrives.
- Where season tickets or bus passes are issued, please ensure your children carry them - drivers will make checks.
- It is your responsibility to ensure that young children are met when the bus returns from school. Remember that young children often get excited and forget road safety as they get off the bus and, therefore, ensure you meet them on the same side of the road as the bus stops.
- Make sure your child knows what to do if the bus is late, or does not arrive.
- Help bus drivers and escorts to do their job. Remind young people that playing about at bus stops and on buses can cause accidents and injuries.
- Advise the driver or escort if there may be a particular difficulty with your child on a specific day.

- If your child is unaccompanied between home and the bus stop, make sure that he or she knows and follows the safest route and uses the safest crossing places and is appropriately dressed. Remember the safest route is not always the shortest one.
- Notify immediately, the Integrated Transport Unit of any changes to your circumstances, such as a change of address. If your ticket is no longer required, you must return it immediately to the Integrated Transport Unit.
- Season tickets and bus passes are valuable. Replacements will be charged for. Lost tickets should be reported immediately to the appropriate bus company who will advise you how to obtain a replacement.
- Remember to remind your child/ren only to operate the bus doors in an emergency.
- Ensure children are aware that some types of clothing can be dangerous e.g. having belts or bags with loose straps could be come caught in the door. Also rucksacks should be carried and not worn.

xiii) Travel Behaviour Code

In January 2009 the Welsh Assembly Government issued a Travel Behaviour Code. The code is compulsory for all learners up to the age of 19 years (or over 19 years if they started their course before reaching 19).

The code applies to all modes of travel to and from education institutions. This will include contract buses, public buses, public trains, walking, taxis, scooters and motorbikes, cycling and journeys in the learners own or other cars. Learners must comply with the code whilst travelling to and from their place of learning.

The code sets out standards of behaviour expected of a learner when travelling to and from their place of learning. Parents should ensure the learner has understood the code and must encourage good behaviour. Parents must ensure their children comply with the code.

In the event that a learner does not comply with the Travel Behaviour Code the Local Authority can for a period withdraw an individual's entitlement to free transport.

Alternatively the place of learning can take action against them under the Schools behaviour policy. In the event transport is withdrawn from a learner, it is the responsibility of the learners parents to arrange transport to and from their place of learning.

School Bus Travel Behaviour Code

- When at the bus stop, always wait sensibly, off the road.
- Make an agreement with your parents what to do if the bus does not arrive or if you miss it.
- When the bus arrives, wait for it to stop. Never push or rush for the door.
- Show your bus pass (if you have been given one) when you get on the bus.
- On a school bus stay in your seat for the whole journey.
- On a public bus find a seat if one is available.
- Never block the aisle with your bag or other belongings.
- Always wear a seat belt if one is provided.
- You must not distract the driver when he or she is driving.
- Never eat or drink on the bus.
- Never throw anything in or from the bus.
- Never damage or vandalise any part of the bus.
- Never operate the bus doors or exits, except in an emergency.
- Always follow the instructions of the driver or passenger assistant at all times.
- If there is an accident, stay on the bus until you are told to leave. If it is unsafe to stay on the bus then leave by the safest exit.
- Never try and get on or off the bus until it has stopped.
- Always get off the bus sensibly, taking all your belongings with you.
- Never cross the road in front of or close behind the bus.

Travel Behaviour Code

Your safety is very important. You must behave responsibly and safely when travelling to and from school or college, whether you go there by bus, train, taxi, bicycle, walking or any other way. If you get a bus to school or college, you must also follow the rules in the School Bus Travel Behaviour Code.

If you do not follow this Code, for your own safety, and other people's, local authorities, schools and colleges can take action against you. This might involve taking away your right to school transport and even excluding you from school.

Your Responsibility

- Always respect others, including other pupils, drivers and the public.
- Always respect vehicles and property.
- Always be polite.
- Never drop litter.
- Always obey the law.

Your Safety

- Always behave well when travelling.
- Always follow the driver's instructions when travelling.
- You must not distract drivers.
- Always cross the road safely and sensibly.
- Always travel by a safe route.

Your Rights

- To be safe when travelling.
- To be treated fairly and with respect.
- To tell someone if somebody or something is causing you problems.
- Not to be bullied or picked on.

Please tell a teacher, parent or driver about any bad behaviour or bullying you see.

xiv) Appeals

Any appeals against a refusal to grant free transport should be made, in writing, to the Integrated Transport Unit, giving full details for consideration. Consideration will also be given to individual written applications for discretionary transport outside the normal policy criteria.

These will be considered on their respective merits and in exceptional circumstances, transport may be provided outside the normal policy criteria. If you have any concerns about school transport, you should contact the Integrated Transport Unit.

Contact details for Caerphilly Council Residents

Office Opening Hours:
Monday - Thursday
8.30 a.m. - 5.00 p.m.

Friday 8.30 a.m. - 4.30 p.m.

Address:
Integrated Transport Unit, Pontllanfraith House, Blackwood, NP12 2YW

Tel: **01495 235392** Fax: **01443 863479**

SECTION 4

Transport Arrangements – Ysgol Gyfun Cwm Rhymni (YGCR)

Given the YGCR proposals, the transport policy will need to be adapted to reflect the particular circumstances. From September 2013, those Year 7 pupils residing within the 'Caerphilly Basin' area would receive transport where they attend their "relevant" school site (former St Ilan site) and reside beyond "walking distance" to that school site.

From September 2013 all other Year 7 pupils residing within Caerphilly county borough, will receive transport where they attend their "relevant" school site (main YGCR site at Fleur-de-lis) and reside beyond "walking distance" to that school site. Similar arrangements would then apply to subsequent Year 7 intakes.

Arrangements for YGCR years 12/13 pupils will be reviewed in the future once post-16 provision has been resolved across the 2 sites.

B Awards to Pupils

i) School Uniform Grants

There is a school uniform clothing grant available (currently £105) for pupils who are eligible for free school meals and are entering year 7 of a maintained Secondary School, Special School, Special Needs Resource Base or Pupil Referral Unit in September, who are aged 11 at the start of the 2016/17 school year.

To claim the grant, please contact the school stated in your offer of placement letter confirming the place.

ii) Clothing Grants

Grants towards the cost of school clothing may be available, if parents are in receipt of Income Support or Income Based Job Seekers Allowance. Each school has its own procedure for making these allowances and parents should check with the school for details. Due to continuing budgetary pressures upon the Authority, the schools have not received a financial allocation to meet such expenditure.

iii) Education Maintenance Allowances (Secondary Schools and Colleges)

The Education Maintenance Allowance Scheme was introduced in Wales in the 2004/5 academic year. The scheme is designed to encourage pupils in the 16-19 year old age group to continue in education beyond the statutory school leaving age. Entitlement to EMA depends on an assessment of household income. The household income assessed for EMA purposes is the same as that used by the Inland Revenue for Tax Credits. Eligible pupils will receive EMA payments once they have enrolled at a school/college and have started a valid programme of study. Payment will however only be made to those students who have satisfied the attendance requirements. Application packs will be available from Secondary Schools in September.

C Insurance of Pupils

Pupils undertaking normal school activities, including PE, games and practical course, are not insured by the Local Authority against personal injury as this does not fall within Section 137 of the 1972 Local Government Act. Parents are, of course, free to arrange their own personal accident insurance if they think it necessary.

The LA is insured under the Council's third party policy in respect of claims for injury to pupils for which it may be legally liable.

D Education Welfare Service

The Education Welfare Service is a specialist support service and provides an extensive range of services for children, families and schools, in addition to carrying out a number of statutory functions of the Local Education Authority. The central role of the Education Welfare Service focuses on the social, emotional and educational problems, which can affect a child's ability to benefit from the educational opportunities offered by regular attendance at school. The Education Welfare Officer will liaise regularly between school and home to offer appropriate support and guidance.

The role and aims of the Education Welfare Service are;

- to support schools and parents in their efforts to maintain regular attendance of all pupils.
- to devise and implement strategies aimed at improving attendance.
- to ensure that the LA fulfils its statutory duties regarding school attendance, pupil exclusions, and the employment of pupils.
- to contribute, where appropriate, in the process of assessment of those children with special educational needs.
- to offer help and advice to families on matters related to school transport, meals and clothing and their rights within the various Education Acts.
- to provide a key link between families, schools and the LA with other agencies such as the Social Services and Housing Department, the Police and the Area Health Authority.
- to prevent the exploitation of children in employment and entertainment.

Education Welfare Officers are based at schools throughout the area and at Tŷ Penallta. Contact may be made through the following officer:

Linda Perkins - Senior Education Welfare Officer, Tŷ Penallta, Tredomen Park, Ystrad Mynach, CF82 7PG Tel: 01443 866689. E-mail: perkil@caerphilly.gov.uk

Family holidays during term time.

Parents are advised that they do not have an automatic right to withdraw pupils for holidays while schools are in session. Prior application should be made to the Headteacher who will take into account relevant factors such as:

- age of the child.
- the time of year proposed for the trip.
- its nature and parental wishes.
- the overall attendance pattern of the pupil.

Where a school does not grant leave of absence and the pupil still goes on holiday, such absence will be recorded as unauthorised and could result in the issue of a fixed term penalty notice. Where permission is granted, if parents fail to abide by the agreement reached with the school and keep a child away for a period in excess of that agreed, any extra time will also be recorded as unauthorised.

E Child Protection - Safeguarding In Education

Child Protection services now sit within the wider remit of Safeguarding, ensuring that holistic services are provided to vulnerable children. Additionally, the support and training available to schools is now part of wider Safeguarding agenda encompassing far more aspects of pupil safety. Current themes and trends of concern such as internet safety, are now supported through practitioner forums and improved modular training packages for schools.

The Directorate of Education is well represented on the South East Wales Safeguarding Children Board, taking a full and active role in promoting the Boards agenda across the Directorate and with Multi Agency partners. Ensuring the safety and welfare of children is a priority for Caerphilly County Borough Council. The Safeguarding Team provides support and training for schools and other professionals within the Directorate with regard to vulnerable children and their families.

The guidance given in Safeguarding Children: Working Together Under the Children Act 2004, and the All Wales Child Protection Procedures form the cornerstones of the Team's work and ethics. These procedures are a set of guidelines and instructions which describe how a child should be protected, teachers and all other employee's of the Local Authority must comply with this guidance.

Child Abuse includes physical violence, neglect, emotional or sexual abuse. It can involve deliberate harm. It can be the result of a parent not protecting a child or keeping a child safe. It can happen when a child is not given proper care or attention. Within Safeguarding Children: Working Together Under the Children Act 2004, protecting children from abuse and neglect is listed as;

- Preventing impairment of their health or development; and
- Ensuring that they receive safe and effective care;
- Enable them to have optimum life chances.

By law any report that a child may be in danger or suffering from abuse or neglect must be investigated. Even anonymous reports have to be treated seriously. However, most reports come from relatives, neighbours, families themselves or professionals already involved with the family directly. Checks must be made to clarify whether there is a cause for concern and, if so, what action is needed to protect the child. Head teachers, must inform the Social Services Department if concerns are expressed about the safety and welfare of a child.

Further information on Safeguarding matters can be obtained from your local Headteacher or from the Education Safeguarding Team. Helen West, Education Safeguarding Manager can be contacted at Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG or via the main switchboard telephone number 01443 815588.

F Community and Leisure

Caerphilly County Borough Council's Community and Leisure Service is at the heart of the community whose aim is to create an integrated service for the whole community.

The Community Education Service provides youth centre activities for thousands of young people in the community and funds voluntary youth organisations who provide further opportunities for young people to participate in a variety of activities. Adult Education classes are held all over the borough providing educational opportunities for adults in their leisure time.

There are also numerous leisure opportunities for young people to take part in activities in the 11 leisure centres throughout the borough. The service provides an extensive outreach and development programme in Sport, and community activities. The Arts service is responsible for the Blackwood Miners institute and an extensive range of Arts development opportunities.

The Outdoor Leisure service is responsible for the strategic planning and development of Play, Allotments, Playing fields, Green & open spaces. The Library Service provides an extensive range of books, information and library facilities, IT access and activities for young people.

G School Meals Service

A commitment to healthy and enjoyable eating forms the basis for menus in all schools, as food is important for young people's immediate and future health and ability to learn. The Catering Service in Primary Schools and some Secondary Schools is provided by the 'In House' Catering team, whose staff are trained in all aspects of food hygiene and health and safety, and are committed to providing a quality service.

Caerphilly County Borough Council's award winning Catering team were the first local authority in Wales to achieve a menu that meets the Welsh Government Appetite for Life standards. Appetite for Life is part of a broader agenda on food and fitness for children and young people which is set out in the Welsh Government's 'Food and Fitness Implementation Plan.' For further information on Appetite for Life please visit **www.wales.gov.uk**

For further information and latest news on school meals and to see what is on offer please visit **www.myschoollunch.co.uk/caerphilly**

Food is prepared daily on school premises and served either directly from the production kitchen, or from dining centres where there is no production kitchen on site. All menus are nutritionally analysed to current Appetite for Life guidelines. Choices of meals are available, which cater for differences in tastes as well as racial, religious and medical diets.

Meal prices from September 2015:

- **£2.30 Nursery school children.***
- **£1.90 Primary school children.**
- **£2.15 for Secondary school children. (Set meal).**

**Please note that Nursery meals are not subsidised.*

H Free School Meals

What are the eligibility criteria for free school meals?

Children whose parents receive the following support payments are entitled to receive free school meals in maintained schools in Wales:

- Income Support.
- Income Based Job Seekers Allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.
- Income-related Employment and Support Allowance.
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190).
- Guarantee element of State Pension Credit.
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit.
- Universal Credit.

Children who get any of the above benefits in their own right (ie they get benefits payments directly, instead of through a parent or guardian) can also get free school meals.

Children under the compulsory school age who are in full time education may also be able to get free school meals.

Who is entitled to Free School Meals?

Free school meals are awarded where the parent or pupil meets the eligibility criteria and a request has been made by, or on behalf of the parent or pupil for free school meals. (A person acting on behalf of the parent or pupil would normally be a relative or friend, or someone working with/on behalf of a family to help them access all benefits they may be entitled to, for example, a representative from the Citizens Advice Bureau).

What age must a child/young person be to receive free school meals?

Free school meals are available to any full-time pupil who is still at school and eligible. This includes nursery children who attend full days and also sixth form students. Free school meals are not available for students in further education institutions. Further Education students from low income households should contact the Student Support Officer at the Institution attended as help with the cost of meals might be available.

How does a parent apply for free school meals for their child?

The parent can collect a form from the child's school or contact their local authority.

Can a local authority register a pupil for free school meals, whose parent/carer is known to be eligible, without a request having been made?

Free school meal eligibility cannot be awarded for a pupil without a request for free school meals having been made by, or on behalf of the parent or pupil. A local authority may contact a parent/carer to ask them if they would like to apply for free school meals for their child(ren).

What are the new rules around Working Tax Credits?

Families that receive Working Tax Credit are not entitled to free school meals. With effect from 6 April 2012, the rules around Working Tax Credit have changed. For couples with at least one child, to qualify for working tax credit their joint working hours will need to be at least 24 hours a week.

This means:

- If both parents work their joint weekly hours must be at least 24, with one parent working at least 16 hours a week.
- If only one parent works, that person must be working at least 24 hours a week Single parents, will continue to qualify for Working Tax Credit if they work at least 16 hours a week.

Working Tax Credit remains the responsibility of Her Majesty's Revenue and Customs (HMRC). Entitlement is assessed against a number of criteria including the number of child dependants, a claimant's age and annual income.

For further information on Working Tax Credit, please refer to HMRC's website. Entitlement to working tax credits acts as the passport to many benefits. A claimant may feel that their entitlement to Working Tax Credit leaves them at a financial disadvantage. In this case, they should visit their local Job Centre Plus to determine whether they are in receipt of the most appropriate financial support.

When a parent receives Child Tax Credit, how do they know whether their family's annual income is less than £16,190?

When calculating entitlement to tax credits, HM Revenue and Customs (HMRC) look at a family's "taxable earnings". Some benefits, such as incapacity benefit, are considered to be a taxable income. Most benefits, including all of those leading to entitlement to free school meals, are non-taxable.

Therefore the non-taxable benefits are not considered when determining if an applicant is under the 'income' threshold of £16,190. HMRC's website explains in more detail which benefits are considered taxable income and which are non-taxable. Changes to HMRC's rules mean that from 6 April 2012, where a family's income decreases during the year, HMRC will ignore the first £2,500 of the reduction in calculating annual income for tax credit purposes. This means, for example, that if a family with an income of £18,000 has a salary reduction of £3000 to £15,000, HMRC will ignore the first £2500 and so will use a 'derived' income of £17,500 for the remainder of the tax year.

What happens if the family has a change of circumstance?

Where there is a change in personal circumstances of a family they must advise HM Revenue and Customs immediately.

This includes a change in:

- relationship status
- child care costs
- working hours
- income levels
- the young person's circumstances
- whether a parent is leaving the UK for more than eight weeks.

On notification of a change in circumstances HMRC will decide whether a reassessment of tax credit, or income, is appropriate. If it is, HMRC will issue a revised award notice. This could lead to a change in eligibility in free school meals.

How is eligibility for free school meals checked?

The Welsh Government has made available to all local authorities in Wales, an online electronic eligibility checking system (ECS). Where the system is in use claimants do not need to provide proof of benefit entitlement. The system allows a claimant's eligibility to be checked using a date of birth and national insurance number. Where the ECS is not used, the claimant will need to provide proof of benefits and renew their claim annually.

How does a parent renew their claim for free school meals for their child?

Where a local authority utilises the eligibility checking system, checks can be undertaken to check a claimant's ongoing entitlement. This eliminates the need for a claimant to reapply annually. It is for local authorities to determine how often they should carry out checks to determine whether a claimant is still entitled to free school meals for his/her child(ren). Where the eligibility checking system is not in use claimants will be required to re-apply annually. Reapplication is usually assessed in line with the start of the new academic year.

A child/young person may live in one local authority area but attend a school in a neighbouring authority. Which local authority is then responsible for the free school meal?

The authority in which the pupil attends the school, not where the pupil resides, is responsible for:

- providing the free school meal
- assessing the eligibility of a claimant.

What happens when a child/young person moves to a school in another local authority area?

When a child/young person, who has been entitled to free school meals in one local authority area, moves to a school in another local authority area, the entitlement to free school meals does not automatically transfer with the child/young person.

If they are eligible, the parent/carer should make an application for free school meals to the second local authority where their child is now based.

A parent may meet the eligibility criteria but their child attends a private school. Is the local authority then required to provide funding for free school meals?

No. Legislation stipulates that local authorities should provide free school meals to eligible pupils attending maintained schools. Independent schools in Wales are run by either independent companies or charities. If a child/young person has obtained a scholarship or bursary the parent should first check whether this funding includes an allocation for free school meals.

If it does not, the parent then needs to establish whether further financial assistance is available by contacting the:

- scholarship awarding body
- school.

What is the definition of a 'parent' for free school meal purposes?

The definition of 'parent' in section 576 of the Education Act 1996 includes any person who has care of the child. This includes foster parents. The child does not have to be living with the parent who qualifies for free school meals. There is no discretion on the part of the local authority; if a parent satisfies the criteria, the child is entitled. A free school meal must then be provided.

What happens when a child/young person is being fostered?

Free school meal legislation allows foster parents to claim free school meals. As long as a parent is receiving an eligible benefit, then their child is eligible for free school meals. A child could potentially have four parents; two foster parents and two natural parents. If any one of these four parents meets the criteria, then their child is eligible for free school meals.

This would equally apply if the child was being cared for by grandparents or other family members. However, there is confusion around foster parents who are paid an allowance, which includes covering the cost of school meals. The foster parent and local authority may want to come to an agreement about this. The child could have the free school meal and the element of the allowance in respect of school meals wouldn't be paid to the foster parent. Alternatively, the foster parent could agree not to claim the free

school meal and be paid the full allowance. This is something which needs to be resolved between the authority and the foster parent.

Primary schools use an electronic registration system for school meals, which is administered by the school clerk, and means the pupils are unaware how the payment for the meal has been made. For further information please visit **www.caerphilly.gov.uk/learning/schools** or contact the Free Schools Meals Officer on **Tel: 01443 864055**

If, as a parent, I am in receipt of Universal Credit am I able to claim free school meals for my child(ren)?

Yes. From 6 September 2013 the Welsh Government is extending eligibility for Free School Meals to children in families where a parent receives Universal Credit. However, this may change. The eligibility criteria for free school meals will be reviewed and revised as Universal Credit is rolled out and replaces existing benefits.

What is the impact of the UK Government's Welfare Reform agenda on eligibility for free school meals?

The UK Government's Welfare Reform agenda means that new criteria to determine eligibility for free school meals will be needed, as the majority of benefits which currently act as a 'passport' to receiving free school meals will no longer exist under Universal Credit.

Universal Credit is being rolled out across the UK between 2013 and 2017. However, there is limited information at present on the detail of the rollout. Once this information is made available, the Welsh Government will be in a position to review and revise the eligibility criteria for Free School Meals.

Secondary School Meals

In accordance with the Government's Fair Funding' legislation, Secondary Schools each make their own arrangements for school meals. Normally, a cafeteria service provides a choice of meals according to an individually priced tariff as well as the set meal of the day. Pupils may purchase items as they require, and are encouraged to make healthy choices wherever possible. Those pupils receiving free meals are allowed food to a value equivalent to the current price of the Secondary School set meal. In some comprehensives, vending machines are available for snacks and beverages.

Please contact the Headteacher directly if you have any comments or queries about meals in Secondary Schools.

Parents who require their children to take a packed lunch from home are able to do so and suitable seating is provided at lunchtime. Fresh water is available for all pupils.

Please visit **www.yougo4it.co.uk/caerphilly** for further information.

Primary School Meals

In Primary Schools, the menu is displayed in advance and is sold at the set meal price. Choices of meals are available in many schools, which cater for differences in tastes as well as racial, religious and dietary needs. Packed lunches are available as an alternative in all Primary Schools. Pupils pay for their meals in advance. Allowances for unconsumed meals are made in the following week.

Parents who require their children to take a packed lunch from home are able to do so and suitable seating is provided at lunchtime. Fresh water is available for all pupils. Children who attend school on a part time basis i.e. Nursery children who attend full days and whose parents meet the eligibility criteria for free school meals are eligible to claim a free school meal.

The Directorate of the Environment can be contacted on: -

Email: catering@caerphilly.gov.uk

Tel: 01443 864055 Fax: 01443 863303

CAERPHILLY COUNTY BOROUGH COUNCIL
CYNGOR BWRDEISTREF SIROL CAERFFILI

MY SCHOOL LUNCH

Visit Cati at her website

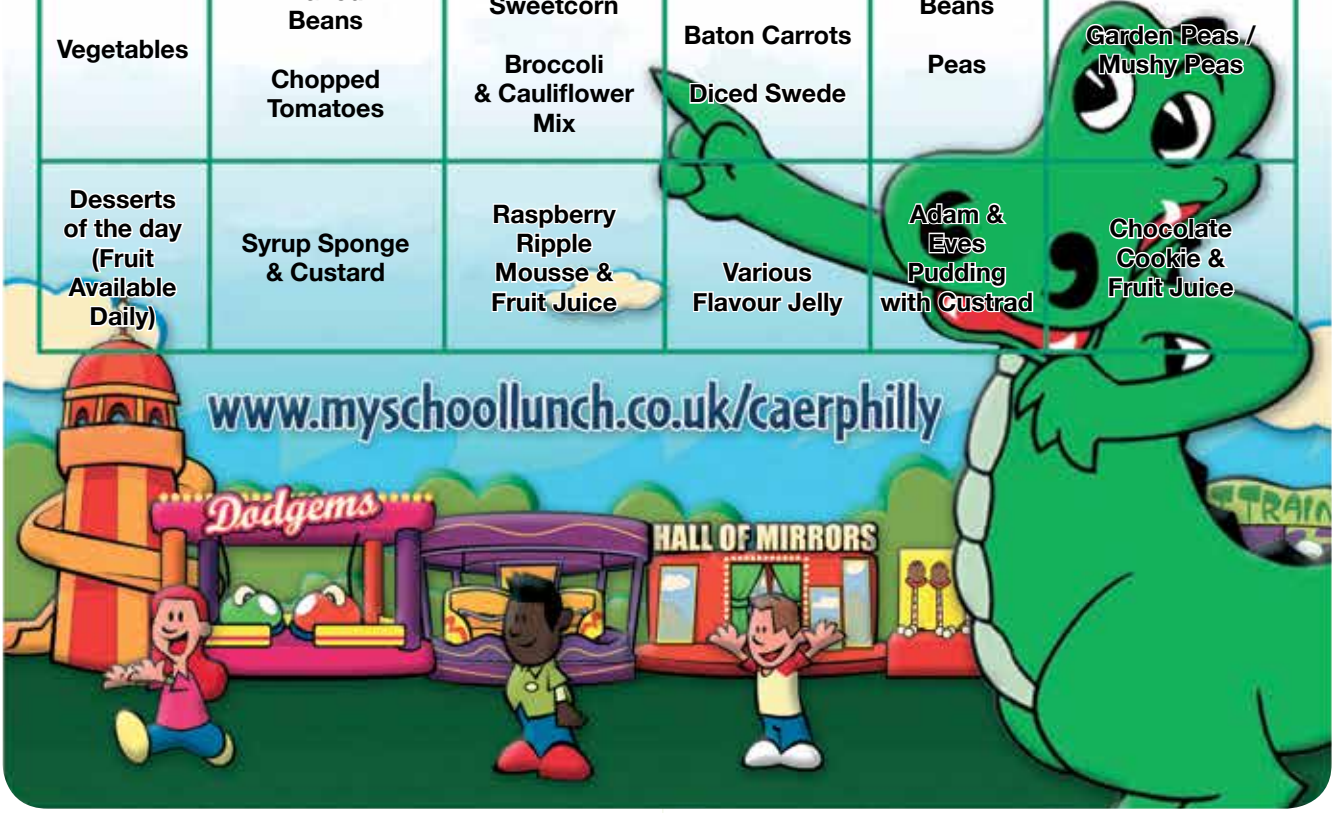
www.myschoollunch.co.uk/caerphilly

You can enter competitions and win great prizes,
play games and tell Cati what you think of your school dinners.

See you soon... Cati

Please check www.myschoollunch.co.uk/caerphilly for menu week details, and please check the website for menu updates.

Week 3	Monday	Tuesday	Wednesday	Thursday	Friday
Main Meal	Hot Dog with Ketchup Vegetable & Cheese Country Bake V	Cottage Pie Served with Gravy French Bread Pizza V	Sliced Pork & Seasoning served with Gravy Vegetarian Hot Pot V	Corned Beef Pie / Pasty Vegetable Lasagne / Pasta Bake V	Sea Stars Fishcake or Salmon & Sweet Potato Fishcake Vegetable Ravioli & Cheese V
Carbo-hydrates	Chipped Potatoes Whole-Wheat Spaghetti Rings in Tomato Sauce	Creamed Potatoes Savoury Wedges	Oven Baked Crispy Sage & Thyme Roast Potatoes Mashed / Boiled Potatoes	Oven Baked Garlic Potatoes Creamed / Boiled Potatoes	Chipped Potatoes served with Ketchup Baked Potatoes
Vegetables	Baked Beans Chopped Tomatoes	Golden Sweetcorn Broccoli & Cauliflower Mix	Peas Baton Carrots Diced Swede	Baked Beans Peas	Golden Sweetcorn Garden Peas / Mushy Peas
Desserts of the day (Fruit Available Daily)	Syrup Sponge & Custard	Raspberry Ripple Mousse & Fruit Juice	Various Flavour Jelly	Adam & Eves Pudding with Custrad	Chocolate Cookie & Fruit Juice



Example	Monday	Tuesday	Wednesday	Thursday	Friday
Main Meal	Steak & Mushroom Pie with Gravy	Corned Beef Pie served with Gravy	Sliced Beef or Sausages and Yorkshire Puddings served with Gravy	Minced Beef Pie served with Gravy	Cod in Crispy Batter
Vegetarian Option	French Bread Pizza	Vegetable Bites	Vegetarian Hot Pot served with Gravy	Vegetable Ravioli & Cheese	Chilli Bean Con Carne
Carbo-hydrates	Chipped Potatoes Creamed/ Boiled Potatoes	Parsley Potatoes Creamed/ Boiled Potatoes	Non Fried Roast Potatoes Creamed/ Boiled Potatoes	Creamed/ Boiled Potatoes	Chipped Potatoes Savoury Rice
Vegetables /Salads	Sweetcorn Butter Beans	Mixed Vegetable Broad Beans	Broccoli Diced Swede Baton Carrots	Carrots Peas	Peas Rainbow & Beetroot Salad
Dessert of the Day	Apple & Cinnamon Oat Crumble with Custard	Blackberry & Apple Pie with Custard	Citrus Oat Cookie	Minted Chocolate Sponge with Custard	Jam & Coconut Sponge with Custard
Extra Bread	Fresh bread is available to purchase daily with main meals				

Nursery and Primary

(All schools are day or co-educational, unless otherwise stated). Numbers 1 - 63 & 75 are English Medium Schools. Numbers 64 - 74 are Welsh Medium Schools.

The LA is constantly reviewing the Planning of School Places resulting in changes to the Published Admission Number (A/N) of a school. Subsequently the Admission Number (A/N) recorded against the relevant school maybe amended following publication of this booklet.

KEY ■ Capacity ● Age Range ▲ Admission Number ✱ Number of Applications Received for Reception 2015 ◆ Number of places offered ★ Number of Appeals received ✪ Number of Successful Appeals

1] Aberbargoed Primary School

Heol Ysgol Newydd, Aberbargoed, Bargoed, CF81 9DD

Headteacher **Mr. D. Lewis** (01443) 875512 abgpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
210	3 to 11	30	26	26	0	0

2] Abercarn Primary School

Chapel of Ease, Abercarn NP11 5LH

Headteacher **Mr G.C. Roden** (01495) 244566 acnpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
244	3 to 11	34	28	28	0	0

3] Abertysswg Primary School

Walter Street, Abertysswg, Rhymney NP22 5AQ

Headteacher **Ms D Parfitt** (Acting) (01685) 841222 abtpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
131	3 to 11	18	15	15	0	0

4] Bedwas Infants School

St Mary's Street, Bedwas, Caerphilly CF83 8EE

Headteacher **Mrs C. Lloyd** (Acting) (02920) 852512 bwaia@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
120	3 to 7	40	41	40	0	0

5] Bedwas Junior School

Church Street, Bedwas, Caerphilly CF83 8EB

Headteacher **Mr P. Warren** (02920) 852511 bwaja@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
173	7 to 11	43	N/A	N/A	0	0

6] Blackwood Primary School

Apollo Way, Blackwood NP12 1WA

Headteacher **Mrs J. Mather-Thomas** (01495) 224111 blcpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
416	3 to 11	59	59	59	0	0

KEY ■ Capacity ● Age Range ▲ Admission Number ✱ Number of Applications Received for Reception 2015
◆ Number of places offered ★ Number of Appeals received ✪ Number of Successful Appeals

7] Bryn Awel Primary School

Eglwys Fan, Rhymney NP22 5QA

Headteacher **Mr R. Cushion** (01685) 840230 lrypa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
173	3 to 11	24	17	17	0	0

8] Bryn Primary School

Forest Hill, The Bryn, Pontllanfraith, Blackwood NP12 2PL

Headteacher **Miss N. Edwards** (01495) 225690 brypa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
205	3 to 11	29	17	17	0	0

9] Cefn Fforest Primary School (Split Site)

Infants: Tynycoed Crescent, Cefn Fforest, Blackwood NP12 3LL
Junior: Cefn Fforest Avenue, Cefn Fforest, Blackwood NP12 3JX

Headteacher **Mrs J. Farmer** (01443) 830449 cfnpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
294	3 to 11	42	39	39	0	0

10] Coed Y Brain Primary School

School St, Llanbradach, Caerphilly CF83 3LD

Headteacher **Mr M. Morgan** (02920) 852513 cybpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
246	3 to 11	4/5 - 37 7/8 - 46	15	15	0	0

11] Crumlin High Level Primary School

Commercial Road, Crumlin NP11 4PX

Headteacher **Mrs C. Mansell** (01495) 244606 crmpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
196	3 to 11	28	13	13	0	0

12] Cwmaber Infants School

Bryngelli Terrace, Abertridwr, Caerphilly CF83 4FF

Headteacher **Mrs J. Price** (02920) 830248 cmaia@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
136	3 to 7	45	28	28	0	0

13] Cwmaber Junior School

Brynhafod Road, Abertridwr, Caerphilly CF83 4BH

Headteacher **Mrs B. Davies** (02920) 832231 cmaja@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
179	7 to 11	44	N/A	N/A	0	0

KEY ■ Capacity ● Age Range ▲ Admission Number ✱ Number of Applications Received for Reception 2015 ◆ Number of places offered ★ Number of Appeals received ✪ Number of Successful Appeals

14] Cwmcarn Primary School

Newport Road, Cwmcarn, Crosskeys NP11 7LZ

Headteacher **Mr N. Saunders** (01495) 270494 cmcpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
261	3 to 11	37	37	37	0	0

15] Cwmfelinfach Primary School

King St, Cwmfelinfach, Ynysddu NP11 7HL

Headteacher **Mr D. Witchell** (01495) 200225 cwfpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
192	3 to 11	27	23	23	0	0

16] Cwm Glas Infants School

Pant Glas, Llanbradach, Caerphilly CF83 3PD

Headteacher **Ms H.S. Owen** (02920) 852515 cmgia@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
83	3 to 7	27	24	24	0	0

17] Cwm Ifor Primary School

Heol Aneurin, Penyrheol, Caerphilly CF83 2PG

Headteacher **Mr G. Rees** (02920) 852509 cmipa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
248	3 to 11	35	36	35	0	0

18] Cwrt Rawlin Primary School

Cae Meillion, Caerphilly CF83 1SN

Headteacher **Ms T. Lloyd** (02920) 807070 cwrpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
325	3 to 11	46	57	46	5	1

19] Deri Primary School

Glynmarch Street, Deri, Bargoed CF81 9HZ

Headteacher **Mrs S. Martin** (Acting) (01443) 875516 dripa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
85	3 to 11	12	12	12	0	0

20] Derwendeg Primary School

Hengoed Road, Cefn Hengoed, Hengoed CF82 7HP

Headteacher **Mr S. Davies** (01443) 813138 drdpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
206	3 to 11	29	29	29	0	0

KEY ■ Capacity ● Age Range ▲ Admission Number ✱ Number of Applications Received for Reception 2015 ◆ Number of places offered ★ Number of Appeals received ✪ Number of Successful Appeals

21] Fleur-de-Lys Primary School

School Street, Fleur-de-lis, Blackwood NP12 3UX

Headteacher **Mrs S. Witchell** (01443) 830539 fdlpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
144	3 to 11	20	15	15	0	0

22] Fochriw Primary School

Pontlottyn Road, Fochriw, Bargoed CF81 9LL

Headteacher **Mrs S. Pascoe** (Acting) (01685) 841236 fcwpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
120	3 to 11	17	19	18	1	1

23] Gilfach Fargoed Primary School

Vere Street, Gilfach, Bargoed CF81 8LB

Headteacher **Mrs. C. Rees** (01443) 875510 gilpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
161	3 to 11	23	19	19	0	0

24] Glyngaer Primary School

Oxford Street, Gelligaer, Hengoed CF82 8FF

Headteacher **Mrs B. Pearce** (01443) 875518 glnpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
226	3 to 11	32	37	32	1	1

25] Graig Y Rhacca Primary and Nursery Community School

Addison Way, Machen, Caerphilly CF83 8WW

Headteacher **Mrs N. Dargie** (02920) 852516 gyrpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
240	3 to 11	34	21	21	0	0

26] Greenhill Primary School

Penywrlod, Gelligaer, Hengoed CF82 8EU

Headteacher **Miss L. Jones** (01443) 875521 grnpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
175	3 to 11	25	22	22	0	0

27] Hendre Infants School

St Cenydd Road, Trecenydd, Caerphilly CF83 2RP

Headteacher **Ms K. Harteveld** (Acting) (02920) 852519 hdria@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
178	3 to 7	59	47	47	0	0

KEY ■ Capacity ● Age Range ▲ Admission Number ✱ Number of Applications Received for Reception 2015 ◆ Number of places offered ★ Number of Appeals received ✪ Number of Successful Appeals

28] Hendre Junior School

St Cenydd Road, Trecenydd, Caerphilly CF83 2RP

Headteacher **Mr J. Farmer** (02920) 852518 hdrja@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
238	7 to 11	59	N/A	N/A	0	0

29] Hendredenny Park Primary School

Groeswen Drive, Hendredenny, Caerphilly CF83 2BL

Headteacher **Mrs. C. Walsh** (02920) 852520 hddpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
236	3 to 11	33	31	31	0	0

30] Hengoed Primary School

Chapel Terrace, Hengoed CF82 8JU

Headteacher **Mrs M. Thomas** (01443) 812909 henpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
180	3 to 11	25	25	25	0	0

31] Libanus Primary School

Libanus Road, Blackwood NP12 1EH

Headteacher **Mrs. N. Williams** (01495) 225736 libpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
373	3 to 11	53	48	48	0	0

32] Llancaeach Junior School

Commercial Street, Nelson CF46 6NF

Headteacher **Mrs L. Greenhalgh** (01443) 450211 llcja@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
188	7 to 11	46	N/A	N/A	0	0

33] Llanfabon Infants School

Bryncelyn Avenue, Nelson CF46 6HL

Headteacher **Mrs P.A. Woods** (01443) 450275 llfia@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
120	3 to 7	40	42	40	1	1

34] Machen Primary School

Commercial Street, Machen, Caerphilly CF83 8NA

Headteacher **Mr A. Lloyd** (01633) 440403 macpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
192	3 to 11	27	26	26	0	0

KEY ■ Capacity ● Age Range ▲ Admission Number ✱ Number of Applications Received for Reception 2015 ◆ Number of places offered ★ Number of Appeals received ✪ Number of Successful Appeals

35] Maesycwmmer Primary School

Tabor Road, Maesycwmmer, Hengoed CF82 7PU

Headteacher **Mr J. Harris** (01443) 812148 maepa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
161	3 to 11	23	29	23	2	0

36] Markham Primary School

Pantycefn Road, Markham, Blackwood NP12 0QD

Headteacher **Mr N. Hancox** (01495) 224811 marpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
208	3 to 11	29	24	24	0	0

37] Nant Y Parc Primary School

Universal Site, Senghenydd, Caerphilly CF83 4GY

Headteacher **Mrs N. Davies** (02920) 832116 nyppa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
204	3 to 11	29	31	31	0	0

38] Pantside Primary School

Old Pant Road, Newbridge NP11 5DE

Headteacher **Mrs K. Bennett** (01495) 243286 panpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
204	3 to 11	29	28	28	0	0

39] Park Primary School

Park Crescent, Bargoed CF81 8PN

Headteacher **Mrs M. Evans** (01443) 875524 prkpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
170	3 to 11	24	11	11	0	0

40] Pengam Primary School

Commercial Street, Pengam, Blackwood NP12 3ST

Headteacher **Mrs S. Witchell** (01443) 830429 pgmpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
198	3 to 11	28	28	28	0	0

41] Penllwyn Primary School

Fleur de Lys Avenue, Pontllanfraith, Blackwood NP12 2NT

Headteacher **Mrs L. Lewis** (01495) 223505 plnpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
148	3 to 11	21	17	17	0	0

KEY ■ Capacity ● Age Range ▲ Admission Number ✱ Number of Applications Received for Reception 2015 ◆ Number of places offered ★ Number of Appeals received ✪ Number of Successful Appeals

42] Pentwynmawr Primary School

Tonypistyll Road, Newbridge NP11 4HJ

Headteacher **Mrs J. Nash** (01495) 243400 ptwpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
161	3 to 11	23	23	23	0	0

43] Phillipstown Primary School

Cefn Rhychdir Road, Phillipstown, New Tredegar NP24 6XE

Headteacher **Ms K. Harteveld** (01443) 875522 phipa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
143	3 to 11	20	16	16	0	0

44] Plasyfelin Primary School

Lewis Drive, Churchill Park, Caerphilly CF83 3FT

Headteacher **Mr M. Jones** (02920) 852523 plapa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
394	3 to 11	56	56	56	0	0

45] Pontllanfraith Primary School

Penmaen Road, Pontllanfraith, Blackwood NP12 2DN

Headteacher **Mrs A. Taylor** (01495) 222128 plfja@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
255	3 to 11	36	29	29	0	0

46] Pontlottyn Primary School

Fochriw Road, Pontlottyn, Bargoed CF81 9QH

Headteacher **Miss C. Evans** (Acting) (01685) 841438 ponja@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
134	3 to 11	19	17	17	0	0

47] Rhiw Syr Dafydd Primary School

Maes-y-Garn Road, Oakdale, Blackwood NP12 0NE

Headteacher **Mr C. George** (01495) 222829 rsdja@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
598	3 to 11	85	87	85	2	2

48] Rhydri Primary School

Rudry, Caerphilly CF83 3DF

Headteacher **Mr P. Warren** (Acting) (02920) 852525 rhdpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
91	3 to 11	13	13	13	0	0

KEY ■ Capacity ● Age Range ▲ Admission Number ✱ Number of Applications Received for Reception 2015 ◆ Number of places offered ★ Number of Appeals received ✪ Number of Successful Appeals

49] Risca Primary School

Dan y Graig Road, Risca NP11 6DB

Headteacher **Mrs J. Arthur** (01633) 612429 rispa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
327	3 to 11	4/5 -29 7/8 - 60	33	29	1	1

50] St Gwladys Bargoed School

Church Place, Bargoed CF81 8RP

Headteacher **Mrs K. Evans** (01443) 875523 sgbpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
364	3 to 11	52	51	51	0	0

51] St James Primary School

Pen-y-Cae, Caerphilly CF83 3GT

Headteacher **Mr P. Samuel** (02920) 852522 stjpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
330	3 to 11	47	40	40	0	0

52] The Twyn Primary School

East View, Caerphilly CF83 1UT

Headteacher **Mr L. Thomas** (02920) 852527 twypa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
442	3 to 11	63	69	63	3	0

53] Tiryberth Primary School

New Road, Tiryberth, Hengoed CF82 8AU

Headteacher **Ms S. Clemens** (01443) 875526 tybpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
173	3 to 11	24	23	23	0	0

54] Trinant Primary School

Conway Road, Pentwyn, Crumlin NP11 3JN

Headteacher **Mrs S. James** (01495) 214357 tripa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
176	3 to 11	25	27	25	1	1

55] Ty Isaf Infants School

Mill Street, Risca NP11 6EF

Headteacher **Mrs E. Bain** (01633) 612420 tyiia@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
150	3 to 7	50	45	45	0	0

KEY ■ Capacity ● Age Range ▲ Admission Number ✱ Number of Applications Received for Reception 2015 ◆ Number of places offered ★ Number of Appeals received ✪ Number of Successful Appeals

56] Tynewydd Primary School

Greenfield, Newbridge NP11 4QZ

Headteacher **Mrs K. Olsen** (01495) 243312 tynpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
245	3 to 11	35	31	31	0	0

57] Ty Sign Primary School

Elm Drive, Risca NP11 6HJ

Headteacher **Mrs A. Dacey** (01633) 612813 tyspa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
476	3 to 11	68	42	42	0	0

58] Tyn-y-Wern Primary School

Heol yr Ysgol, Trethomas, Caerphilly CF83 8FL

Headteacher **Mr S. Noel** (02920) 852528 tywpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
225	3 to 11	32	31	31	0	0

59] Upper Rhymney Primary School

Oakland Terrace, Rhymney NP22 5EP

Headteacher **Miss S. King** (01685) 840293 urypa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
190	3 to 11	27	23	23	0	0

60] Waunfawr Primary School

Waunfawr Road, Crosskeys NP11 7PG

Headteacher **Mrs J. Cueto** (01495) 270269 waupa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
178	3 to 11	25	18	18	0	0

61] Whiterose Primary School

School Street, Elliottowns, New Tredegar NP24 6DW

Headteacher **Mr G. Phillips** (01443) 828060 whrpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
317	3 to 11	45	46	45	1	0

62] Ynysddu Primary School

High Street, Ynysddu NP11 7JH

Headteacher **Mr D. Witchell** (01495) 200223 ynypa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
130	3 to 11	18	10	10	0	0

KEY ■ Capacity ● Age Range ▲ Admission Number ✱ Number of Applications Received for Reception 2015 ◆ Number of places offered ★ Number of Appeals received ✪ Number of Successful Appeals

63] Ystrad Mynach Primary School

Lewis Street, Ystrad Mynach, Hengoed CF82 7AQ

Headteacher **Mr J. Lloyd** (01443) 812707 ymypa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
378	3 to 11	54	67	54	11	0

64] Ysgol Bro Sannan

Ty Fry Road, Aberbargoed, Bargoed CF81 9FN

Headteacher **Mrs. T. Addicott** (01443) 828000 ygbsa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
206	3 to 11	29	27	27	1	1

65] Ysgol Gynradd Gymraeg Caerffili

Parcyfelin Street, Caerphilly CF83 3AH

Headteacher **Mr L. Griffiths** (02920) 852531 ygcpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
385	3 to 11	55	54	54	4	1

66] Ysgol Gymraeg Cwm Gwyddon

Gwyddon Road, Abercarn NP11 5GX

Headteacher **Mrs A. Tucknutt** (01495) 244267 yggpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
222	3 to 11	31	37	37	0	0

67] Ysgol Gymraeg Trelyn

Commercial Street, Pengam, Blackwood NP12 3ST

Headteacher **Mrs E. Owen** (01443) 821600 ygtpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
195	3 to 11	27	20	20	0	0

68] Ysgol Ifor Bach

Windsor Way, Abertridwr, Caerphilly CF83 4AB

Headteacher **Mrs S. Edmunds** (02920) 830375 yibpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
240	3 to 11	34	38	34	1	1

69] Ysgol Gymraeg Gilfach Fargoed

Commercial Street, Gilfach, Bargoed CF81 8JG

Headteacher **Mrs. M. Evans** (01443) 875528 ygbpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
210	3 to 11	30	23	23	0	0

KEY ■ Capacity ● Age Range ▲ Admission Number ✱ Number of Applications Received for Reception 2015 ◆ Number of places offered ★ Number of Appeals received ✪ Number of Successful Appeals

70] Ysgol Gynradd Gymraeg Y Castell

Crescent Road, Caerphilly CF83 1WH

Headteacher **Ms. H. Nutall** (02920) 864790 yycpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
456	3 to 11	65	61	61	0	0

71] Ysgol Gymraeg Bro Allta

Central Street, Ystrad Mynach CF82 7XQ

Headteacher **Mrs D. Williams** (01443) 814883 yympa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
308	3 to 11	44	44	44	0	0

72] Ysgol y Lawnt

Surgery Hill, Rhymney NP22 5LS

Headteacher **Mrs S. Davies** (01685) 840285 yylpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
261	3 to 11	37	27	27	0	0

73] Ysgol Penalltau

Cwm Calon Road, Penallta, Ystrad Mynach CF82 6AP

Headteacher **Mrs A.C. Woods** (01443) 862974 ypepa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
210	3 to 11	30	31	30	1	1

74] Ysgol Gymraeg Cwm Derwen

Beech Grove, Oakdale NP12 0JL

Headteacher **Mrs K. Matthews** (01495) 226062 ycdpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
210	3 to 11	30	25	25	0	0

Voluntary Aided Primary School

75] St Helen's Roman Catholic Primary

Lansbury Park, Caerphilly CF83 1QH

Headteacher **Mr T. Crosse** (02920) 852532 sthpa@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
210	3 to 11	30	N/A	N/A	N/A	N/A

KEY ■ Capacity ● Age Range ▲ Admission Number ✱ Number of Applications Received for Reception 2015
◆ Number of places offered ★ Number of Appeals received ✪ Number of Successful Appeals

Pupil Referral Unit

76] The Learning Centre

Hanbury Street, Glanynant, Pengam NP12 3XP

Headteacher **Mr C. Alpin** (01443) 875520 glanynant@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
N/A	5 to 16	N/A	N/A	N/A	N/A	N/A

Secondary Schools

Numbers 77 - 87 & 89 are English Medium Schools.
Number 88 is a Welsh Medium school.

77] Bedwas High School

Newport Road, Bedwas, Caerphilly CF83 8BJ

Headteacher **Mr P. Ward** (02920) 859800 bwaca@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
1038	11 to 19	173	116	116	0	0

78] Blackwood Comprehensive School

Ty Isha Terrace, Blackwood NP12 1ER

Headteacher **Mr R.K. Pawar** (01495) 225288 blkca@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
1002	11 to 16	200	212	200	4	3

79] Heolddu Comprehensive School

Mountain Road, Bargoed CF81 8XL

Headteacher **Mr M. Sims** (01443) 875531/2 heoca@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
934	11 to 19	148	91	91	0	0

80] Lewis School Pengam

Gilfach, Bargoed CF81 8LJ

Headteacher **Mr C. Parry** (01443) 873873 lbuca@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
1140	11 to 19	191	161	161	0	0

KEY ■ Capacity ● Age Range ▲ Admission Number ✱ Number of Applications Received for Reception 2015 ◆ Number of places offered ★ Number of Appeals received ✪ Number of Successful Appeals

81] Lewis Girls Comprehensive School

Oakfield Street, Ystrad Mynach CF82 7WW

Headteacher **Mrs H. Duncan** (01443) 813168 lgsca@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
1104	11 to 19	180	139	139	0	0

82] Newbridge School

Bridge Street, Newbridge, Caerphilly NP11 5FE

Headteacher **Mrs L. Perry** (01495) 243243 newca@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
1017	11 to 16	203	216	203	11	4

83] Islwyn High School (Two Sites until the completion of new school in 2017).

Oakdale Comprehensive School Site

Penmaen Road, Blackwood NP12 0DT

Headteacher **Mr T. Williams** (01495) 233600 oakca@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
1100	11 to 16	220	179	152	14	6

Pupils who reside in the catchment areas of Pontllanfraith Primary, Rhiwsyrdafydd Primary and Trinant Primary Schools will be expected to attend Oakdale School Site until the completion of the new school.

Pontllanfraith Comprehensive School Site

Site, Coed Cae Ddu Road, Pontllanfraith, Blackwood NP12 2DA

Headteacher **Mr T. Williams** (01495) 224929 plfca@caerphilly.gov.uk

■	✱	◆	★	✪
See numbers above	90	90	0	0

Pupils who reside in the catchment areas of Bryn Primary, Cwmfelinfach Primary, Penllwyn Primary and Ynysddu Primary Schools will be expected to attend Pontllanfraith School Site until the completion of the new school.

84] Rhymney Comprehensive School

Mill Field, Abertysswg, Rhymney NP22 5XF

Headteacher **Mr R. Davies** (01685) 846900 rhyca@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
1185	11 to 19	209	116	116	0	0

85] Risca Community Comprehensive School

Pontymason Lane, Risca NP11 6YY

Headteacher **Mr J. Kendall** (01633) 612425 risca@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
594	11 to 16	119	100	100	0	0

86] St Cenydd Community School

St Cenydd Road, Trecenydd, Caerphilly CF83 2RP

Headteacher **Ms R. Collins** (02920) 852504 stcca@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
1163	11 to 19	195	187	187	0	0

KEY ■ Capacity ● Age Range ▲ Admission Number ✱ Number of Applications Received for Reception 2015 ◆ Number of places offered ★ Number of Appeals received ✪ Number of Successful Appeals

87] St Martins Comprehensive School

Hillside, Caerphilly CF83 1UW

Headteacher **Mr L. Jarvis** (02920) 858050 stmca@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
1060	11 to 19	182	147	147	0	0

88] Ysgol Gyfun Cwm Rhymni (Two Sites)

Heol Gelli Haf, Fleur-de-lis, Blackwood NP12 3JQ

Headteacher **Mr O. ap Dafydd** (01443) 875227 ycuca@caerphilly.gov.uk

Pupils residing in the catchment areas of Ysgol Bro Sannan, Ysgol Gymraeg Cwm Gwyddon, Ysgol Gymraeg Trelyn, Ysgol Gymraeg Gilfach Fargoed, Ysgol Gymraeg Bro Allta, Ysgol Y Lawnt, Ysgol Gymraeg Cwm Derwen and Ysgol Penalltau will be eligible subject to availability to attend the Heol Gelli Haf site.

■	●	▲	✱	◆	★	✪
1448	11 to 19	350	315	315	0	0

Y Gwindy, Pontygwindy Road, Caerphilly CF83 3HG

Headteacher **Mr O. ap Dafydd** (02920) 863367 ycuca@caerphilly.gov.uk

Pupils residing in the catchment areas of Ysgol Gynradd Gymraeg Caerffili, Ysgol Ifor Bach and Ysgol Gynradd Gymraeg Y Castell will be eligible subject to availability to attend Y Gwindy site.

Foundation Secondary School

89] Cwmcarn High School

Chapel Farm, Cwmcarn NP11 7NG

Headteacher **Mr J. Burns** (01495) 270982 cmcca@caerphilly.gov.uk

■	●	▲	✱	◆	★	✪
949	11 to 19	158	N/A	N/A	N/A	N/A

Special School

91] Trinity Fields School and Resource Centre

Caerphilly Road, Ystrad Mynach CF82 7XW

Headteacher **Mr I. Elliott** (01443) 866000 tflsa@caerphilly

■	●	▲	✱	◆	★	✪
N/A	3 to 19	N/A	N/A	N/A	N/A	N/A

Examples of Schools attended in neighbouring Authorities:

(As referred to in Part 4A Services to Pupils (v), Transport to Schools in Neighbouring Authorities).

	Schools name & contact number	Authority name & contact number
A	Bishop Hedley R.C. High School Penydarran, Merthyr Tydfil (01685) 721747	Merthyr Tydfil County Borough Council (01685) 724600
B	Cardinal Newman R.C Comprehensive Dynea Road, Rhydyfelin, Pontypridd (01443) 494110	Rhondda Cynon Taf County Borough Council (01443) 744000
C	Ysgol Gyfun Gwynllyw Folly Road, Trevethin, Pontypool (01495) 750405	Torfaen County Borough Council (01495) 762200

Private Nurseries

Day Nurseries

Footsteps Day Nursery
Old Police Station, Station Road, Llanbradach, CF83 3LF

Contact: **Jackie Sebury** 02920 880077

Penrhiw Day Nursery
Penrhiw House, Penrhiw Terrace, Oakdale Blackwood, NP12 0JH

Contact: **Mrs Rachel Thompson-Williams** 01495 226716

Bedwas House Day Nursery
c/o Unit 15c, Bedwas House Industrial Estate, Bedwas, CF83 8DW

Contact: **Joanne Kibble** c/o FIS 01443 863232

Playgroups – English Medium

Little Acorns
c/o Derwendeg Primary School, Hengoed Road,
Cefn Hengoed, Hengoed, CF82 7HP

Contact: **Claire Greenway** 01443 863232

Markham Community Playgroup
Institute Buildings, Abernant Rd, Markham, NP12 0QH

Contact: **Miss Helen Williams** c/o FIS 01443 863232

Tyn-y-Wern Tiddlers
c/o Tyn-yr-Wern Primary School, Heol yr Ysgol, Trethomas, CF83 8FL

Contact: **Chris Ryall** c/o FIS 01443 863232

Private Nurseries

Cylch Meithrin

Cylch Meithrin Coed Duon
Blackwood Comprehensive School

Contact: **Andrea Parfitt** c/o FIS 01443 863232

Cylch Meithrin Cwm Derwen
YG Cwm Derwen, Beechgrove, Oakdale, NP12 0JL

Contact: **Andrea Parfitt** c/o FIS 01443 863232

Cylch Meithrin Dewi Sant
St.Davids Church, Tŷ Sign

Contact: **Sarah Townsend** c/o FIS 01443 863232

Cylch Meithrin Nelson
Opposite Bus station

Contact: **Sharon Lewis** c/o FIS 01443 863232

Cylch Meithrin Ton y Felin
Tonyfelin Chapel, Caerphilly

Contact: c/o FIS 01443 863232

Cylch Meithrin Pontllanfraith
Bryn Pavillion, Bryn Estate, Bryn Road, Pontllanfraith, Blackwood, NP12 2DA

Contact: **Jodie Williams** c/o FIS 01443 863232

Cylch Meithrin Yr Enfys
c/o Ystrad Mynach Boys & Girls Club, Lisburn Road, Ystrad Mynach CF82 7AS

Contact: **Lisa Styles** c/o FIS 01443 863232

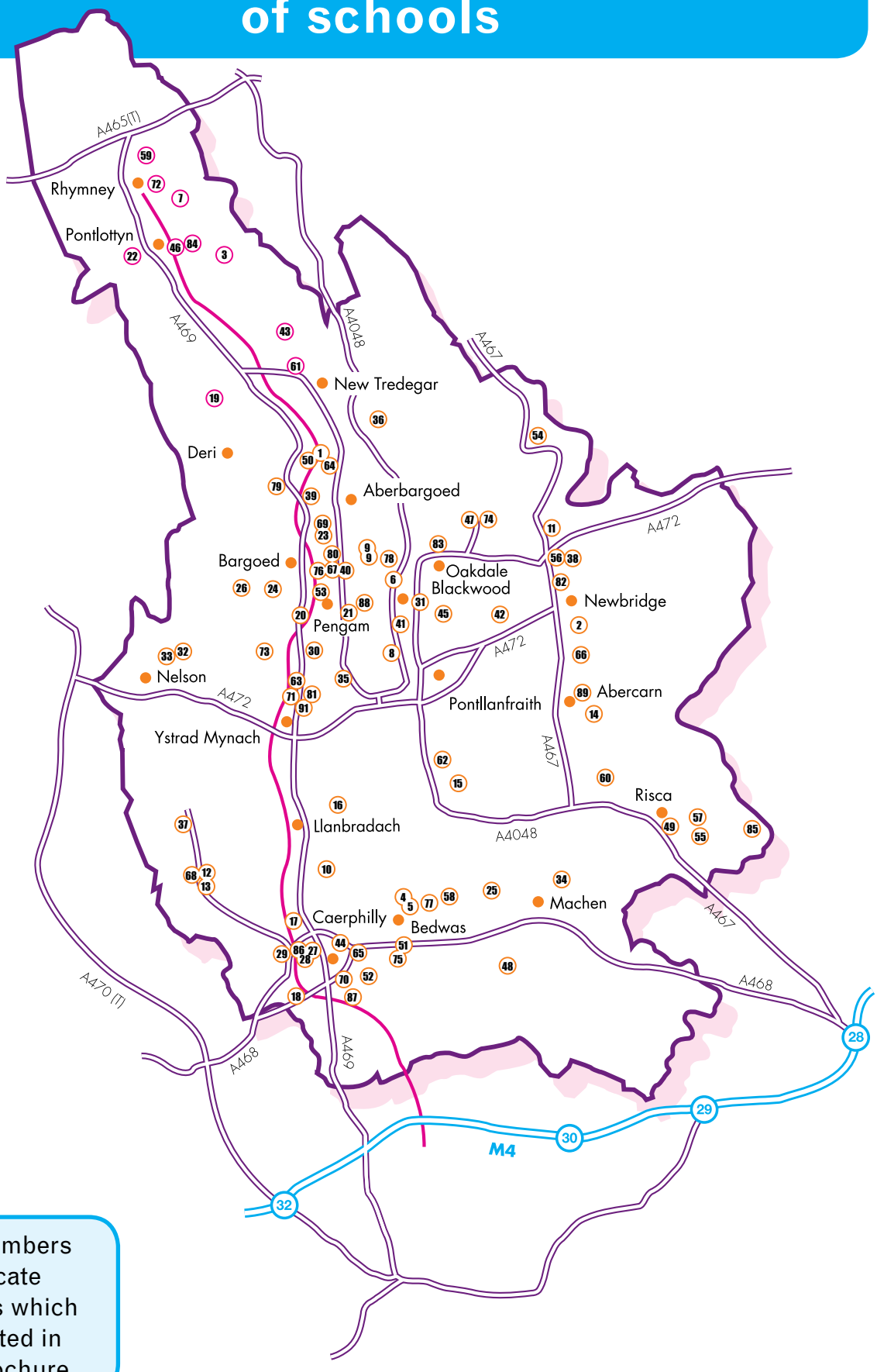
School Terms & Holidays **2016/17**

Term	Begins	Half Term	Ends
Autumn	**Thursday** 01/09/16	**Monday to Friday** 24/10/16 - 28/10/16	**Friday** 16/12/16
Spring	**Tuesday** 03/01/17	**Monday to Friday** 20/02/17 - 24/02/17	**Friday** 07/04/17
Summer	**Monday** 24/04/17	**Monday to Friday** 29/05/17 - 02/06/17	**Friday** 21/07/17

In addition, all schools will close for May Day Bank Holiday 1st May 2017. Five staff training days are available to be used at each school's discretion. Parents should ask the Head Teacher when these are likely to be.

Notes

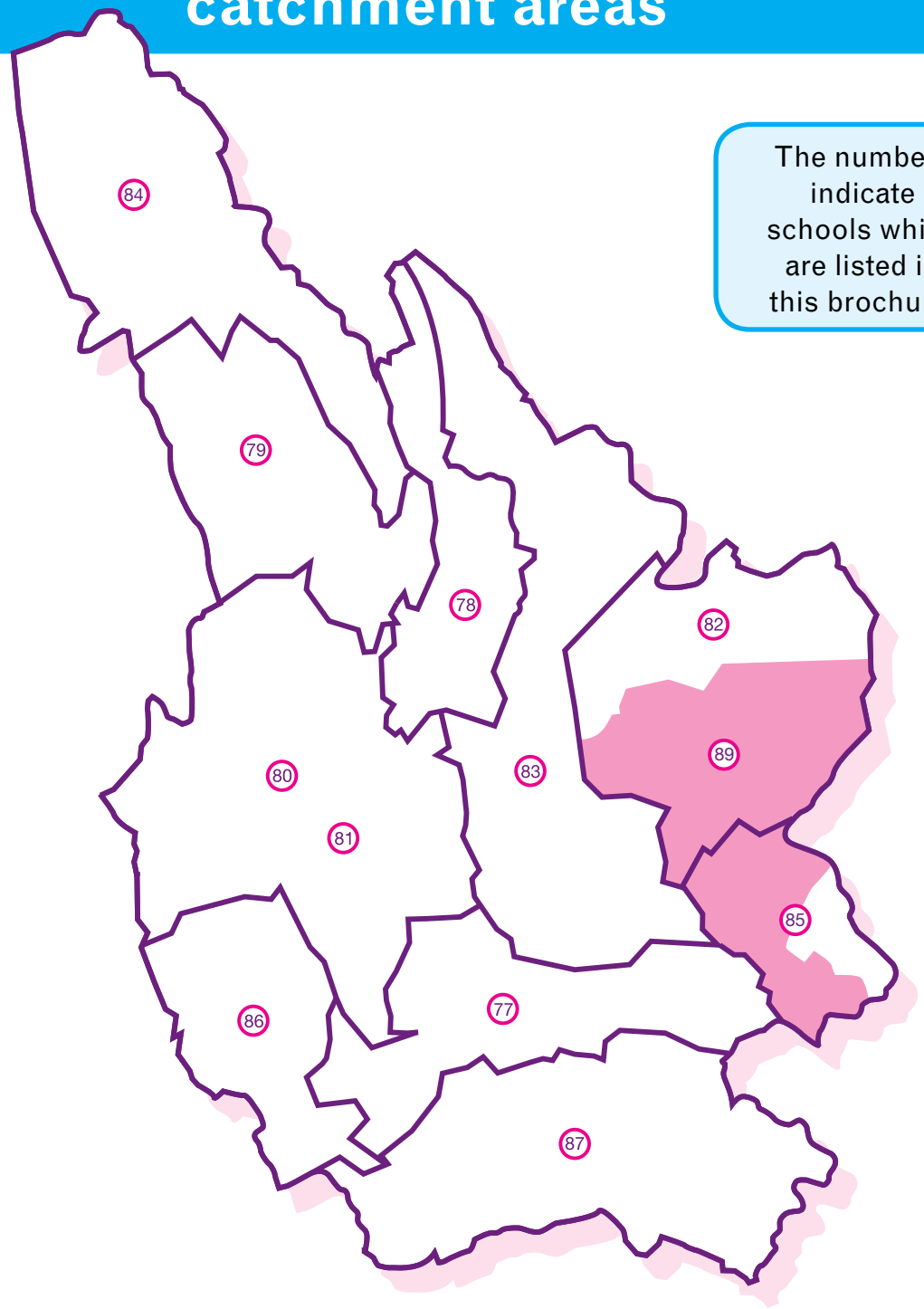
Map showing the location of schools



The numbers indicate schools which are listed in this brochure.

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English medium secondary school catchment areas

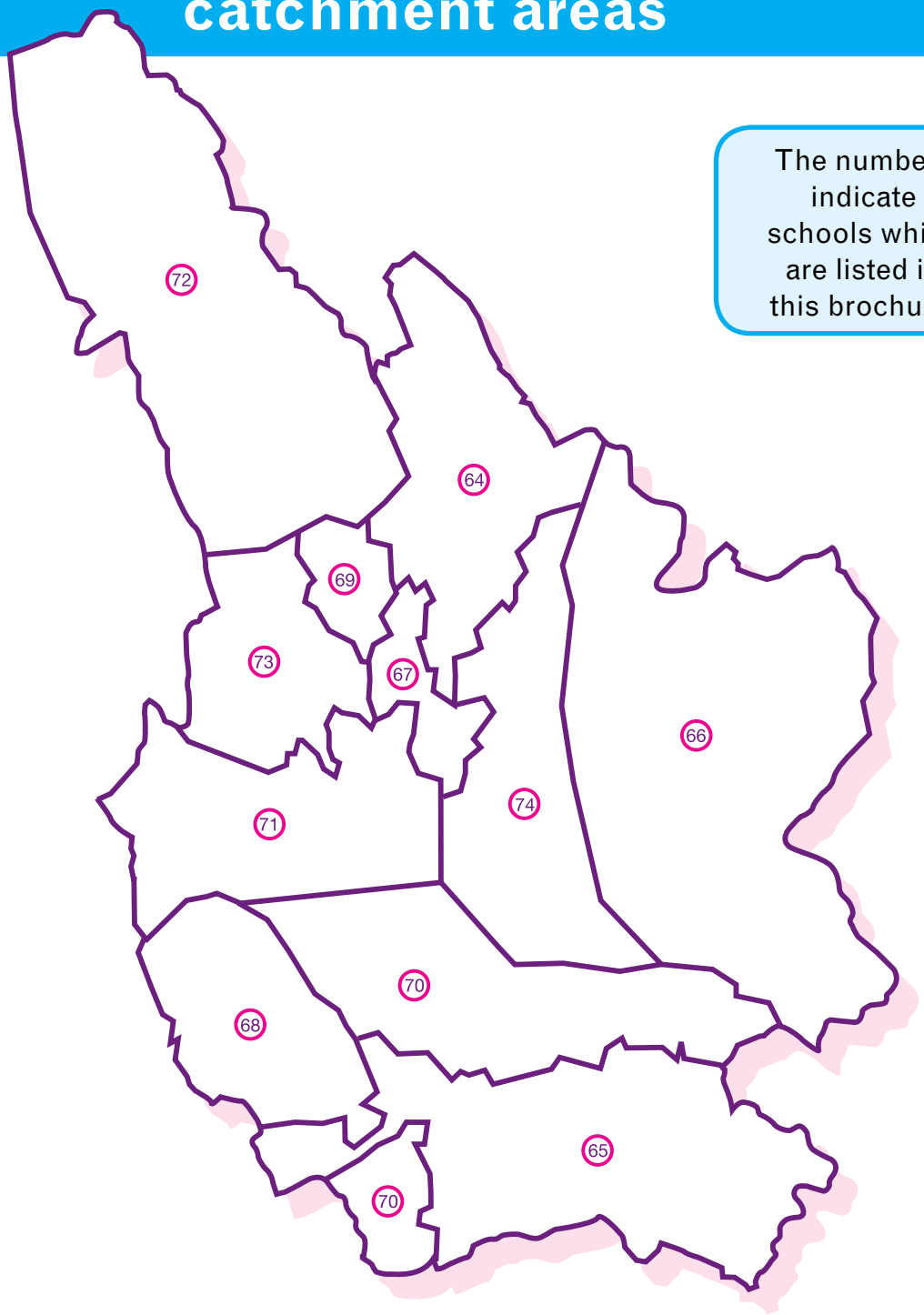


The numbers indicate schools which are listed in this brochure.

NB. The orange shaded section indicates the Cwmcarn High School catchment area. This is a foundation school maintained by the Authority which traditionally takes pupils from Cwmcarn, Abercarn, Waunfawr and Risca Primary School.

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Welsh medium primary school catchment areas



The numbers indicate schools which are listed in this brochure.

NB. Part of the catchment area of Ysgol Gymraeg Cwm Gwyddon (no. 66) is outside the boundary of this Authority.

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Questionnaire 2016-17



In order that we are able to assess the needs of parents, we would be grateful if you could spend a few minutes completing the following questionnaire.

1 How did you find the general layout of the booklet?

Very Good ☐ Good ☐ Poor ☐ Very Poor ☐

2 How informative did you find the information in the booklet?

Very ☐ Informative ☐ Not very informative ☐ Not at all informative ☐

3 Did you receive the booklet early enough to help you make an informed decision on a particular school?

Yes ☐ No ☐

4 Is there adequate information given regarding individual schools?

Yes ☐ No ☐ If no, what other information do you require?

.....

.....

.....

5 I would describe my ethnic origin as:

1. White (British / Welsh / English / Scottish / Irish). **2. Mixed Background** (White & Black Caribbean / White & Black African / White & Asian). **3. Asian** (Indian / Sikh / Bangladeshi / Pakistani). **4. Black** (Caribbean / African) **5. Chinese. 6.Any other.**

Please state: .....

6 Would you like to make any comments/suggestions about the booklet?

.....

.....

.....

Name

Address

Thank you for your time. Please return this questionnaire to your child's school or send it to: School Admissions, Directorate of Education and Lifelong Learning, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG