



Ysgol Gyfun

PENYRHEOL
Comprehensive School

Admissions Policy

Governor Subcommittee Responsible: Vision and Leadership

BELONG
PARCHU

THRIVE
DYHEU

ASPIRE
FFYNNU

RESPECT
PERTHYN

ADMISSIONS POLICY 26/27

The Governing Body has adopted the Local Authority admissions procedures. The local authority is the admitting authority for all community schools such as Penyrheol Comprehensive. The Governing Body deals with any issues relating to admissions.

Penyrheol has a duty to take account for parental preference for a pupil admission to the school, unless the admission:

- would prejudice the provision of efficient education or the efficient use of resources
- involves a child who has been permanently excluded from two or more schools and the latest exclusion took place within the last two years

Year 7 Pupil Admissions

Year 6 pupils are invited to apply for a Year 7 place at Penyrheol. These admissions are dealt with centrally by the Local Authority and the school is notified of Year 7 admissions during the Spring Term prior to the Year 7 start in September. Late applications will only be considered after the on-time applications have been processed. These will be processed in order of receipt. The main residential address should be used when applying.

Admission Limits

Penyrheol will admit pupils requesting to join the school up to its Pupil Admission Number (PAN) for any given year group. The PAN for Penyrheol Comprehensive School is currently 215 pupils per year group, with a total capacity of 1073 pupils. Parents/Carers who are refused a place at school for their child must be given a right of appeal.

Oversubscription Criteria

If more applications have been received than there are pupil places available, the following criteria will be applied in this priority order:

1. Looked after children (LAC) or previously looked after children (usually in the care of the local authority)*.
2. Children who live within the school's defined catchment area. Places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
3. Children who have a brother or sister of statutory school age (aged 11 to 16) attending the school at the date of the admission application***. These places will be allocated in distance order with those living nearest the school (shortest available walking route) being admitted first**.



4. Children attending a cluster primary school but who live outside the catchment area of that school. Places will be allocated in distance order with those living nearest (shortest available walking route) being admitted first**.
5. Other children for whom criteria 1 to 4 above do not apply. Places will be allocated in distance order with those living nearest (shortest available walking route) being admitted first**.

*Looked After Child (LAC) / previously looked after children - a looked after child refers to a child who is looked after by a local authority in England or Wales, (as defined by Section 22 of the Children Act 1989 and Section 74 of the Social Services and Wellbeing [Wales] Act 2014) at the time the application to a school is made and who the local authority has confirmed will still be looked after at the time of admission to the school. Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after (as defined by the Welsh Government School Admissions Code document no. 005/2013). Evidence will need to be provided for all LAC criteria applications.

**The measurement will be taken from outside the entrance to the property (house or flat) to the nearest official school entrance. The local authority GIS computer programme is used when undertaking the measurement.

***A brother or a sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children for that place are twins / triplets, the LA will admit both/all children.

Children with Additional Learning Needs

The oversubscription criteria does not apply to pupils for whom the LA holds an Individual Development Plan (IDP) where the LA has named a school within the IDP or a Statement of Special Educational Needs, although the rights of parents to be involved in the placement of their child are protected in law. The LA in consultation with parents/carers and schools will determine the school at which education is to be provided. The LA reserves the right to name a school which is not the catchment area school.

Schools have a duty to admit children with an Individual Development Plan (IDP) where the LA has named a school within the IDP or a Statement of Special Educational Needs, who have been placed in a school by the LA and these pupils are counted towards the number admitted up to the admission number unless they are placed in a Special Teaching Facility with planned places.

(Please note that this information is correct at the time of going to print, but subject to change based on new guidance / legislation being issued which was not available when published).



Right of Appeal

Any parent (except one whose child has been permanently excluded from two schools) whose child is refused any school place has a statutory right of appeal to an independent appeal panel.

If a child is refused entry to a school, parents/carers must receive, in writing, full reasons why the application was unsuccessful. The letter must inform the parent/carers of their right to appeal, and how to do so. The local authority will oversee all admissions appeals.

Pupil Admissions throughout the Academic Year

These pupils will apply to join the school by completing an admission application form. Parents/Carers/Pupils will be interviewed and shown around the school by a senior member of staff, usually the Headteacher, prior to admission.

The relevant Head of Year / Pastoral Support Officer are given basic information about the pupil following the initial interview. The previous school is then contacted for further information.

SCHEDULE OF EVENTS FOR ADMISSION ARRANGEMENTS 2026-2027 SECONDARY SCHOOLS (Year 7)

September 2025	Information for parents made available to schools and parents/carers on City and County of Swansea website or by hard copy (available on request)
6 th October 2025	Parents/carers are invited to apply for a school
6 th October – 27 th November 2025	A period of eight weeks for parents to make their admission applications
28 th November 2025	Deadline for parents/carers to submit admission application to the School Support Unit, Civic Centre
2 nd March 2026	Local authority notifies parents/carers of secondary school place offered. (All Wales offer date)
3 rd March to 27 th March 2026	Date by which parents/carers lodge an appeal.