



Admissions Policy

(Taken from Monmouthshire County Council's School Admissions Policy - March 2011)

The School Standards and Framework Act 1998 gives parents the right to express a preference for their child to be admitted to any school maintained from public funds. The Authority's admission policy sits within the parameters of the School Admissions Code of Practice and School Admissions Appeals Code of Practice 2009.

1. The Normal Admission Round

The normal admission round refers to the bulk transfer of pupils in the normal year of admission, i.e. Primary admissions into the Reception year group and for Secondary schools the admissions into the year 7 group.

1.1 Timeframe for the Normal Admission Round

Each year, the Authority consults upon its admission arrangements and attempts where possible to mirror the admission round timeframes of neighbouring Authorities.

Prior to the consultation, the admission numbers for all schools are determined and form part of this consultation. The admission numbers for the schools are derived from the physical capacity of the school which is calculated in accordance with the Welsh Government's 'Measuring the Capacity of Schools in Wales'.

Each year, the date at which all application forms are sent to parents / carers is set and a closing date for completed applications is also established. The Authority must ensure that this timeframe between distribution and closing date is no shorter than six weeks.

Whilst the Authority endeavours to capture the details of those parents / carers who have children that are eligible for admission to school it still remains the parent / carers responsibility to apply for a place.

Parents / Carers are required to submit their Council Tax reference number on their child's admission application form. The Local Authority will use this information to validate that the address submitted on the application form coincides with the information held on the Local Authority's Council Tax database.

If the information provided by the parent/ carer does not coincide with the council tax database further check will be undertaken using the electoral role. If this does not verify the address the LA will contact the parent/ carer.

Once parents/ carers have received their application form they can chose to apply on line or to continue with the paper form provided. Details will be included in the application pack as to how to apply on line.

Parents / Carers who are in the process of moving property, which may impact upon the information held on the Local Authority's Council Tax database, will be required to submit evidence to validate their new address. Suitable evidence would be a copy of the exchange of contracts (for purchases) or long term tenancy agreement (for rental arrangements).

Any applications that are received after the closing date or applications that remain incomplete on the closing date but received prior to the closing date will be dealt with under the late application arrangements.

Applications where a change in circumstances have occurred, which have an impact upon the application's status within the allocation criteria below, will also result in the application being treated as late if these changes are brought to the Authority's attention after the closing date.

The offer date, when parents / carers are informed of the outcomes of their application is also established as part of the consultation on admission arrangements.

1.2 Allocation of School Places

When there are more applications than places in a school, the admission number is exceeded and the over subscription criteria will be applied. For children with a Statement of Special Educational Needs, the Authority must admit the child concerned to the School specified on their statement.

When applying the oversubscription criteria to determine who is to be awarded places, all parental preferences will be considered equally and allocated in line with the criteria below. The highest preference school will be offered in the event that one or more preferences can be met.

When considering the remaining available places, the following criteria will be used to determine which children may be offered places:

- 1) Looked After Children. i.e. children who are in the care of the Local Authority.
- 2) Children with exceptional medical circumstances, supported by a medical consultant's report (obtained by the parents at the time of application) outlining why the preferred School is the only viable option when compared with other Schools that the Authority may be able to offer.
- 3) Children with older brothers and sisters at the school at the date of admission will be admitted in preference of those not having brothers or sisters at the school. (For the purposes of this policy the definition of sibling is children of one biological or adoptive parent residing at the same residence).

In considering allocations on the basis of siblings, priority will first be given to applications from multiple birth siblings.

- 4) Children residing within the preferred school's catchment area will be given prior consideration over those children living outside the catchment area. School catchment areas can be found on the Monmouthshire County Council website.
- 5) Should the school continue to be in a position of oversubscription after applying points (1) to (4), priority will be based on closeness to the preferred school, measured as the crow flies.

To clarify, any oversubscription in the above criteria will result in the final determination of the allocation of a place being made on distance. So for example, if there are more applications than places available when siblings are considered, places will then be allocated firstly to those siblings residing within catchment, and then to those siblings on the basis of distance to the preferred school.

When an admission is refused, a place is offered at the next nearest available school. If this is more than 1.5 miles from the home at primary school and 2 miles at secondary school, the pupil may be entitled to free home to school transport.

However, it is recognised that parents/carers may not want a place at the next nearest available school and will be advised of other schools that have places within the area. In these circumstances, free home to school transport will not be provided

If a parent / carer is refused a place as part of the normal admission round, the details will be held on a waiting list until the 31st August of the year in which the child is due to start. Should any places be handed back during this time places will be allocated as per the oversubscription criteria.

Requests received for September admissions into year groups other than the normal year of entrance will not be considered until the start of the second half of the summer term - after the Whitsun break.

These will be collated on a monthly basis and are processed as per the oversubscription criteria. However, preference will be given to those parents who are seeking a place during the current term as apposed to the new academic year.

1.3 Late Application Arrangements

Late applications are collated and allocated monthly in the month in which they are received. Places are allocated in line with the criteria outlined in 1.2.

The arrangements for late applications continue up until the last week of August. After this date any admissions received are then processed as a casual admission.

2.0 CASUAL ADMISSIONS (admissions outside the normal admission round)

Casual admissions refer to requests from parents/carers for transfer of children between schools outside of the normal admission round.

All casual admissions are dealt with in date order of receipt and where more applications are received on the same day than the number of places available, the Authority's over subscription criteria will be implemented to determine who the places are awarded to.

Applications are usually processed within 7 working days of receipt. However in certain circumstances for example where the child has been identified as having specific needs it may not be possible to process the admission within the timeframe. The parent/carers will be advised of this.

If an application is received for a Looked After Child (LAC) in accordance with the protocol that has been agreed with schools, a LAC meeting will be arranged to which all interested parties are invited. In advance of this meeting the placing authority are required to share the Personal Education Plan and Statement of Educational Needs if the child has one.

Where the request for admission into school is as a result of a move into the county the parent is required to send proof of residence. Until this evidence is received the application will not be processed. This is to ensure that parents/ carers do not apply too far in advance of their move and subsequently deny others a place requiring a more instant admission.

2.1 Admission of Multiple birth children (e.g. twins or triplets)

In the case the of admission of multiple birth children should the number of available places in a particular school be insufficient to accommodate all of the children concerned, parents / carers will have the option to chose which of their child(ren) are to be offered the available place(s).

Alternatively, all of the children concerned can be offered a place at the next nearest School with the relevant numbers of places available.

2.2 Immediate Transfer

Requests for an immediate transfer are given priority over request for a transfer on a specific date.

3.1 **REFUSAL OF ADMISSION**

Most pupils in Monmouthshire are allocated a place at their parents' first choice of school. If however, it is not possible to allocate a place at the preferred school, an alternative school place will be offered. It is then for parents to decide whether to accept the place at the alternative school or to appeal against the decision of the admission authority.

In accordance with the School Standards and Framework Act 1998 the Authority will make arrangements to enable the parent of a child to appeal against an admission decision.

The appeal will be determined by an Appeals Panel established in accordance with Sections 94 and 95 and Schedules 24 and 25 of the Act. The panel must consist of three to five members appointed by the Local Authority from the following categories:

- People who are eligible to be lay members (persons without personal experience in the management of a school or the provision of education in any school, disregarding experience as a governor or in any other voluntary capacity).
- People who have experience in education; who are familiar with educational conditions in the LA's area or who are parents of registered children at a school (other than the school at which the appeal is made).

Independent Appeal Panels must consider each case individually on its merits and they cannot limit themselves, in advance, to the admission of any particular number of pupils.

Consideration by an Appeal Panel should be in two distinct stages:

1. The Factual Stage, where the panel decides as a matter of fact whether there was a lawful reason to refuse admission; if there was not, the child must be admitted; if there was, the committee must move on to:
2. The Balancing Stage, where the panel exercises its judgement to balance the degree of prejudice to efficient education which would result from admitting the child, and the strength of the parents' case, so as to arrive at a decision which is binding on the admissions authority.

The decision of the appeal panel will be binding on the Education Authority.

A refusal for admission to a school is made in line with the School Admissions Code of Practice 2009 and is based on the following decisions;

- Whether to admit a child would prejudice the provision of efficient education or the efficient use of resources
- Where an Admission Number has been met;
- Class size

3.2 Infant Class Size Initiative

The Welsh Government is committed to ensuring that no child in Key Stage 1 will be in a class where the pupil teacher ratio is more than 1:30. The Infant Class Size Initiative was a phased programme between September 1999 and September 2001 thus ensuring that all children up to the age of 7 will be taught in classes containing no more than 30 pupils.

Two main changes arose from the class size legislation. Firstly, admission authorities will not be required to admit a child to an infant class if in doing so would result in a class operating at a greater than 30:1 pupil/teacher ratio.

An admission authority can refuse to admit a child to a school where to do so would require the school to take 'qualifying measures' (i.e. employing an additional teacher, building an additional classroom) to meet the statutory class size limit.

Secondly, when dealing with admission appeals under class size legislation, Appeal Panels do not follow the two stage process as outlined above.

Instead, an Appeal Panel will be able to uphold a parental appeal only if the decision not to admit the child was due to the admission arrangements not being correctly implemented or the decision of the admission authority was not one which a reasonable admission authority would make in that particular case.

3.3 Exceptions

Welsh Government Regulations require Authorities to limit infant class sizes to no more than 30 pupils and to ensure that junior classes do not exceed 30 pupils. There are however exceptions to these regulations (called "excepted pupils") which may allow the 30 pupil class limit to be exceeded. Excepted pupils are:

- i). Children whose statements of SEN specify that they should be educated at the school concerned, and who are admitted to the school outside a normal admission round;
- ii). Looked After Children admitted outside the normal admissions round;
- iii). Children initially refused admission to a school, but subsequently offered a place outside a normal admission round by direction of an Admission Appeal Panel, or because the person responsible for making the original decision recognises that an error was made in implementing the school's admission arrangements;
- iv). Children who cannot gain a place at any other suitable school within a reasonable distance of their home because they move into the area outside a normal admission round;
- v). Children for whom education at a school which is Welsh speaking is desired where the school concerned is the only such school within a reasonable distance of their home;
- vi). Children for whom education at a school with a designated religious character is desired where the school concerned is the only such school within a reasonable distance of their home;

vii). Pupils admitted to the school within an age group in which children are normally admitted and

- Admitted after the first day of the relevant school year; and
- Where the school has not yet reached its admission number but has already organised its classes; and
- Where admission of the child would mean that the school would have to take a relevant measure;

viii). Children who are registered pupils at special schools, but who receive part of their education at a mainstream school; and

ix). Children with SEN who are normally educated in a special unit in a mainstream school, but who receive some of their lessons in a non-special class.

In the first seven of these categories, the class may only be above 30 for that school year or the remainder of that school year. Qualifying measures must be taken for the following year, or the class will be unlawfully large.

3.4 Time frame for Hearing Appeals

Parents/ carers will receive a letter refusing admission and will be advised of their right of appeal. The decision to appeal does not prevent the parent / carer accepting a place at an alternative school whilst the hearing is convened as the panel will determine the appeal on the basis of application.

As Appeal Hearings are convened by the Chief Executive Officer's representative, the Local Authority will endeavour to hear all appeal within the following timeframe:

Appeals arising out of the normal admission round whose applications were received in time	No later than 1 st June
Appeals arising out of the normal admission round whose applications were late but received before the end of June	No later than the last day of the school year
Appeals at any other time	Within 6 weeks of receipt of the appeal notification

3.5 Waiting Lists

For applications received as part of the Normal Admission Round where the child concerned has been unable to obtain a place at the preferred school(s), waiting lists will be held until the 31st August of the year in which the child is due to start.

For applications made outside the normal year of entry (i.e. mid year transfers) where the child has been unable to obtain a place at the preferred school(s), waiting lists will be held up until the end of the academic year for which the application is made. After such time, the existing waiting lists will be cleared and a fresh application will be required. The child's details will automatically be added onto the waiting list for the preferred school(s) at the time of refusal.

In both instances, waiting lists will be prioritised as per the oversubscription criteria outlined in 1.2

Should a place become available at the preferred school(s), the waiting list will be "frozen" in order to allow the School and Student Access Unit to fill the

vacancy. The date at which the waiting list is frozen shall be determined as the date that the Local Authority is satisfied that the place becomes available.

The parent / carer concerned will be contacted by the School and Student Access Unit if their child qualifies for consideration of the place. The parent / carer will be given 7 days in which to formally accept / decline (in writing) the offer of the School place. After such time, the child's name will be withdrawn from the waiting list, and the place will be offered to the next child on the waiting list, as the School and Student Access Unit will assume that the place is no longer required.

APPENDIX B

MONMOUTHSHIRE COUNTY COUNCIL

DIRECTORATE FOR CHILDREN AND YOUNG PEOPLE

CO-ORDINATED ADMISSION SCHEME FOR SEPTEMBER 2013 PRIMARY SCHOOLS

INTRODUCTION

This scheme applies to all admission authorities, (Local Authority (LA) and Voluntary Aided Schools (VA), in the area with regard to parents/carers with children wishing to join the normal year of entry at a maintained primary school in Monmouthshire from September 2013. (A glossary of terms is also shown in Appendix C).

All parents/carers will be invited to state up to a maximum of three preferences on a common application form, regardless of the status of the schools for which they wish to apply and whether the school is in/out of county. The form will provide an opportunity for parents/carers to give reasons for their preferences. All completed forms should be sent directly to the School & Student Access Unit (SSAU).

Although individual school admission authorities (Voluntary Aided) may require you to complete their own admission forms, all applicants must also complete a "Common Application Form".

Pupils with a Statement of Special Education Needs will be admitted to the school named on their Statement.

1. Consideration of Applications and Allocation of Places (Normal Admission Round)

When applying the oversubscription criteria to determine who is to be awarded places, all parental preferences will be considered equally and allocated in line with the criteria below. The highest preference school will be offered in the event that one or more preferences can be met.

If none of the preferences can be met, the LA will ensure that as far as is reasonably possible, an offer can be made.

The closing date for the first stage of applications is **5 pm Friday 25th January 2013** and written notification of the outcome of each application will be given via the School & Student Access Unit by **1st April 2013**.

If a parent/ carer applies for a place outside Monmouthshire, the Authority to which they have applied will inform the parent / carer and Monmouthshire of the decision to offer or refuse.

Late applications or changes to the order of preference will be considered after the first stage has been completed. Where a parent/carer expresses a preference within the first stage and then changes a preference after 25th January 2013, this will be deemed as a late application.

Similarly, applications where a change of circumstance have occurred, which have an impact upon the application's status within the oversubscription criteria, will result in the application being treated as late if these changes are brought to the Authorities attention after the closing date.

2. TIMETABLE FOR PRIMARY CO-ORDINATED ADMISSIONS FOR SEPTEMBER 2013

PRIMARY SCHOOL (including Voluntary Aided Schools)

2.1 Stage 1

Applications made available to parents	19 th November 2012
Applications received either paper or on line	By 25th January 2013 (11 weeks)
Details of applications sent to Voluntary Aided Schools and other LAs, as appropriate. Details of applications made to Voluntary Aided Schools returned to School and Student Access Unit	By 1st February 2013
Voluntary Aided Schools and neighbouring LAs return ranked lists of pupils to School & Student Access Unit indicating the over-subscription criterion that each child has been considered under and identifying refusals	By 22nd February 2012
School & Student Access Unit / Voluntary Aided Schools allocate the highest preference place available and notifies other LA's, as appropriate	By 8th March 2013
School & Student Access Unit allocates places to Monmouthshire children without an offer	By 15 th March 2013
School & Student Access Unit sends list of pupils to be offered places to each Monmouthshire School	By 22nd March 2013
School & Student Access Unit / Voluntary Aided Schools send notifications to parents/carers	On 1st April 2013
Appeals	May – July 2013

2.2 Stage 2

Following the first stage of allocations, late applications will be considered and slotted in where possible using the admissions criteria. However there is no guarantee that late applications will be dealt with before **1st April 2013**.

At this stage, parents/carers will be able to apply for reconsideration to a school they placed as a higher preference to the one offered. They will not be able to apply for a school placed lower in the list than the one offered.

The processing of late applications will be done on a monthly basis, so, for example, applications received in April 2013 will be collated and processed during the first full week in May 2013 with schools and parents/carers being notified by the end of the second full week. These will be processed as per the over-subscription criteria.

3. APPEALS

All refusal letters include details of how to appeal. The results of all appeals are forwarded to the LA as this may affect the availability of places for other applicants.

Appeals will be heard as soon as is practicable, and within 30 school days of the specified closing date for receipt of appeals, by the LA

4. CASUAL ADMISSIONS

Where requests are received for September 2013 admissions into year groups other than the normal year of entrance these will not be considered until the start of the second half of the summer term - after the Whitsun break.

These will be collated and are processed as per the oversubscription criteria on a monthly basis. However it should be noted that preference will be given to those parents who are seeking a place during the current term as opposed to the new academic year.

5. MID TERM TRANSFERS

When parents/carers move into the area outside the normal admission round they should first contact the school that they would like their child to attend.

The parent/carer must then contact the School & Student Access Unit to request an application form or download a form from the website (www.monmouthshire.gov.uk).

If there is space available within the particular year group requested a place will be allocated. If a place is not available, the admission will be refused and the next nearest available school identified.

The parent/carer may wish to pursue their right of appeal and this will be handled by the LA.

Applications will normally be processed within 7 working days; however, this timescale may need to be extended for children with Special Educational Needs.

Applications will be processed and prioritised in date order. Where the number of applications received on a particular day exceeds the number of available places, the LA's over subscription criteria will be implemented to determine who the place will be awarded to.

CO-ORDINATED ADMISSION SCHEME FOR SEPTEMBER 2013 **SECONDARY SCHOOLS**

INTRODUCTION

This scheme will apply to all schools in the area for parents/carers with children wishing to join the normal year of entry at a secondary school in Monmouthshire from September 2013.

All parents/carers will be invited to state three preferences on a common application form, regardless of the status of the schools for which they wish to apply and whether the school is in/out of county.

The form will provide an opportunity for parents/carer to give reasons for their preferences. All completed secondary transfer forms should be returned directly to the School & Student Access Unit.

Pupils with a Statement of Special Educational Needs will be admitted to the school named on their statement.

1 Consideration of Applications and Allocation of Places (Normal Admission Round)

When applying the oversubscription criteria to determine who is to be awarded places, all parental preferences will be considered equally and allocated in line with the criteria in Appendix 1. The highest preference school will be offered in the event that one or more preferences can be met.

If none of the preferences can be met the LA will ensure, as far as is reasonably possible, that an offer can be made at the next nearest available School.

The closing date for the first round of applications is **5 pm 30th November 2012** and written notification of the outcome of each in county application will be given via the School & Student Access Unit on **1st March 2013**.

For preferences to attend a School outside of Monmouthshire, written notification on the decision to offer / refuse a place at the chosen School will be given by the relevant LA / Admission Authority in line with their offer date.

Monmouthshire will have regard to any offer made by another LA. If the other LA can offer a higher preferred school, Monmouthshire will not make an offer.

Late applications or changes of order of preference will be considered after the first stage has been completed. Where a parent/carer expresses a preference within the first stage and then changes a preference after **30th November 2012**, this will be deemed as a late application.

Applications where a change of circumstance have occurred, which have an impact upon the application's status within the oversubscription criteria, will result in the application being treated as late if these changes are brought to the Authorities attention after the closing date.

2. TIMETABLE FOR CO-ORDINATED ADMISSIONS FOR SEPTEMBER 2013 SECONDARY SCHOOLS

2.1 Stage 1

Applications available to Parents	5 th October 2012
Applications received	By 30 th November 2012 (8 weeks)
Details of applications sent to Monmouthshire schools and other LA's, as appropriate	By 7 th December 2012
Consultation with neighbouring LAs on cross border preferences	By 14 th December 2012
School & Student Access Unit allocates the highest preference place available and notifies other LA's, as appropriate	By 25 th January 2013
School & Student Access Unit allocates places to Monmouthshire children without an offer	By 8 th February 2013
School & Student Access Unit sends list of pupils to be offered places to each Monmouthshire school	On 22 nd February 2013
School & Student Access Unit sends notifications to parents/carers	On 1 st March 2013
Appeals	May – July 2013

2.2 Stage 2

Following the first round of allocations, late applications will be considered and slotted in where possible using the admissions criteria. There is no guarantee that late applications will be dealt with before the **1st March 2013**.

The processing of late applications is undertaken on a monthly basis, so applications received in April 2013 will be collated and processed during the first full week in May 2013 with schools and parents/carers being notified by the end of the second full week. These will be processed as per the over-subscription criteria.

3. APPEALS

All refusal letters will include details of how to appeal and will make clear to whom the appeal should be addressed.

Appeals will be heard as soon as is practicable, and within 30 school days of the specified closing date for receipt of appeals by the LA.

The results of all appeals will be forwarded to the LA, as this may affect the availability of places for other applicants.

4 CASUAL ADMISSIONS

Where requests are received for September 2013 admissions into year groups other than the normal year of entrance these will not be considered until the start of the second half of the summer term - after the Whitsun break.

Again these will be collated and processed in line with the oversubscription criteria on a monthly basis. However it should be noted that preference will be given to those parents / carers who are seeking a place during the current term as opposed to the new academic year.

5 MID YEAR TRANSFERS

When parents/carers move into the area outside the normal admission round they should first contact the school that they would like their child to attend.

The parent/carer must then contact the School & Student Access Unit to request an application form or download a form from the website (www.monmouthshire.gov.uk).

If there is space available within the particular year group requested a place will be allocated. If a place is not available, the admission will be refused and the next nearest school identified.

The parent/carer may wish to pursue their right of appeal and this will be handled by the LA.

Applications will normally be processed within 7 working days; however, this timescale may need to be extended for children with Special Educational Needs.

Applications will be processed and prioritised in date order. Where the number of applications received on a particular day exceeds the number of available places, the LA's oversubscription criteria will be implemented to determine who the place will be awarded to.

Waiting Lists

For applications received as part of the Normal Admission Round where the child concerned has been unable to obtain a place at the preferred school(s), waiting lists will be held until the 31st August of the year in which the child is due to start.

For applications made outside the normal year of entry (i.e. mid year transfers) where the child has been unable to obtain a place at the preferred school(s), waiting lists will be held up until the end of the academic year for which the application is made. After such time, the existing waiting lists will be cleared

and a fresh application will be required. The child's details will automatically be added onto the waiting list for the preferred school(s) at the time of refusal.

In both instances, waiting lists will be prioritised as per the oversubscription criteria outlined in 1.2

Should a place become available at the preferred school(s), the waiting list will be "frozen" in order to allow the School and Student Access Unit to fill the vacancy. The date at which the waiting list is frozen shall be determined as the date that the Local Authority is satisfied that the place becomes available.

The parent / guardian concerned will be contacted by the School and Student Access Unit if their child qualifies for consideration of the place. The parent / guardian will be given 7 days in which to formally accept / decline (in writing) the offer of the School place. After such time, the child's name will be withdrawn from the waiting list, and the place will be offered to the next child on the waiting list, as the School and Student Access Unit will assume that the place is no longer required.

APPENDIX 1

ADMISSION AUTHORITIES

- Monmouthshire County Council
- Voluntary Aided Schools
 - Archbishop Rowan Williams Church in Wales Primary School
 - Llanfair Kilgeddin Church In Wales Primary School
 - Magor Church In Wales Primary School
 - Our Lady & St Michaels Roman Catholic Primary School
 - St Mary's Roman Catholic Primary School, Chepstow
- Blaenau Gwent County Borough Council
- Gloucestershire County Council
- Herefordshire County Council
- Newport City Council
- Powys County Council
- Torfaen County Borough Council

Glossary

Normal Year of Entry	The year in which a pupils is scheduled to commence / change school
Maintained School	A school maintained either by the LA or the Diocese
Common Application	Pre-printed form with pupil details and unique pupil reference Number

ALLOCATION OF PLACES

Over-subscription Criteria

The School Standards and Framework Act 1998 gives parents the right to express a preference for their child to be admitted to any school maintained from public funds.

The over subscription criteria applies when there are more applications than places in a school and the admission number is exceeded.

When applying the oversubscription criteria to determine who is to be awarded places, all parental preferences will be considered equally and allocated in line with the criteria below. The highest preference school will be offered in the event that one or more preferences can be met.

When considering the remaining available places, the following criteria will be used to determine which children may be offered places:

- 1) Looked After Children i.e. children who are in the care of the Local Authority.
- 2) Children with exceptional medical circumstances, supported by a medical consultant's report (obtained by the parents at the time of application) outlining why the preferred School, when compared with other Schools that the Authority may be able to offer, is the only viable option.
- 3) Children with older brothers and sisters at the school at the date of admission will be admitted in preference of those not having brothers or sisters at the school. (For the purposes of this policy the definition of siblings is -children of one biological or adoptive parent residing at the same residence). In considering allocations on the basis of siblings, priority will first be given to applications from multiple birth siblings.
- 4) Children residing within the preferred school's catchment area will be given prior consideration over those children living outside the catchment area. The catchment areas can be found on the Monmouthshire County Council website.
- 5) Should the school continue to be in a position of over-subscription after applying points (1) to (4), priority will be based on proximity to the preferred school, measured as the crow flies.

To clarify, any over-subscription in the above criteria will result in the final determination of the allocation of a place being made on distance. So for example, if there are more applications than places available when siblings are considered, places will then be allocated firstly to those siblings residing within catchment, and then to those siblings on the basis of distance to the preferred school.

The distances shall be calculated between the main entrance to the school and the main entrance of each individual property address.