ADMISSIONS POLICY 2027/28
WHITCHURCH HIGH (FOUNDATION) SCHOOL

1 Admissions of pupils

1.1 Whitchurch High (Foundation) School (WHS) is a comprehensive school where pupils in Years 7 to 11 are admitted without reference to ability or aptitude. The Governing Body is committed to ensuring an inclusive school and that admissions reflect the wide diversity of the community which the school serves.

1.2 Admissions are the responsibility of the Governing Body under the direction of the First Minister, Welsh Government. This Admissions Policy has been drawn up in accordance with the Welsh Government's *"Statutory Code Document 002/2009: Schools Admission Code"* and in consultation with the Local Authority, Cardiff County Council and other interested parties.

1.3 Admissions to WHS are dealt with by the Governors' Admissions Sub Committee and are subject to the Admissions Policy relevant at that point in time. There are different admission criteria for entry to:

- Years 7 to 11
- Years 12 and 13 *(further details on school website: www.whitchurchhs.wales)*
- Ty Calon, the Special Resource Base (SRB) *(further details on school website: www.whitchurchhs.wales)*

1.4 The admission number of WHS is:

- 390 pupils per year group (Years 7 to 11)
- Up to 330 pupils for Year 12 unless exceptional circumstances dictate
- 12 - 15 pupils per year group in Ty Calon dependent upon statement of additional learning need.

2 Admissions to Ty Calon

2.1 WHS operates Ty Calon, a specialist resource base for pupils with moderate/severe learning difficulties. The unit takes up to 110 pupils with additional learning needs from across Cardiff.

2.2 Admissions to specialist provision are managed by the Council. The local authority will only exercise their power to place a child in a particular school unit if it is satisfied that:

- the child's interest requires ALP (Additional Learning Provision) identified in his or her Individual Development Plan (IDP) to be made at the school named, and
- it is appropriate for the child to be provided with education or training at the school.

2.3 If the parent of a pupil with an IDP has a dispute regarding the IDP; an assessment; the school named; or the fact that no school has been named, enquiries can be made to:

The Educational Tribunal for Wales (ETW)
***Website**: https://educationtribunal.gov.wales/*
Email: educationaltribunal@gov.wales

2.3 WHS works closely with Cardiff Council to ensure the successful entry of pupils admitted to Ty Calon once the Local Authority's Case Advisory Panel have agreed places.

3 Applying for a place in Year 7

3.1 Children transfer to secondary school in the September following their eleventh birthday.

In the Autumn Term of Year 6 parents/carers, including those from our partner primary schools, are invited to apply for admission in the following academic year.

Our partner schools are:

Birchgrove Primary **Coryton Primary**
Gabalfa Primary **Hawthorn Primary**
Llanishen Fach Primary **Rhiwbeina Primary**
Whitchurch Primary

Parents/carers have the right to express a preference for their child to attend WHS which will be considered individually and complied with wherever possible. However, the school is normally oversubscribed. Parent/carer preferences will still be considered but the priorities set by the Governors, outlined below, will be applied. In deciding which children to admit, the Governors apply the criteria in the order of priority shown (1. being the highest) and examine the merits of each case by considering reasons submitted supporting any expressed preference. The Governors will not normally exceed the school's Admission Number of 390.

Applications for admission to secondary schools (Year 7) can be made from Monday, 4th September 2026 and the closing date for applications is Monday, 30th October, 2026

Please note that WHS is part of Cardiff Council's common admissions process for Year 7 applications. This means that parents/carers can make one application and will be able to do this on-line; parents can indicate up to five different schools that they wish to apply for; if not offered a place at the first-choice parents/carers would automatically be considered for their second choice, and so on.

As WHS is part of the common admission process, applications to the school can be made on-line through the Cardiff Council website www.cardiff.gov.uk. If unable to apply on-line then do so in writing by contacting the Admissions Team in Cardiff Council for an application form.

3.2 Oversubscription criteria (Years 7 to 11)

Where applications for admission exceed the number of places available, the following admissions criteria will be applied in this order:

1. Pupils who are – or have previously been – looked after (in public care) and those subject to a Special Guardianship Order, are given the highest priority in oversubscription criteria.

2. Pupils subject to an Individual Development Plan (IDP), in which a specific school is named.
3. Pupils who are on roll in one of WHS's partner primary schools (see 3.1)

4. Pupils who live within the catchment areas of the partner primary schools with an older sibling attending WHS at the time of their admission to the school, ie will be in Y7-Y11 in September 2027.
5. Pupils who are not on roll at any of the partner primary schools but who, by virtue of their address, would normally expect to be taught at one of these schools as they live in the catchment areas of the partner primary schools.
6. Pupils who live outside the catchment areas of the partner primary schools with a sibling attending WHS at the time of their admission to the school, ie will be in Y7-Y11 in September 2027.
7. Pupils who live outside the catchment areas of the partner primary schools.

General Notes

In order to apply for school admission with a Special Guardianship Order (SGO), the normal online admission application process of the local authority can be used. This process enables applicants to provide supporting evidence of the SGO with the application.

Where the number of preferences exceed the number of places available in any higher criterion, proximity is used as a tie breaker to determine which pupils are admitted. WHS uses the Council's Geographical Information System (GIS), referred to as an 'Integrated Transport Network' (ITN), configured in compliance with the Learner Travel (Wales) Measure 2008 and the Learner Travel Statutory Provision and Operational Guidance 2014 route determination criteria.

The shortest safe available route (as defined by the Welsh Government's 'Learner Travel Statutory Provision and Operational Guidance June 2014') is calculated (to 4 decimal places) from the co-ordinates of an applicant's home address (determined using the Local Land and Property Gazetteer [LLPG] address point data), to the nearest open school gate using Ordnance Survey (OS) route data.

a) Where there is no safe route available, the nearest point on the ITN to the applicant's home address will be used to calculate the shortest driving route to the nearest open school gate.
b) Tie-breaker: Where flats use the same LLPG address point co-ordinates, the route assessment is determined from the front entrance to each flat.

For applications for pupils residing within mainland UK but outside of the area covered by the integrated transport network (ITN), residence to school distances are calculated as the shortest driving distance as evaluated using google maps. Where applicants reside outside of mainland Britain, route distances are determined as the shortest route as determined using google maps utilising available transport types.

If a pupil lives at different addresses during the week, the address where they stay overnight for the greater number of nights per week will be the determining factor.

Admission requests by twins, triplets and other multiple births will be considered together in accordance with the above criteria. If the criteria are met both twins, all triplets, etc would be admitted to the school.

Admission requests by children of UK services personnel moving into the area will need to meet residency requirements with confirmation of proof of posting.

Transfer to Secondary Education

Only applications received by the published closing date for receipt of application will be considered in the initial round of allocation of places. Application for transfer to secondary education in September 2027 can be made on-line through the Cardiff Council website www.cardiff.gov.uk with effect from 4th September, 2026. It is the responsibility of parents to ensure that an application is made by the closing date of 30th October, 2026. Applications made after this date will be considered as late applications.

3.3 **Admissions Timetable Year 7**

Deadline dates refer to the annual allocation of places to the Year 7 age group in September 2027.

Admissions information issued to parents. Cardiff Council On-line application service opens	Monday 4th September, 2026
Closing date for application	**Monday 30th October, 2026** *Only applications received by this date are considered in the initial round of allocation of places. Other forms will be considered as late applications.*
Notification of result of application by	Monday 1st March, 2027
Deadline for acceptance of places offered	2 weeks after notification, Monday 15th March, 2027
Closing date for receipt of statutory appeal	Monday 15th March, 2027
Appeal hearings	Appeals are heard by an Independent Appeals Panel arranged through Cardiff County Council.

3.4 Only applications received by the closing date of 30th October, 2026, will be considered in the initial round of allocation of places and applicants will be notified of the result of their application on Monday 1st March, 2027.

3.5 There is a two-week window for acceptance of place/places made, that is by 15th March, 2027, for initial round of allocation of places.

3.6 Late applications will be considered when good reason is given for their delay or when they refer to a Child who is Looked After or a child with an Individual Development Plan that names Whitchurch High School. Other late applications will be considered after the initial allocation of places is made on 1st March, 2027. The Admissions Sub Committee will meet in the week beginning 15th March, 2027 and monthly thereafter, if required, until the end of the summer term 2027. Refused applications from the first round of allocations and any subsequent late applications will be considered together, and against the admission criteria, for any subsequent available places.

3.7 Where an application for admission has been refused, parents/carers have the right to appeal to an independent appeal panel (see Right of Appeal below).

3.8 Where a place has been refused, WHS will operate a waiting list. Applications received in the normal admission round will remain on the waiting list until 30th September, 2027. If places become available whilst the waiting list is in operation, they will be allocated in accordance with the oversubscription criteria set out in section 3.2 (1 to 7). Placing a child's

name on the waiting list does not affect the parent/carer's right of appeal against an unsuccessful application.

3.9 Applications received outside the normal admission round (in-year application) will remain on the waiting list until the end of the term in which the application is made. After this time parents/carers will have to make a further application for admission.

4 Right of Appeal

4.1 Any parent/carer (except one whose child has been permanently excluded from two schools) whose child is refused a place at WHS has a statutory right of appeal to the Independent Statutory School Admission Appeal Panel. Parents/carers or young people who have had an offer of a place withdrawn also have a right of appeal. Details of the appeals procedure are provided with any letter indicating an application has been refused.

Notes for the guidance of parents/carers

Permanent address

Please ensure that the details are correct and it is your child's permanent home address NOT the address of a business, a relative, a friend, a childminder, a temporary address or an address to which you hope to move.

Residence

If you are planning to move and this involves the purchase of a property you will need to provide a solicitor's letter confirming exchange of contracts and the actual completion date. WHS cannot accept a letter confirming your intention to purchase a property.

If your move involves the renting of a property you will need to provide a copy of your tenancy agreement from a recognised letting agency, estate agent or solicitor confirming the lease start and end date.

If your move involves returning to live in a property you already own you will need to provide written evidence of the date that you will move back into the property. If you have rented your property to someone else you will also need to provide evidence that you have given your tenants notice to leave.

If we are not satisfied with the evidence you have provided, we may ask for additional information. If we do not receive satisfactory evidence WHS will not accept your application from the new address.

Late applications

Following the first round of allocations, late applications will be considered in accordance with the admissions criteria. Applications from the first round of allocations and any subsequent late applications will be considered together for any subsequent available places that may arise.

Sibling

For admission purposes a sibling is a child who is the brother/sister, half-brother/sister (children who share one common parent), step brother/step sister where two children are related by virtue of their parents being married, co-habiting or in a civil partnership. This definition also includes adopted or fostered children living at the same address.

Shared responsibility

Where parents have shared responsibility for a child, and the child lives at the parents' separate addresses for different parts of the school week, then the home address will be determined as the address where the child lives for the majority of the week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. In disputatious cases, where parents have joint responsibility, applications must be agreed by both parents.

Waiting Lists

Where a place into Year 7 has been refused, the application will be placed on a waiting list. **Applications will remain on the waiting list until the 30th September, 2027. After this time parents will be expected to make a further application for admission.**
Applications received outside the normal admission round (in-year application) will remain on the waiting list until the end of the term in which the application is made. After this time parents/carers will have to make a further application for admission.

Appeals process

If parents are dissatisfied with the result of an application, an appeal may be submitted to the the Independent Statutory School Admission Appeal Panel. If the appeal is not successful, further applications for a place at the same school will not be considered for the same academic year.

Withdrawal of places

Any place approved on the basis of residence will be withdrawn if the pupil is no longer permanently resident at the home address specified in the application at the beginning of the school term to which the application relates (term dates as published in the Admission to Schools Booklet). The home address is considered to be the pupil's along with their parents'/carers' main and genuine principal place of residence on the published date i.e. where they are normally and regularly living. If a pupil is resident with friends or relatives (for reasons other than guardianship) the friends' or relatives' address will not be considered for allocation purposes.

Where parents knowingly give false information in order to obtain the advantage of a place at WHS for their child to which they would not have been entitled, the Governors reserve the right to withdraw the offer of a place. Parents may render themselves guilty of an offence under Section 5(b) of the Perjury Act 1911.