



## Ysgol Derwen / Derwen Foundation School

"Happy together, learning forever,  
succeeding wherever we may be"

### Admissions Policy 2025 / 2026

**The Admission Number for Ysgol Derwen for September 2026 is 28**

The governing body will act in accordance with the Admissions Code regarding the discharge of their duties in respect of admissions and will give full recognition to the expression of parental preference in the context of its duty to ensure the provision of effective education and the efficient use of educational resources.

The governing body will not refuse applicants to the school unless the school has reached its Admission Number of 28. The governing body will not expand the school to meet demand which does not meet the admissions criteria and will admit pupils of the relevant age group up to the Admission Number of 28.

#### **Procedure**

- Arrangements will be in place annually to accept pupils for admission to the school. Expressing a preference does not guarantee a place at the school. If the school is oversubscribed, then the oversubscription criteria will come into operation.
- Applications must be made on an official electronic application form on the Flintshire County Council Admissions Portal (Link Below)

<https://www.flintshire.gov.uk/en/Resident/Schools/School-Admissions.aspx>

- All applications for Nursery and Reception places must be received by the published date.
- Places for full time education in Reception will be considered in accordance with the criteria up to the School's Admissions Number.
- In cases when the school is oversubscribed, arrangements will be made for parents to discuss the matter with the head teacher and to be provided with information about the appeals procedure.

**Parents who apply for a place other than at the normal stages of admission will be given the same opportunities as those outlined above.**

## OVERSUBSCRIPTION CRITERIA

### Nursery

Pupils will be admitted to non-statutory part-time nursery education in the September following the child's 3<sup>rd</sup> birthday. Nursery education is not compulsory and parents have no right of appeal regarding nursery admissions under the School Standards and Framework Act 1998. Where applications for admissions exceed the number of places available (Admission Number of 28) the following criteria will be applied, in the order set out below.

1. The School will consider the needs of a "looked after child" or "previously looked after child" (child in care) and pupils with a statement of educational needs for whom the school is the nearest appropriate school to the pupil's home address.
2. Pupils for whom the school is the nearest appropriate school to the pupil's home address.
3. Pupils who will have a sister or brother attending the preferred school on the expected admission date. The 'sibling rule' will only be applied for the statutory period of education i.e. up to Year 11.
4. Pupils for whom the preferred school is not the nearest to their home address. Pupils will be admitted in order of proximity to that alternative school and up to its Admission Number.

### Nearest Appropriate School

An appropriate school is deemed to be the school closest to the pupil's home address which provides education for the relevant age, ability and aptitude of a pupil and for any additional needs he/she may have.

### Distance From School

Within each category, priority will be given to those living nearer the School.

Distance from the school will be measured from the child's home address to the centre-point of the school building. This will be the shortest distance by all-purpose public highway and all other rights of way with paved and/or metalled surface. Public footpaths and bridleways across fields are specifically excluded.

Ysgol Derwen uses the same system as Flintshire County Council as an aid when calculating the distance from school to the child's home address.

The Council uses a Geographical Information System (GIS) to calculate the shortest home to school distance in miles. This is integrated into the Capita ONE software. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) and Ordnance Survey (OS) Address Point Data. The starting point for a route assessment is determined as the nearest point on the walking route network from the pupil's address (usually the

main entrance to the property), to the centre-point of the school building. The network is updated annually.

It should be noted that transport will only be provided in accordance with the Council's Transport Policy. Where, as a result of parental preference, a pupil attends a school other than the nearest appropriate school, as recognised by Flintshire County Council; it must be understood that parents accept full responsibility for transport costs and arrangements.

### **Siblings (Brother/Sister)**

A sibling is defined as a full, half, step, adopted or foster brother or sister living together as one household at the same address and where the elder sibling is of statutory school age and will still be registered at Ysgol Derwen when the younger child is eligible to attend. In considering siblings, first priority will be given to applications from multiple birth children.

### **Multiple Birth Children**

Twins, triplets, quadruplets, etc., residing at the same address and applying for places in the same year group will be given priority for admission in the main admissions round under the 'sibling' criteria. If it is not possible to offer places to all multiple birth children residing at the same address and applying for places in the same year group, Ysgol Derwen will contact the Authority with the view to offer places for all of those multiple birth children at the next nearest appropriate school with available places.

### **Child's Permanent Home Address**

When applying for a place at the school, the governing body will only accept the pupil's permanent home address and not that, for example, of childminder, grandparent, relative or friend. Parents will be asked to provide official documentation at the time of application demonstrating home address. Parents are advised that a school place may be lawfully withdrawn if the information given on the application form is fraudulent or misleading.

### **Accepting or Declining Places Offered**

Parents will be required to accept or decline the school place offered by Ysgol Derwen. Once an offer of a place is made, parents have 14 days only in which to accept that place in writing. Failure to do so within this period will mean that the place will be offered to another applicant as appropriate.

### **Application Forms**

- Applications must be made on an official electronic application form on the Flintshire County Council Admissions Portal (Link Below)  
<https://www.flintshire.gov.uk/en/Resident/Schools/School-Admissions.aspx>
- These will be available in accordance with the published dates. Parents will be asked to provide official documentation showing their child/children's date of birth.

## Waiting Lists

If a parent is refused a place for their child at Ysgol Derwen during the normal admission round, the school, in agreement with the parent, place the child's name on a waiting list until 30<sup>th</sup> September in the school year in which they apply. If additional places become available while the waiting list is in operation, and before any appeals are heard, these will be allocated to applicants on the waiting list in accordance with the oversubscription criteria and not according to the date the application was submitted.

Parents can accept a place at an alternative school and still pursue an appeal at Ysgol Derwen. Placing a name on the waiting list however is not a guarantee of an eventual place at the school and does not affect the parents right of appeal.

### **Note:**

Admission to the Nursery Class does not guarantee subsequent admission to Reception Class at the school. A separate application must be made for transfer from the Nursery Class to Reception Class.

## Admissions Timetable 2025/2026

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Admission Phase	Admission forms available to parents w/c	Parents' consideration period	Closing date for receipt of completed forms	Allocation period by LA/ admitting authority	Parents informed by ("Offer date")
Reception	22/09/25	22/09/25 - 17/11/25	17/11/25	18/11/25 - 23/02/26	16/04/26
Nursery	22/09/25	22/09/25 - 16/02/26	16/02/26	17/02/26 - 23/03/26	05/05/26

Application forms must be returned to the Local Authority by the closing date. Your child may have less opportunity to be allocated to your preferred school if your application is received after the closing date. Late applications received after the end of the allocation period will not be processed until after the "offer dates".

## Late Applications

Late applications will be considered after those received by the closing date. The school will consider late applications if there are good reasons for the application form being late, the reason/s must be included with the application form, for example, exceptional medical reasons preventing an earlier application, recent move of house - supporting evidence must be provided.

*If the Admission Number for the school has been reached, all late applications will be ranked in accordance with the admission criteria and any available places will be offered to the highest ranking applicants up to the end of the allocation period.*

## Reception

Pupils will be admitted to full time education in the year in which they attain the age of 5. Where applications for admissions exceed the number of places available the following criteria will be applied, in the order set out below up to the admission number of 28.

1. The School will consider the needs of a "looked after child" or a "previously looked after child" (child in care) and pupils with a statement of educational needs for whom the school is the nearest appropriate school to the pupil's home address.
2. Pupils for whom the school is the nearest appropriate school to the pupil's home address.
3. Pupils who will have a sister or brother attending the preferred school on the expected admission date. The 'sibling rule' will only be applied for the statutory period of education i.e. up to Year 11.
4. Pupils for whom the preferred school is not the nearest to their home address. Pupils will be admitted in order of proximity to that alternative school and up to its Admission Number.

Please note: attendance at nursery does not guarantee a place in reception.

### Nearest Appropriate School

An appropriate school is deemed to be the school closest to the pupils home address which provides education for the relevant age, ability and aptitude of a pupil and for any Additional Needs he/she may have.

### Distance From School

Within each category, priority will be given to those living nearer the School. Distance from the school will be measured from the child's home address to the recognised main entrance of the school. This will be the shortest distance by all-purpose public highway and all other rights of way with paved and/or metalled surface. Public footpaths and bridleways across fields are specifically excluded.

### Distance

The Council uses a Geographical Information System (GIS) to calculate the shortest home to school distance in miles. This is integrated into the Capita ONE software. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) and Ordnance Survey (OS) Address Point Data. The starting point for a route assessment is determined as the nearest point on the walking route network from the pupil's address (usually the main entrance to the property), to the centre point of the school building. The network is updated annually

It should be noted that transport will only be provided in accordance with the Council's Transport Policy. Where, as a result of parental preference, a pupil attends a school other than the nearest appropriate school, as recognised by Flintshire County Council, it must be understood that parents accept full responsibility for transport costs and arrangements.

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### **Accepting or Declining Places Offered**

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Parents must be aware that they have the right to defer entry to school until the term following the child's 5<sup>th</sup> birthday if they so wish.

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If the Admission Number for the school has been reached, all late applications will be ranked in accordance with the admission criteria and any available places will be offered to the highest ranking applicants up to the end of the allocation period.

## Provision for Children with Additional Needs

The Local Authority must have regard to the Code of Practice for Special Educational Needs when identifying, assessing and providing for children with additional needs. Some children may require special educational provision which is over and above that which a mainstream school could reasonably be expected to provide. The Local Authority will assess the needs of such pupils in accordance with the guidelines laid down by the Code of Practice. Where the assessment indicates

this to be necessary, it will arrange for extra provision to be made to them. This provision will be included in a statement of special educational need for the child concerned. This document is negotiated with parents and schools. It states the child's needs and how and where those needs will be met.



## YSGOL DERWEN/DERWEN FOUNDATION PRIMARY SCHOOL

### APPEAL PROCEDURE FOR STATUTORY FULL-TIME EDUCATION

- If the governing body is able to comply with the wish of the parent, then the child will be admitted to the school.
- If the governing body is unable to comply with the wish of the parent, the parent may, if they wish, give notice of appeal.
- The request for the appeal must be sent to the Chair of Governors c/o Ysgol Derwen/Derwen Foundation Primary School, within 14 calendar days of the date of the letter indicating refusal of the preference application for a place at the school.
- The request, together with reasons for the appeal, must be made in writing.
- The appeal will take place as soon as possible, after receipt of appeal request. Parents will receive 14 days notification of the appeal panel's meeting. (Parents can waive their right to 14 days notification if they agree in writing).
- The appeal panel shall consist of 3 people independent of the school and appointed by the L.A.
- The head-teacher and/or admissions panel may provide evidence to the appeal panel.
- The parents will be given an opportunity to appear before the independent appeal panel. They may be accompanied by a friend if desired.
- The decision of the independent appeal panel will be final.

This policy was approved by full governing body on: March, 2025

Signed:                    R Jones    (Headteacher)  
                                  C Turner    (Chair of Governors )

Review Date: Annually



## Ysgol Derwen School Appeal Form

Name of school for which you wish to appeal for a place:-

Year Group

Child Details	Surname:		Forename(s):	
	Date of Birth		/	/

Current School

Current Address

Post Code

New Address (*if applicable*)

Post code

Does your child have a Statement of Special Educational Needs

Yes  No

Appellant's Name(s)

Relationship to child

Address (*if different from above*)

Post code:

Contact Nos:

Daytime

Evening

E-mail address

Do you have any other school age children? If so please indicate names and ages and attending

Name	Date of Birth	School currently attending

Please state your reasons for appeal overleaf continuing or using a separate if required. If you wish to attach any additional information for the appeal please do so when this appeal form is submitted.

I wish to appeal against the decision of Ysgol Derwen not to allocate a place for my child at the school named above,

Parental Signature..... Date.....

**Please state your reasons for appeal:**

**Please return this form to:**

**Ysgol Derwen  
Main Road  
Higher Kinnerton,  
Flintshire.  
CH49AJ  
Email: [Kimapil@hwbcymru.net](mailto:Kimapil@hwbcymru.net)  
Tel: 01244 6602912**