

# Starting School

A guide to policy and  
admission arrangements

2021-22

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# Introduction

The aim of the Directorate of Education & Corporate Services 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 2021 / 2022 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 thereof, 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 Directorate of Education & Corporate Services 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.



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# School Term Dates and Holidays 2021/22

<b>Term</b>	<b>Begins</b>	<b>Half Term</b>	<b>Ends</b>
<b>Autumn</b>	Thursday 02/09/2021	Monday to Friday 25/10/2021 to 29/10/2021	Friday 17/12/2021
<b>Spring</b>	Tuesday 04/01/2022	Monday to Friday 21/02/2022 to 25/02/2022	Friday 08/04/2022
<b>Summer</b>	Monday 25/04/2022	Monday to Friday 30/05/2022 to 03/06/2022	Friday 22/07/2022

In addition to the above dates, five staff training (INSET) days are available to be used at each schools' discretion. Parents should contact the school to determine when these are likely to be.



# Section 1 - Primary and Secondary Education Admission and 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.

## 1.1 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) 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, LAs 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. An online 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.
- 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.

The LA (in the case of Community Schools) and School Governing Body (in the case of Voluntary Aided) 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 (see section 2.32).



**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.

All of the above arrangements apply equally to Welsh Medium schools within the Authority. Admission to Welsh medium primary schools is not dependent 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.

## 1.2 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.



**You will need to submit an online application at each of the above stages.**

Where you submit an application for your child to attend Reception at a Primary School, an application will not be required for them to attend the Junior phase. Likewise, if you submit an application for your child to attend Reception at Idris Davies 3 to 18 School, you will not need to submit an application for the Junior or Secondary phase.

The LA's policy is to provide all 3 to 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.



## 1.3 Oversubscription Criteria

These apply to all admissions to oversubscribed schools.

1. Looked After Children (children in public care) and those who were previously Looked After Children.
2. Those children who live in the school's catchment area on or before the published closing date.

*Note: Those children who live within the school's catchment area and have a sibling\* already attending the school will be admitted first (the sibling must be of statutory school age), and then those children who live within the school's catchment without a sibling will be admitted.*

3. Children with siblings\* living in the same household attending the school in September 2021. The sibling must be of statutory school age.
4. After taking account of the above categories, priority will be based on the closeness to the school measured automatically by the LA's G.I.S (Geographical Information System).

Distance is measured from the nearest entrance or gate of the home to the nearest gate or entrance of the school via a road route.

*Note: The GIS does not take into account any shortcuts. 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.*

*\*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.*

## 1.4 Addresses

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).

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). In such circumstances, the home address to which the Child Benefit is paid will be used. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

## 1.5 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).

## 1.6 Children of UK service personnel

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.

## 1.7 Children with a Statement of Special Educational Needs

The Local Authority is required by the Education Act 1996 to admit to the school a child with a Statement of Special Educational Needs that names the school.

## 1.8 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.



## Section 2 – Organisation of Schools

### 2.1 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.

### 2.2 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).

### 2.3 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 dependent 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.



**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.**

### 2.4 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.



**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.**

### 2.5 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.

## 2.6 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.

## 2.7 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 Corporate Services for assistance. If, however, you would like your child to transfer from one school to another, please contact the Headteacher of your child's current school first. Should you still wish to proceed with these transfer arrangements; you can apply at <https://caerphilly.gov.uk/schooladmissions>

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.

## 2.8 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 2009 and 31st August 2010, she/he will transfer to secondary school in September 2021. Headteachers of primary schools will be able to inform parents of the secondary school which their children should normally attend. **It should be noted that the home address denotes which school is the 'catchment' school** and not the primary school attended. Whilst every effort will be made to accommodate pupils, an application must be made for transfer to secondary schools at the appropriate time.

## 2.9 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 Corporate Services 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 Corporate Services 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.

## 2.10 Applying for a Place

When you apply for a place at a particular school, you must complete the relevant application form online at <https://www.caerphilly.gov.uk/schooladmissions>

You must apply by the closing dates shown below for admission in September 2021.

If you require assistance with completing the form, please contact the school admissions team on 01443 864896/ 01443 864897.

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.

## **2.11 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. Places will then be allocated using the authority's oversubscription criteria.

## **2.12 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).

## **2.13 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.



## 2.14 Timetable for Admission to Schools in September 2021

### Secondary School Applications

Admission forms available to parents	14 <sup>th</sup> September 2020
<b>Closing Date for Applications</b>	<b>23<sup>rd</sup> October 2020</b>
Parents notified of the Outcome	1 <sup>st</sup> March 2021

### Primary School Applications

Admission forms available to parents	9 <sup>th</sup> November 2020
<b>Closing Date for Applications</b>	<b>18<sup>th</sup> December 2020</b>
Parents notified of the Outcome	16 <sup>th</sup> April 2021

### Nursery School Applications

Admission forms available to parents	September 2020
<b>Closing Date for Applications</b>	<b>26<sup>th</sup> February 2021</b>
Parents notified of the Outcome	May 2021

Apply at: <https://www.caerphilly.gov.uk/schooladmissions>

## 2.15 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.



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



## 2.16 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 Corporate Services. 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 able to seek admission to an alternative school whilst they are pursuing an appeal.

Parents, however, are advised that: -

- They may elect not to attend the appeal meeting and, instead, allow the appeal to be considered on a written statement.
- The outcome of the appeal will be decided on the information available.
- They will be given at least fourteen days (from the date of posting) written notice of the meeting of the Appeal Hearing.
- 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 Corporate Services should be informed at least seven days before the hearing.
- 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 appeal application unless there is a significant change in circumstances (which will need to be evidenced).

## 2.17 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 access to premises for staff, visitors and pupils. 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.

## 2.18 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. Allocation of placement will be carried out using the Authority's published admission arrangements.

## **2.19 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.

## **2.20 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.

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.

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

## **2.21 The teaching of Welsh as a second language in English Medium Schools.**

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.

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

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.

## 2.22 List of Schools

All schools are day or co-educational unless otherwise stated.

The Local Authority is constantly reviewing the Planning of School Places resulting in changes to the Published Admission Number of a school. Subsequently the Admission Number recorded against the relevant school may be amended following the publication of this booklet.

## 2.23 English Medium Nursery and Primary Schools

	<b>School</b>	<b>Address</b>	<b>Tel No</b>	<b>Headteacher</b>	<b>Email</b>	<b>Capacity</b>	<b>Age Range</b>	<b>Admission Number</b>	<b>No. of Applications for Reception 2020</b>	<b>No. of Places Offered</b>	<b>No. of Appeals Received</b>	<b>No. of Successful Appeals</b>
1	<b>Aberbargoed Primary School</b>	Heol Ysgol Newydd, Aberbargoed, Bargoed, CF81 9DD	01443 875512	Mr. D. Lewis	abgpa@caerphilly.gov.uk	210	3 to 11	30	19	19	0	0
2	<b>Abercarn Primary School</b>	Chapel of Ease, Abercarn, NP11 5LH	01495 244566	Mr. G. Roden	acnpa@caerphilly.gov.uk	244	3 to 11	34	29	29	0	0
3	<b>Bedwas Infants School</b>	St. Mary's Street, Bedwas, Caerphilly, CF83 8EE	029 20 852512	Mrs. V. Jenkins-Delph	bwaia@caerphilly.gov.uk	120	3 to 7	40	35	35	0	0
4	<b>Bedwas Junior School</b>	Church Street, Bedwas, Caerphilly, CF83 8EB	029 20 852511	Mr. R. Cook	bwaja@caerphilly.gov.uk	173	7 to 11	43	N/A	N/A	N/A	N/A
5	<b>Blackwood Primary School</b>	Apollo Way, Blackwood, NP12 1 WA	01495 224111	Mrs K. Davies	blcpa@caerphilly.gov.uk	420	3 to 11	60	39	39	0	0

	<b>School</b>	<b>Address</b>	<b>Tel No</b>	<b>Headteacher</b>	<b>Email</b>	<b>Capacity</b>	<b>Age Range</b>	<b>Admission Number</b>	<b>No. of Applications for Reception 2020</b>	<b>No. of Places Offered</b>	<b>No. of Appeals Received</b>	<b>No. of Successful Appeals</b>
6	<b>Bryn Awel Primary School</b>	Eglwys Fan, Rhymney, NP22 5QA	01685 224111	Mrs. S. Pascoe (Acting Headteacher)	lrypa@caerphilly.gov.uk	173	3 to 11	24	30	24	2	2
7	<b>Bryn Primary School</b>	Forest Hill, The Bryn, Pontllanfraith, Blackwood, NP12 2PL	01495 225690	Mrs. J. Khan	brypa@caerphilly.gov.uk	205	3 to 11	29	15	15	0	0
8	<b>Cefn Fforest Primary School (Infants)</b>	Tynycoed Crescent, Cefn Fforest, Blackwood, NP12 3LL and Cefn Fforest Avenue, Cefn Fforest, Blackwood, NP12 3JX	01443 830449	Mrs. J. Farmer	cfnpa@caerphilly.gov.uk	245	3 to 11	35	30	30	0	0
9	<b>Coed Y Brain Primary School</b>	School Street, Llanbradach, Caerphilly, CF83 3LD	029 20 852513	Mrs. J. Smith	cybpa@caerphilly.gov.uk	242	3 to 11	I - 28 J - 39	25	25	0	0
10	<b>Crumlin High Level Primary School</b>	Commercial Road, Crumlin, NP11 4PX	01495 244606	Mrs. C. Mansell	crmpa@caerphilly.gov.uk	158	3 to 11	22	13	13	0	0

	<b>School</b>	<b>Address</b>	<b>Tel No</b>	<b>Headteacher</b>	<b>Email</b>	<b>Capacity</b>	<b>Age Range</b>	<b>Admission Number</b>	<b>No. of Applications for Reception 2020</b>	<b>No. of Places Offered</b>	<b>No. of Appeals Received</b>	<b>No. of Successful Appeals</b>
11	<b>Cwmaber Infants School</b>	Bryngelli Terrace, Abertridwr, Caerphilly, CF83 4FF	029 20 830248	Mrs. B. Davies (Acting Headteacher)	cmaia@caerphilly.gov.uk	136	3 to 7	45	30	30	0	0
12	<b>Cwmaber Junior School</b>	Brynhafod Road, Abertridwr, Caerphilly, CF83 4BH	029 20 832231	Mrs. B. Davies	cmaja@caerphilly.gov.uk	149	7 to 11	37	N/A	N/A	N/A	N/A
13	<b>Cwmcarn Primary School</b>	Newport Road, Cwmcarn, Crosskeys, NP11 7LZ	01495 270494	Mrs. H. Robbins (Acting Headteacher)	cmcpa@caerphilly.gov.uk	261	3 to 11	37	31	31	0	0
14	<b>Cwmfelinfach Primary School</b>	King Street, Cwmfelinfach, Ynysddu, NP11 7HL	01495 200225	Mr. D. Witchell	cwmfpa@carphilly.gov.uk	203	3 to 11	29	30	29	0	0
15	<b>Cwm Glas Infants School</b>	Pant Glas, Llanbradach, Caerphilly, CF83 3PD	029 20 852515	Ms. H.S. Owen	cmgia@caerphilly.gov.uk	57	3 to 7	19	24	19	3	3
16	<b>Cwm Ifor Primary School</b>	Heol Aneurin, Penyrheol, Caerphilly, CF83 2PG	029 20 852509	Mr. G. Rees	cmipa@caerphilly.gov.uk	248	3 to 11	35	35	35	0	0
17	<b>Cwrt Rawlin Primary School</b>	Cae Meillion, Caerphilly, CF83 1SN	029 20 807070	Ms. T. Lloyd	cwrpa@caerphilly.gov.uk	325	3 to 11	46	61	46	3	1

	<b>School</b>	<b>Address</b>	<b>Tel No</b>	<b>Headteacher</b>	<b>Email</b>	<b>Capacity</b>	<b>Age Range</b>	<b>Admission Number</b>	<b>No. of Applications for Reception 2020</b>	<b>No. of Places Offered</b>	<b>No. of Appeals Received</b>	<b>No. of Successful Appeals</b>
18	Deri Primary School	Glynmarch Street, Deri, Bargoed, CF81 9HZ	01443 875516	Ms. S. Martin (Acting Headteacher)	dripa@caerphilly.gov.uk	85	3 to 11	12	8	8	0	0
19	Derwendeg Primary School	Hengoed Road, Cefn Hengoed, Hengoed, CF82 7HP	01443 813138	Ms. L. Wangiel	drdpa@caerphilly.gov.uk	206	3 to 11	29	28	28	0	0
20	Fleur-de-Lys Primary School	School Street, Fleur-de-Lys, Blackwood, NP12 3UX	01443 830539	Mrs. S. Witchell	fdlpa@caerphilly.gov.uk	144	3 to 11	20	17	17	0	0
21	Fochriw Primary School	Pontlottyn Road, Fochriw, Bargoed, CF81 9LL	01685 841236	Mrs. S. Pascoe	fcwpa@caerphilly.gov.uk	120	3 to 11	17	11	11	0	0
22	Gilfach Fargoed Primary School	Vere Street, Gilfach, Bargoed, CF81 8LB	01443 875510	Mrs. C. Rees	gilpa@caerphilly.gov.uk	147	3 to 11	21	20	20	0	0
23	Glyngaer Primary School	Oxford Street, Gelligaer, Hengoed, CF82 8FF	01443 875518	Mrs. B. Pearce	glnpa@caerphilly.gov.uk	256	3 to 11	36	38	37	0	0
24	Graig Y Rhacca Primary School	Addison Way, Machen, Caerphilly, CF83 8WW	029 20 852516	Miss. N. Thain	gyrpa@caerphilly.gov.uk	216	3 to 11	30	20	20	0	0
25	Greenhill Primary School	Penywrold, Gelligaer, Hengoed, CF82 8EU	01443 875521	Miss. L. Jones	grnpa@caerphilly.gov.uk	167	3 to 11	23	18	18	0	0

	<b>School</b>	<b>Address</b>	<b>Tel No</b>	<b>Headteacher</b>	<b>Email</b>	<b>Capacity</b>	<b>Age Range</b>	<b>Admission Number</b>	<b>No. of Applications for Reception 2020</b>	<b>No. of Places Offered</b>	<b>No. of Appeals Received</b>	<b>No. of Successful Appeals</b>
26	<b>Hendre Infants School</b>	St. Cenydd Road, Trecenydd, Caerphilly, CF83 2RP	029 20 852519	Mrs. A. Brett-Harris	hdria@caerphilly.gov.uk	143	3 to 7	47	33	33	0	0
27	<b>Hendre Junior School</b>	St. Cenydd Road, Trecenydd, Caerphilly, CF83 2RP	029 20 852518	Mr. J. Farmer	hdrja@caerphilly.gov.uk	210	7 to 11	52	N/A	N/A	N/A	N/A
28	<b>Hendredenny Park Primary School</b>	Groeswen Drive, Hendredenny, Caerphilly, CF83 2BL	029 20 852520	Mrs. C. Walsh	hddpa@caerphilly.gov.uk	236	3 to 11	33	42	33	1	1
29	<b>Hengoed Primary School</b>	Chapel Terrace, Hengoed, CF82 8JU	01443 812909	Mrs. M. Thomas	henpa@caerphilly.gov.uk	180	3 to 11	25	18	18	0	0
30	<b>Libanus Primary School</b>	Libanus Road, Blackwood, NP12 1EH	01495 225736	Mrs. N. Williams	libpa@caerphilly.gov.uk	309	3 to 11	44	52	46	1	0
31	<b>Llancaeath Junior School</b>	Commercial Street, Nelson, CF 46 6NF	01443 450211	Mrs. L. Greenhalgh	llcja@caerphilly.gov.uk	188	7 to 11	46	N/A	N/A	N/A	N/A
32	<b>Llanfabon Infants School</b>	Bryncelyn Avenue, Nelson, CF46 6HL	01443 450275	Mrs. S. Snelgrove	llfia@caerphilly.gov.uk	120	3 to 7	40	33	33	0	0
33	<b>Machen Primary School</b>	Commercial Street, Machen, Caerphilly, CF83 8NA	01633 440403	Mr. A. Lloyd	macpa@caerphilly.gov.uk	192	3 to 11	27	15	15	0	0

	<b>School</b>	<b>Address</b>	<b>Tel No</b>	<b>Headteacher</b>	<b>Email</b>	<b>Capacity</b>	<b>Age Range</b>	<b>Admission Number</b>	<b>No. of Applications for Reception 2020</b>	<b>No. of Places Offered</b>	<b>No. of Appeals Received</b>	<b>No. of Successful Appeals</b>
34	Maesycwmmmer Primary School	Tabor Road, Maesycwmmmer, Hengoed, CF82 7PU	01443 812148	Mr. J. Harris	maepa@caerphilly.gov.uk	158	3 to 11	22	22	22	0	0
35	Markham Primary	Pantycefn Road, Markham, Blackwood, NP12 0QD	01495 224811	Mrs. L. Pritchard	marpa@caerphilly.gov.uk	208	3 to 11	29	21	21	0	0
36	Nant y Parc Primary School	Universal Site, Senghenydd, Caerphilly, CF83 4GY	029 20 832116	Mrs. N. Davies	nyppa@caerphilly.gov.uk	204	3 to 11	29	30	29	1	1
37	Pantside Primary School	Old Pant Road, Newbridge, NP11 5DE	01495 243286	Mrs. K. Bennett	panpa@caerphilly.gov.uk	204	3 to 11	29	32	32	0	0
38	Park Primary School	Park Crescent, Bargoed, CF81 8PN	01443 875524	Mrs. C. Rees	prkpa@caerphilly.gov.uk	144	3 to 11	20	12	12	0	0
39	Pengam Primary School	Commercial Street, Pengam, Blackwood, NP12 3 ST	01443 830429	Mrs. S. Witchell	pgmpa@caerphilly.gov.uk	198	3 to 11	28	24	24	0	0
40	Penllwyn Primary School	Fleur de Lys Avenue, Pontllanfraith, Blackwood, NP12 2NT	01495 223505	Mrs. E. Jones	plnpa@caerphilly.gov.uk	148	3 to 11	21	15	15	0	0
41	Pentwynmawr Primary School	Tonypistyll Road, Newbridge, Np11 4HJ	01495 243400	Mr. J. Harris	ptwpa@caerphilly.gov.uk	167	3 to 11	23	16	16	0	0



	<b>School</b>	<b>Address</b>	<b>Tel No</b>	<b>Headteacher</b>	<b>Email</b>	<b>Capacity</b>	<b>Age Range</b>	<b>Admission Number</b>	<b>No. of Applications for Reception 2020</b>	<b>No. of Places Offered</b>	<b>No. of Appeals Received</b>	<b>No. of Successful Appeals</b>
42	Phillipstown Primary School	Cefn Rhychdir Road, Phillipstown, New Tredegar, NP24 6XE	01443 875522	Mrs. L. Jones (Acting Headteacher)	phipa@caerphilly.gov.uk	146	3 to 11	20	15	15	0	0
43	Plasyfelin Primary School	Lewis Drive, Churchill Park, Caerphilly, CF83 3FT	020 20 852523	Mr. M. Jones	plapa@caerphilly.gov.uk	394	3 to 11	56	32	32	0	0
44	Pontllanfraith Primary School	Penmaen Road, Pontllanfraith, Blackwood, NP12 2DN	01495 222128	Mrs. A. Taylor	plfja@caerphilly.gov.uk	225	3 to 11	32	28	28	0	0
45	Rhiw Syr Dafydd Primary School	Maes-y-Garn Road, Oakdale, Blackwood, Np12 0NE	01495 222829	Mr. C. George	rsdja@caerphilly.gov.uk	627	3 to 11	89	72	72	0	0
46	Rhydri Primary School	Rudry, Caerphilly, CF83 3DF	029 20 852525	Mr. R. Cook	rhdpa@caerphilly.gov.uk	91	3 to 11	13	13	13	0	0
47	Risca Primary School	Dan y Graig Road, Risca, NP11 6DB	01633 612429	Mrs. J. Arthur	rispa@caerphilly.gov.uk	327	3 to 11	I - 29 J - 60	32	29	2	0
48	St. Gwladys Bargoed School	Church Place, Bargoed, CF81 8RP	01443 875523	Mrs. K. Evans	sgbpa@caerphilly.gov.uk	395	3 to 11	56	60	56	3	2
49	St. James Primary School	Pen-y-Cae, Caerphilly, CF83 3GT	029 20 852522	Mrs. N. Dargie	stjpa@caerphilly.gov.uk	330	3 to 11	47	43	34	0	0

	<b>School</b>	<b>Address</b>	<b>Tel No</b>	<b>Headteacher</b>	<b>Email</b>	<b>Capacity</b>	<b>Age Range</b>	<b>Admission Number</b>	<b>No. of Applications for Reception 2020</b>	<b>No. of Places Offered</b>	<b>No. of Appeals Received</b>	<b>No. of Successful Appeals</b>
50	The Twyn School	East View, Caerphilly, CF83 1UT	029 20 852527	Mr. L. Thomas	twypa@caerphilly.gov.uk	394	3 to 11	56 <sup>1</sup>	61	61	0	0
51	Tiryberth Primary School	New Road, Tiryberth, Hengoed, CF82 8AU	01443 875526	Ms. S. Clemens	tybpa@caerphilly.gov.uk	173	3 to 11	24	9	9	0	0
52	Trinant Primary School	Conway Road, Pentwyn, Crumlin, NP11 3JN	01495 214357	Mrs. S. James	tripa@caerphilly.gov.uk	176	3 to 11	25	21	21	0	0
53	Ty Isaf Infants School	Mill Street, Risca, NP11 6EF	01633 612420	Mrs. E. Bain	tyiia@caerphilly.gov.uk	150	3 to 7	50	33	33	0	0
54	Tynewydd Primary School	Greenfield, Newbridge, NP11 4QZ	01495 243312	Mrs. S. Waters	tynpa@caerphilly.gov.uk	257	3 to 11	36	29	29	0	0
55	Ty Sign Primary School	Elm Drive, Risca, NP11 6HJ	01633 612813	Mrs. A. Dacey	tyspa@caerphilly.gov.uk	476	3 to 11	68	52	52	0	0
56	Tyn-y-Wern Primary School	Heol yr Ysgol, Trethomas, Caerphilly, CF83 8FL	029 20 852528	Mrs. S. Goodlife	tywpa@caerphilly.gov.uk	225	3 to 11	32	20	20	0	0
57	Upper Rhymney Primary School	Oakland Terrace, Rhymney, NP22 5EP	01685 840293	Miss. S. King	urypa@caerphilly.gov.uk	184	3 to 11	26	14	14	0	0

<sup>1</sup> The Admission Number has been reduced this year.

	<b>School</b>	<b>Address</b>	<b>Tel No</b>	<b>Headteacher</b>	<b>Email</b>	<b>Capacity</b>	<b>Age Range</b>	<b>Admission Number</b>	<b>No. of Applications for Reception 2020</b>	<b>No. of Places Offered</b>	<b>No. of Appeals Received</b>	<b>No. of Successful Appeals</b>
58	<b>Waunfawr Primary School</b>	Waunfawr Road, Crosskeys, NP11 7PG	01495 270269	Mrs. M. Armishaw	waupa@caerphilly.gov.uk	178	3 to 11	25	27	25	1	1
59	<b>Whiterose Primary School</b>	School Street, Elliots Town, New Tredegar, NP24 6DW	01443 828060	Mrs. K. Thompson	whrpa@caerphilly.gov.uk	317	3 to 11	45	20	20	0	0
60	<b>Ynysddu Primary School</b>	High Street, Ynysddu, NP11 7JH	01495 200223	Mr. D. Witchell	ynypa@caerphilly.gov.uk	130	3 to 11	18	17	17	0	0
61	<b>Ystrad Mynach Primary School</b>	Lewis Street, Ystrad Mynach, Hengoed, CF82 7AQ	01443 812707	Mr. J. Lloyd	ymypa@caerphilly.gov.uk	420	3 to 11	60	57	57	0	0

## 2.24 Welsh Medium Nursery and Primary Schools

	<b>School</b>	<b>Address</b>	<b>Tel No</b>	<b>Headteacher</b>	<b>Email</b>	<b>Capacity</b>	<b>Age Range</b>	<b>Admission Number</b>	<b>No. of Applications for Reception 2020</b>	<b>No. of Places Offered</b>	<b>No. of Appeals Received</b>	<b>No. of Successful Appeals</b>
62	<b>Ysgol Bro Sannan</b>	Ty Fry Road, Aberbargoed, Bargoed, CF81 9FN	01443 828000	Mr. J. Hallett	ygbasa@caerphilly.gov.uk	206	3 to 11	29	19	19	0	0
63	<b>Ysgol Gynradd Gymraeg Caerffili</b>	Pontygwindy Road, Caerphilly, CF83 3HG	029 20 852531	Mr. L. Griffiths	ygcpa@caerphilly.gov.uk	389	3 to 11	55	67	55	9	0
64	<b>Ysgol Gymraeg Cwm Gwyddon</b>	Gwyddon Road, Abercarn, NP11 5GX	01495 244267	Mrs. A. Tucknutt	yggpa@caerphilly.gov.uk	251	3 to 11	35	27	27	0	0
65	<b>Ysgol Gymraeg Trelyn</b>	Commercial Street, Pengam, Blackwood, NP12 3ST	01443 821600	Mrs. E. Owen	ygtpa@caerphilly.gov.uk	195	3 to 11	27	31	27	1	1
66	<b>Ysgol Ifor Bach</b>	Windsor Way, Abertridwr, Caerphilly, CF83 4AB	029 20 830375	Mrs. S. Edmunds	yibpa@caerphilly.gov.uk	270	3 to 11	38	26	26	0	0
67	<b>Ysgol Gymraeg Gilfach Fargoed</b>	Commercial Street, Gilfach, Bargoed, CF81 8JG	01443 875528	Mr. J. Hallett	ygbpa@caerphilly.gov.uk	210	3 to 11	30	17	17	0	0

	<b>School</b>	<b>Address</b>	<b>Tel No</b>	<b>Headteacher</b>	<b>Email</b>	<b>Capacity</b>	<b>Age Range</b>	<b>Admission Number</b>	<b>No. of Applications for Reception 2020</b>	<b>No. of Places Offered</b>	<b>No. of Appeals Received</b>	<b>No. of Successful Appeals</b>
68	Ysgol Gynradd Gymraeg y Castell	Crescent Road, Caerphilly, CF83 1WH	029 20 864790	Mrs. H. J. Nuttall	yycpa@caerphilly.gov.uk	486	3 to 11	70	65	65	0	0
69	Ysgol Gymraeg Bro Allta	Central Street, Ystrad Mynach, CF82 7XQ	01443 814883	Mrs. M. Jones (Acting Headteacher)	yympe@caerphilly.gov.uk	308	3 to 11	44	45	44	0	0
70	Ysgol y Lawnt	Surgery Hill, Rhymney, NP22 5LS	01685 840285	Mrs. S. Davies	yylpa@caerphilly.gov.uk	206	3 to 11	29	32	29	1	1
71	Ysgol Penallta	Cwm Calon Road, Penalltau, Ystrad Mynach, CF82 6AP	01443 862974	Mrs. A. C. Woods	ypepa@caerphilly.gov.uk	240	3 to 11	34	35	34	0	0
72	Ysgol Gymraeg Cwm Derwen	Beech Grove, Oakdale, NP12 0JL	01495 226062	Mrs. K. Matthews	ycdpa@caerphilly.gov.uk	210	3 to 11	30	27	27	0	0

## 2.25 Voluntary Aided Primary School

	<b>School</b>	<b>Address</b>	<b>Tel No</b>	<b>Headteacher</b>	<b>Email</b>	<b>Capacity</b>	<b>Age Range</b>	<b>Admission Number</b>
73	St. Helen's Roman Catholic Primary School	Lansbury Park, Caerphilly, VF83 1QH	029 20 852 532	Mrs. S. Sanchez	sthpa@caerphilly.gov.uk	210	3 to 11	30

## 2.26 3 to 18 School

	<b>School</b>	<b>Address</b>	<b>Tel No</b>	<b>Headteacher</b>	<b>Email</b>	<b>Capacity</b>	<b>Age Range</b>	<b>Admission Number</b>	<b>No. of Applications for Reception 2020</b>	<b>No. of Places Offered</b>	<b>No. of Appeals Received</b>	<b>No. of Successful Appeals</b>
74	Idris Davies School 3 to 18	Mill Field, Abertysswg, Rhymney, NP22 5XF	01685 846900	Mr. R. Owen	rhyca@caerphilly.gov.uk	1185	3 to 18	P - 34 S - 175	29	29	0	0

## 2.27 Secondary Schools

	<b>School</b>	<b>Address</b>	<b>Tel No</b>	<b>Headteacher</b>	<b>Email</b>	<b>Capacity</b>	<b>Age Range</b>	<b>Admission Number</b>	<b>No. of Applications for Reception 2020</b>	<b>No. of Places Offered</b>	<b>No. of Appeals Received</b>	<b>No. of Successful Appeals</b>
75	<b>Bedwas High School</b>	Newport Road, Bedwas, Caerphilly, CF83 8BJ	029 20 859800	Mr. S. Diehl	bwaca@caerphilly.gov.uk	929	11 to 19	157	141	141	0	0
76	<b>Blackwood Comprehensive School</b>	Ty Isha Terrace, Blackwood, NP12 1ER	01495 225288	Mrs. J. Wilkie	blkca@caerphilly.gov.uk	1025	11 to 16	205	201	201	0	0
77	<b>Heolddu Comprehensive School</b>	Mountain Road, Bargoed, CF81 8XL	01443 875531	Ms. N. Davies	heoca@caerphilly.gov.uk	934	11 to 19	148	127	127	0	0
78	<b>Islwyn High School</b>	Waterloo, Oakdale, Blackwood, NP12 0NU	01495 233600	To be confirmed	oakca@caerphilly.gov.uk	1000	11 to 16	200	250	208	19	2
79	<b>Lewis School Pengam</b>	Gilfach, Bargoed, CF81 8LI	01443 873873	Mr. C. Parry	lbuca@caerphilly.gov.uk	1140	11 to 19	191	107	107	0	0
80	<b>Lewis Girls Comprehensive School</b>	Oakfield Street, Ystrad Mynach, CF82 7WW	01443 813168	Mrs. H. Harding (Acting Headteacher)	lgsc@caerphilly.gov.uk	1103	11 to 19	180	122	122	0	0
81	<b>Newbridge School</b>	Bridge Street, Newbridge, NP11 5FE	01495 243243	Mr. A. Thompson	newca@caerphilly.gov.uk	1017	11 to 16	203	217	203	3	0

	<b>School</b>	<b>Address</b>	<b>Tel No</b>	<b>Headteacher</b>	<b>Email</b>	<b>Capacity</b>	<b>Age Range</b>	<b>Admission Number</b>	<b>No. of Applications for Reception 2020</b>	<b>No. of Places Offered</b>	<b>No. of Appeals Received</b>	<b>No. of Successful Appeals</b>
82	<b>Risca Community Comprehensive School</b>	Pontymason Lane, Risca, NP11 6YY	01633 612425	Mr. J. Kendall	risca@caerphilly.gov.uk	729	11 to 16	146	147	146	0	0
83	<b>St. Cenydd Comprehensive School</b>	St. Cenydd Road, Treceenydd, Caerphilly, CF83 2RP	029 20 852504	Miss. R. Collins	stcca@caerphilly.gov.uk	1085	11 to 19	195	232	195	14	3
84	<b>St. Martins Comprehensive School</b>	Hillside, Caerphilly, CF83 1UW	02920 858050	Mr. L. Jarvis	reception@stmartins.caerphilly.sch.uk	1060	11 to 19	182	227	182	15	1



## 2.28 Welsh Medium Secondary School

	School	Address	Tel No	Headteacher	Email	Capacity	Age Range	Admission Number	No. of Applications for Reception 2020	No. of Places Offered	No. of Appeals Received	No. of Successful Appeals
85	Ysgol Gyfun Cwm Rhymni (Split Site)	Heol Gelli Haf, Fleur-de-lis, Blackwood, NP12 3JQ and y Gwyndy, Pontygwindy Road, Caerphilly, CF83 3HG	01443 875227  029 20 863367	Mr. M. Webb	yguca@caerphilly.gov.uk	2148	11 to 19	358	320	320	0	0

## 2.29 Special School

	<b>School</b>	<b>Address</b>	<b>Tel No</b>	<b>Headteacher</b>	<b>Email</b>	<b>Capacity</b>	<b>Age Range</b>
86	Trinity Fields School and Resource Centre	Caerphilly Road, Ystrad Mynach, CF82 7XW	01443 866000	Mr. I. Elliott	tflsa@caerphilly.gov.uk	N/A	3 to 18

## 2.30 Pupil Referral Unit

	<b>School</b>	<b>Address</b>	<b>Tel No</b>	<b>Teacher in Charge</b>	<b>Email</b>	<b>Capacity</b>	<b>Age Range</b>
87	The Learning Centre	Hanbury Street, Glanynant, Pengam, NP12 3XP	01443 875520	Mr. C. Aplin	Glanynant@caerphilly.gov.uk	N/A	5 to 16

## 2.31 Examples of Secondary Schools Attended in Neighbouring Authorities

As referred to in section 8.8 Transport to Schools in Neighbouring Authorities

<b>School Name and Contact Number</b>	<b>Authority Name and Contact Number</b>
Bishop Hedley R.C. High School Penydarran, Merthyr Tydfil 01685 721747	Merthyr Tydfil County Borough Council 01685 724600
Cardinal Newman R.C Comprehensive Dynea Road, Rhydyfelin, Pontypridd 01443 494110	Rhondda Cynon Taf County Borough Council 01443 744000
Ysgol Gyfun Gwynllyw Folly Road, Trevethin, Pontypool 01495 750405	Torfaen County Borough Council 01495 762200



## 2.32 Secondary School Transfers

### Catchment Schools September 2021



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 an application form at the appropriate time.



Places will be allocated in accordance with the Authority's Admission Criteria. The school your child currently attends may not be their catchment school. Your home address determines which is your catchment school.

<b>Bedwas High School</b>	Bedwas Infants School Bedwas Junior School Graig-y-Rhacca Primary School Machen Primary School Plasyfelin Primary School Tynywern Primary School
<b>Blackwood Comprehensive School</b>	Blackwood Primary School Cefn Fforest Primary School Fleur-de-Lys Primary School Pengam Primary School Libanus Primary School Markham Primary School
<b>Heolddu Comprehensive</b>	Aberbargoed Primary Deri Primary Gilfach Fargoed Primary Park Primary St. Gwladys Bargoed School Whiterose Primary (Tirphil area)
<b>Idris Davies School 3-18</b>	Bryn Awel Primary School Fochriw Primary School Phillipstown Primary School Upper Rhymney Primary School Whiterose Primary School (Excluding Tirphil area)

<b>Islwyn High School</b>	Bryn Primary School Cwmfelinfach Primary School Penllwyn Primary School Ynysddu Primary School Pontllanfraith Primary School Rhiw Syr Dafydd Primary School Trinant Primary School
<b>Lewis Girls Comprehensive School and Lewis School, Pengam</b>	Coedybrain Primary School Cwm Glas Infants School Derwendeg Primary School Glyngaer Primary School Greenhill Primary School Hengoed Primary School Llancaeath Junior School Llanfabon Infants School Maesycwmmmer Primary School Tiryberth Primary School Ystrad Mynach Primary School
<b>Newbridge School</b>	Abercarn Primary School Crumlin High Level Primary School Cwmcarn Primary School Panside Primary School Pentwynmawr Primary School Tynewydd Primary School
<b>Risca Community Comprehensive School</b>	Risca Primary School Ty Isaf Infants School Ty Sign Primary School Waunfawr Primary School
<b>St. Cenydd Comprehensive School</b>	Cwmaber Infants School Cwmaber Junior School Cwm Ifor Primary School Hendre Infants School Hendre Junior School Hendredenny Park Primary School Nantyparc Primary School

## **St. Martins Comprehensive School**

Cwrt Rawlin Primary School

Rhydri Primary School

St. James Primary School

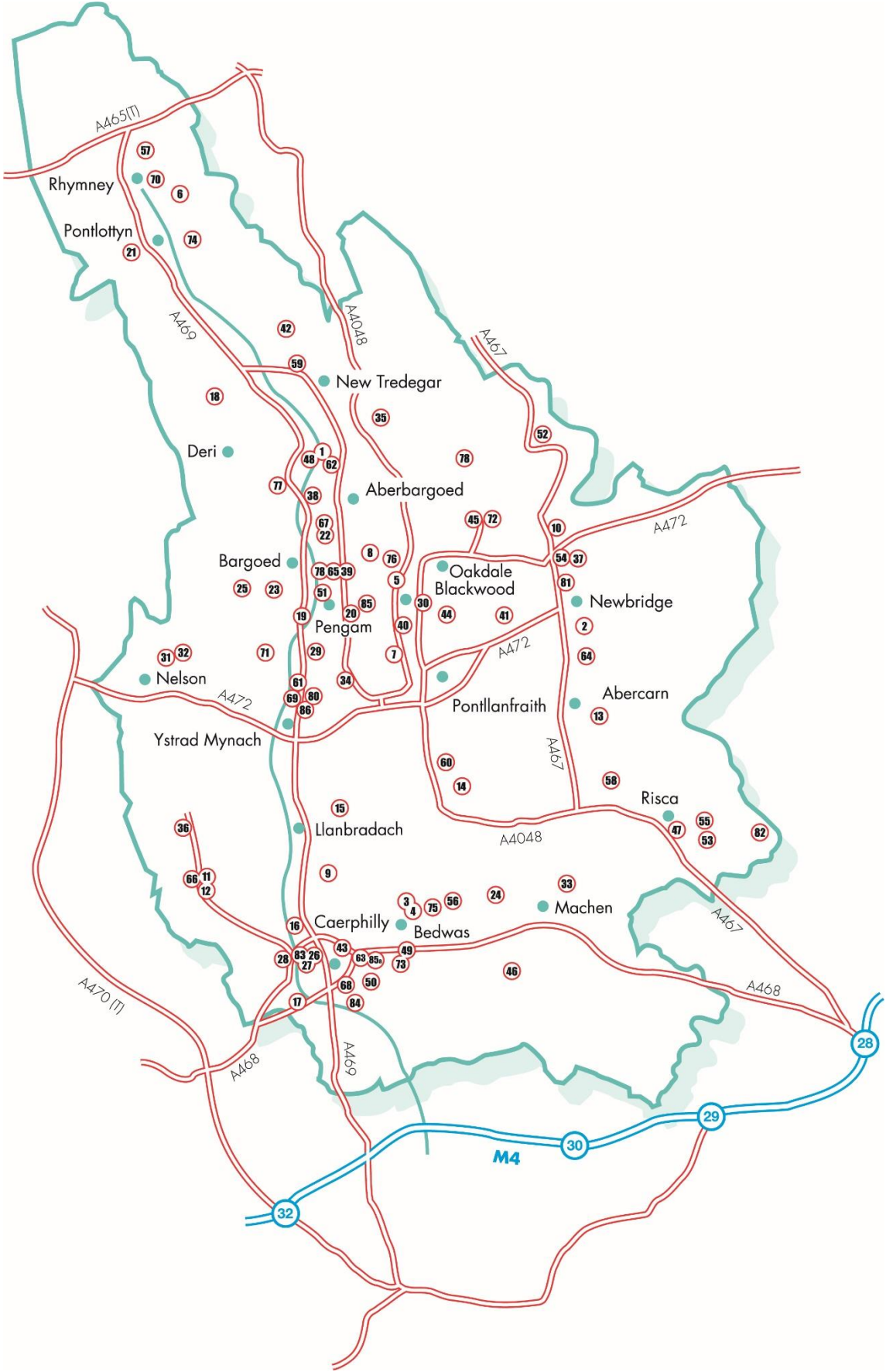
The Twyn School

## 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 Terlyn  
Ysgol Ifor Bach  
Ysgol Y Lawnt  
Ysgol Penalltau

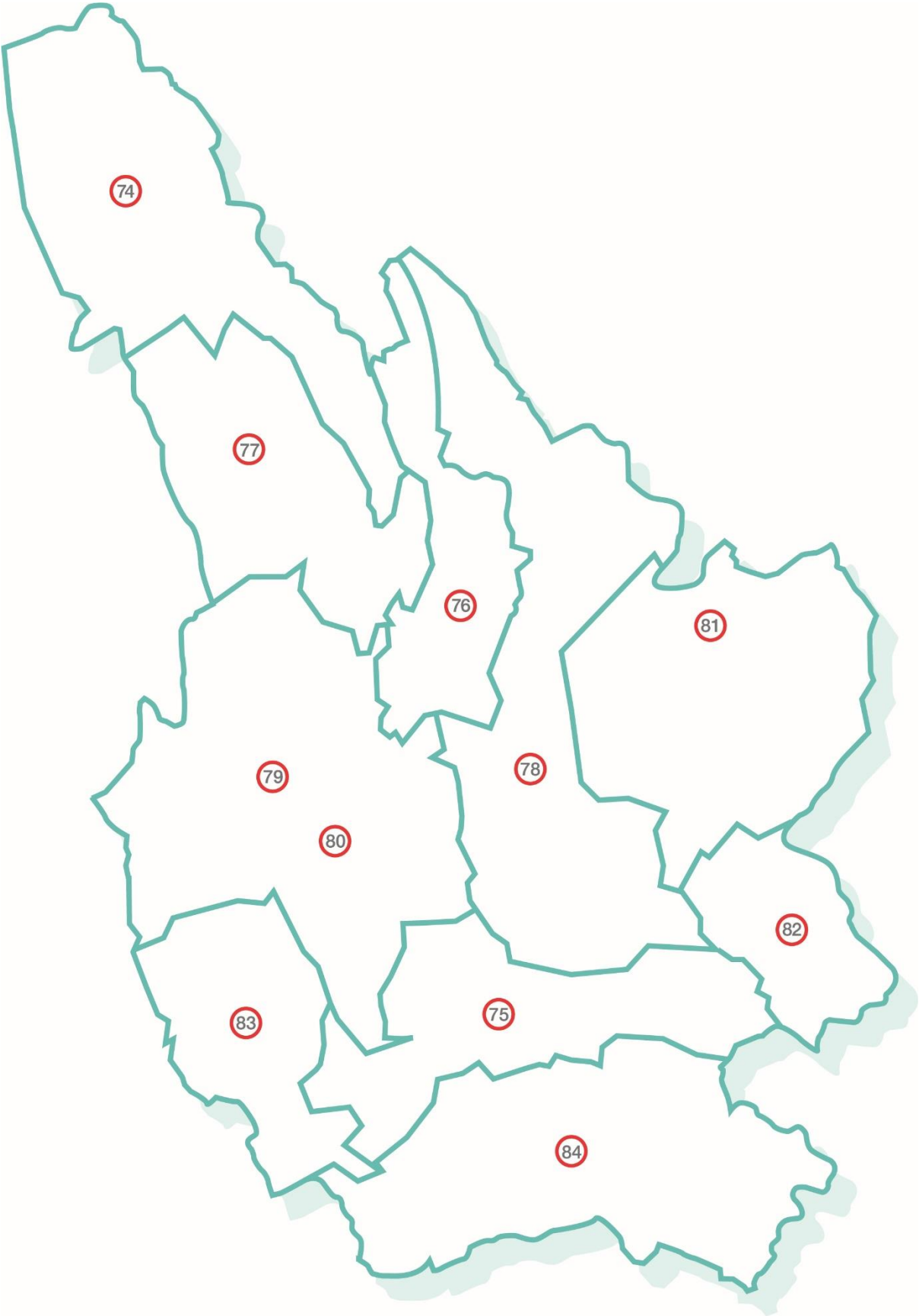


### 2.33 Map Showing the Location of Schools





2.34 English Medium Secondary School Catchment Areas



2.35 Welsh Medium Primary School Catchment Areas



# Section 3 - St Helens Roman Catholic Primary School Admissions

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:

## 3.1 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.

## 3.2 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.

### 3.3 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.

## Section 4 - Early Years Education

### 4.1 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.

Your child is entitled to a minimum of 10 hours per week of funded, part-time, Foundation Phase nursery. This could be in a setting (which can be a nursery, funded playgroup or childminder) approved by your local authority

or a school. Your child would start Foundation Phase nursery from the term following their third birthday.

<b>Child's Birthday</b>	<b>When can my child start Foundation Phase nursery?</b>
<b>1<sup>st</sup> September to 31<sup>st</sup> December</b>	The beginning of term on or after 1 <sup>st</sup> January
<b>1<sup>st</sup> January to 31<sup>st</sup> March or Good Friday (whichever falls later)</b>	The beginning of term on or after 1 <sup>st</sup> April
<b>1<sup>st</sup> April to 31<sup>st</sup> August</b>	The beginning of term on or after 1 <sup>st</sup> September

### 4.2 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.

### 4.3 Childcare Offer for Wales

Eligible children aged 3 / 4 could be entitled to government funded childcare from the term following their 3rd birthday until they are offered a full-time education place - usually the September after their fourth birthday.

During term time in addition to the 10 hours already provided by the part-time Foundation Phase children could be entitled to 20 hrs of childcare and during school holidays, parents will be able to access up to 30 hrs of childcare.

Eligible parents living in Caerphilly County Borough will be working or earning the equivalent of working 16 hours a week or more at national living wage / national minimum wage or are in receipt of specific benefits. The upper limit for earnings is currently £100,000 for each parent.

To check if you are eligible go to [www.caerphilly.gov.uk/childcareoffer](http://www.caerphilly.gov.uk/childcareoffer) or call Family Information Service on 01443 863232.

### 4.4 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 Inspectorate Wales.

In Caerphilly County Borough, in order to be given 'approved' status, non-maintained settings must first complete the Caerphilly Quality Standard. 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](http://www.caerphilly.gov.uk/FIS)

### 4.5 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 (Revised 2015) 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.

## 4.6 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 team on 01443 864869 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](http://www.caerphilly.gov.uk/FIS)

You can apply by either completing an Admissions Form, available from the setting or by going online at [www.caerphilly.gov.uk](http://www.caerphilly.gov.uk) and select the appropriate Early Years setting. This must be completed and returned by the stated date.

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 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](http://www.caerphilly.gov.uk/earlyyears) or [www.caerphilly.gov.uk/FIS](http://www.caerphilly.gov.uk/FIS)



## 4.7 Non-Maintained Early Year Settings – Day Nurseries

<b>Nursery</b>	<b>Address</b>	<b>Contact</b>	<b>Tel No</b>	<b>E Mail</b>
<b>Footsteps Day Nursery</b>	Old Police Station Road, Ilanbradach, CF83 3LF	Jackie Sebury	029 20 880077	footstepsnursery@aol.com
<b>Bedwas House Day Nursery</b>	Unit 15c, Greenway, Bedwas House Industrial Estate, Bedwas, CF83 8DW	Petra Williams	029 20 884828	bedwashousenursery@googlemail.com
<b>Little Einsteins Academy Day Nursery</b>	Block B, Britannia Centre for Enterprise, Blackwood, NP12 3SP	Stacy Bishop	01443 879750	stacy@littleeinsteinsacademy.com
<b>Mini Miners Day Nursery</b>	57 Cameron House, Commercial Street, Ystrad Mynach, Hengoed, CF82 7DW	Laura James	01443 520370	miniminerscluc@gmail.com
<b>Jellytotz Day Nursery</b>	Unit 3a, Block B, Newbridge Industrial Estate, Blackwood, NP12 2XF	Laura Ford & Dana Wynn	01495 225502	jellytotzchildcareltd@gmial.com



## 4.8 Non-Maintained Early Year Settings – Playgroups – English Medium

<b>Nursery</b>	<b>Address</b>	<b>Contact</b>	<b>Tel No</b>	<b>E Mail</b>
<b>Little Acorns</b>	c/o Derwendeg Primary School, Hengoed Road, Cefn Hengoed, Hengoed, CF82 7HP	Claire Greenway	01443 813138 07929 078498	Clairegreenway1@gmail.com
<b>Markham Community Paygroup</b>	Institute Buildings, Abernant Road, Markham, NP12 0QH	Helen Williams	01495 220364 07783 630085	Miss-helen-williams@hotmail.com
<b>Tiddlers Wrap Around</b>	c/o Tyn-y-Wern Primary School, Heol yr Ysgol, Trethomas, CF83 8FL	Chris Ryall	029 20 852528/9	christineryall@btinternet.com

## 4.9 Non-Maintained Early Year Settings – Cylch Meithrin

<b>Nursery</b>	<b>Address</b>	<b>Contact</b>	<b>Tel No</b>	<b>E Mail</b>
<b>Cylch Meithrin Coed Duon</b>	Blackwood Comprehensive School, Ty Isha Terrace, Blackwood, NP12 1ER	Andrea Parfitt	01495 227113	Andrea.parfitt@hotmail.com
<b>Cylch Meithrin Cwm Derwen</b>	Ysgol Gymraeg Cwm Derwen, Beech Grove, Oakdale, NP12 0JL	Andrea Parfitt	01495 227113	Andrea.parfitt@hotmail.com
<b>Cylch Meithrin Dewi Sant</b>	St. David's Church, Ty Sign, Risca	Sarah Townsend & Sarah Dennington	07519 382508	Dewi_sant@sky.com
<b>Cylch Meithrin Nelson</b>	Venue Opposite Bus Station	Sharon Lewis	07741 497904	Sharon.lewis6@sky.com
<b>Cylch Meithrin Ton y Felin</b>	Tonyfelin Chapel, Caerphilly	Clare Jones	07741 497904	Claire2k30@aol.com
<b>Cylch Meithrin Pontllanfraith</b>	Bryn Pavillion, Bryn Estate, Bryn Road, Pontllanfraith, Blackwood, NP12 2DA	Jodie Williams-Lewer	01495 227738 07534 916784	cmpontllanfraith@hotmail.co.uk
<b>Cylch Meithrin yr Enfys</b>	c/o Ystrad Mynach Boys and Girls Club, Lisburn Road, Ystrad Mynach, CF82 7AS	Lisa Batten	07903 368454	Lisastyles62@yahoo.co.uk
<b>Cylch Meithrin Tedi Twt</b>	c/o YGG Gilfach Fargoed, Commercial Street, Bargoed CF818JG	Kate Jenkins	07847 248430	cmteditwt@gmail.com



# Section 5 – School Curriculum

Children's education in Wales is currently divided into four stages:

- The Foundation Phase caters for children aged between 3 and 7;
- Key Stage 2 is from 7 to 11 years old;
- Key Stage 3 is from 11 to 14 years old;
- Key Stage 4 takes learners to the age of 16.

## 5.1 Learning in Foundation Phase

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 Curriculum is developed under seven areas of learning.

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

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.

## 5.2 Key Stage 2

Children aged between 7 and 11 currently follow programmes of study set out in the national curriculum for Key Stage 2. Their education will build on the experiences and learning gained in the Foundation Phase.

The curriculum in Key Stage 2 is designed around subjects and skills. It is designed to provide a firm foundation in language, mathematics and science, giving children the opportunity to achieve their best within a broad and balanced curriculum. Supporting children to develop good literacy and numeracy skills is at the core of learning for children in primary schools.

Pupils follow a rich and varied curriculum designed to give them opportunities to learn about:

- English;
- Welsh or Welsh second language;
- Mathematics;
- Science;
- Design and technology;
- Information and communication technology (ICT);
- History;
- Geography;
- Music;
- Art and design;
- Physical education (PE).

Alongside the national curriculum, schools must also provide religious education (RE) and personal and social education (PSE). Primary schools do not have to provide sex education, but they can provide a broader sex and relationships programme if the school governing body feel this is appropriate.

## 5.3 A New Curriculum for Wales – Foundation Phase to Key Stage 4

A new curriculum is currently being implemented for pupils aged 3 - 16 that will have more emphasis on equipping young people for life. It will build their ability to learn new skills and apply their subject knowledge more positively and creatively. A new digital competence framework is now introducing digital skills across the curriculum, preparing them for the opportunities and risks that an online world presents.

The central focus of assessment arrangements will be to ensure learners understand how they are performing and what they need to do next. Reference points will help learners, teachers, parents and carers to understand if appropriate progress is being made. They will set out expectations for pupils in each area of their learning relating broadly to ages 5, 8, 11, 14 and 16.

The purpose of the new curriculum is to support learners to be:

- Ambitious, capable learners, ready to learn throughout their lives;
- Enterprising, creative contributors, ready to play a full part in life and work;

- Ethical, informed citizens of Wales and the world;
- Healthy, confident individuals, ready to lead fulfilling lives as valued members of society.

It will have six 'Areas of Learning and Experience.

1. Expressive arts;
2. Health and well-being;
3. Humanities (including RE which should remain compulsory to age 16);
4. Languages, literacy and communication (including Welsh, which should remain compulsory to age 16, and modern foreign languages);
5. Mathematics and numeracy;
6. Science and technology.

It will also include three cross-curricular responsibilities: literacy, numeracy and digital competence.

## 5.4 Transition to Secondary School

Children generally move into secondary school in the September before they become twelve. When your child is in the final year of primary school, the local authority will send you information setting out how to apply for a secondary school place. This usually happens during the first term of children's last year in primary school.

Arrangements between your child's school and the local secondary schools might include visits to the secondary school for children to have a look around and meet the main members of staff, information sessions, and visits from secondary school teachers to the primary school.

## 5.5 The National Literacy and Numeracy framework (LNF)

The National Literacy and Numeracy Framework (LNF) helps all learners develop excellent literacy and numeracy skills during their time at school. It provides continued development for 3- to 16-year-olds, clearly setting out expected yearly outcomes for literacy and numeracy.

All children are supported to develop sound literacy and numeracy skills which can be applied in different situations and across a wide range of activities. Literacy describes a set of skills, including speaking, listening, reading and writing. Numeracy describes the use of number, measuring and data skills, and the ability to identify and use these skills to solve problems.

The LNF identifies literacy and numeracy expectations for each year group and will help children develop literacy and numeracy skills through all subjects in the national curriculum and by using a wide range of activities.

## 5.6 National Reading and Numeracy Tests

The National Reading and Numeracy Tests, for all children in Years 2 to 9, help schools assess pupils' reading and numeracy skills and gain a clearer understanding of learners' progress.

## 5.7 The Welsh Baccalaureate

The new Welsh Baccalaureate, introduced from September 2015 for Key Stage 4 pupils, was developed to enable learners to acquire and refine a range of skills designed for the workplace.

Skills include:

- Communication;
- Numeracy;
- Digital literacy;
- Planning and organisation;
- Creativity and innovation;
- Critical thinking and problem solving;
- Personal effectiveness.

## 5.8 How Are Children Assessed?

Your child's teacher will assess all aspects of school work and will use a variety of assessment techniques as part of a combined approach to learning, teaching, planning and assessment. The teacher will assess what your child knows and can do, and they will interpret the results of these assessments to improve your child's learning.

At the end of Key Stage 2 and Key Stage 3, the teacher will decide which level on the national curriculum scale best reflects your child's progress in each of the core subjects. In English, Welsh (either as a first or second language), mathematics and science, your child will be assessed on standards set out in the national curriculum programmes of study.

At the end of Key Stage 4, pupils are assessed principally through the accredited qualifications of the General Certificate of Secondary Education (GCSE).

Currently, pupils at the end of Key Stage 4 are assessed using a range of measures including:

- Capped 9 measure;
- Literacy measure;
- Numeracy measure;
- Science measure;
- Design and technology;
- Welsh baccalaureate
- skills challenge certificate.

Pupils are also able to undertake a range of other vocational and work-related courses which may be offered by the school.

## 5.9 Access to Documents

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

- The Education Department's Curriculum Statement of Policy, the school's Statement of Curriculum Aims and the school's Curriculum Policy;
- All Welsh Government circulars and statutory instruments;
- All published HMI reports regarding the school;
- All schemes of work and syllabuses;

- Arrangements for consideration of complaints about the curriculum;
- The agreed syllabus for Religious Education;
- The Charging and Remissions policy of the Authority and Governing Body.

## 5.10 School Complaints

We take any complaint very seriously and schools are required to have procedures in place for dealing with them. Any concerns you have about your child's education can normally be settled by speaking to the headteacher, class teacher or other member of staff.

## 5.11 Making a formal complaint

If you have a complaint about a school, you must make your complaint directly to the school. Contact details for all our schools is available using our Find a School facility. We recommend that you ask the school for a copy of their Complaints Policy so that you can understand exactly how they will handle your complaint.

The governing bodies of all maintained schools in Wales, including nursery schools, must establish procedures for dealing with complaints from parents, pupils, members of staff, governors, members of the community and others.

The Welsh Government recommends that school governing bodies establish a three-stage approach to resolving complaints as follows: -

**Stage 1:** Informal stage where the complaint can be raised and resolved. A complaint will not usually move to stage 2 until it has first been considered under stage 1.

**Stage 2:** Formal stage.

**Stage 3:** The matter is referred to the Complaints Committee of the Governing Body. The schools' complaints procedure should include more specific details about each of these stages.

## 5.12 Further Information

For further information about school complaints process please contact the school. Alternatively contact the complaints officer on [edcustomerservicecomplaints@caerphilly.gov.uk](mailto:edcustomerservicecomplaints@caerphilly.gov.uk) or 01443 864833 who will be happy to advise you.

## 5.13 Other Learning complaints

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](http://www.learning.wales.gov.uk).

School complaints procedures do not replace these procedures.



## **Section 6 – Learning, Education and Inclusion – promoting inclusion, wellbeing and supporting children to learn**

The Welsh Government (WG) issues a range of guidance relating to inclusion and additional learning needs some of which has statutory status, which Local Authorities, schools, early years and other educational settings have regard to.

In January 2018 the Additional Learning Needs and Tribunal Act was given Royal Assent. This outlines a new statutory framework for supporting children and young people with additional learning needs (ALN).

The local authority is committed to promoting inclusion and wellbeing and supporting all children to be ready to learn. The LA is reviewing and developing a range of strategies, policies and guidance to support its vision and to ensure compliance with statutory responsibilities. The LA takes a holistic view focusing on understand how key issues in children's early years, such as poverty and exposure to ACES, can affect attainment. Within this context, the LA focus is on improving the provision and outcomes for vulnerable groups of learners, early intervention, working in partnership, reducing rates of exclusions (as these impact upon pupil attainment and outcomes), securing excellence in learner well-being, and ensuring that the LA is fully compliant with the Additional Learning Needs and Tribunal Act 2018 (implementation date September 2021).

The Local Authority (LA) considers that inclusion is a fundamental principle that underpins all practice and procedures and the LA is committed to an effective and inclusive education system in which all children and young people are:

- valued equally
- treated with respect
- are central to and are able to participate in processes which affect them and have their voices heard
- given equality of opportunity
- have opportunities to achieve and are supported to progress holistically in accordance with their individual learning needs

The key partnerships with the Education Achievement Service (EAS), local and regional services, schools and other educational settings are critical in facilitating high quality support and provision and developing the knowledge and skills of school staff to effectively support children and provide access to a curriculum which promotes equality and diversity and which develops the four purposes of the Curriculum for Wales.

Exceptionally it is recognised that for very few 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, satellite provision, specialist resource bases attached to mainstream schools and Education other than at school provision. These facilities are appropriately resourced to meet the needs of children and young people with more significant special educational needs.

Central Support Services provide a wide range of peripatetic specialist services to support schools to meet particular needs such counselling and CBT, systemic work and psychological formulation, training and workshops, wellbeing support for staff, support for schools following critical incidents, support for learning, guidance regarding behaviour managements, support for children looked after and guidance regarding statutory process and the ALN reform.

More information regarding LA services can be provided by contacting the ALN Team on 01443 866610/ 01443 866683/ 01443 866639.

## **Section 7 - Safeguarding in Education**

Safeguarding is everyone's business. The Education and Social Services Directorates work together to safeguard children and to provide support and advice to schools and providers, ensuring that holistic services are provided to vulnerable children. Child Protection is part of the wider remit of Safeguarding.

The Education Directorate has a safeguarding coordinator who works with schools and providers and social services colleagues, and attends regional and national groups to ensure that the most up to date information, guidance and support is available to schools and providers.

The education safeguarding coordinator is responsible for overseeing school audits, training, support to schools regarding professional concerns (with colleagues from human resources) and ensure compliance with the new safeguarding procedures

# Section 8 – Provision of Home to School/ College Transport

## Learner Travel Policy, Information and Arrangements

The Learner Travel (Wales) Measure 2008 requires Caerphilly County Borough Council (the Council) to make available information about their policies and the arrangements that are put in place for transporting learners.

In doing so, the Council's Learner Travel Policy, Information and Arrangements contain guidance designed to inform parents, carers and learners on how the policy is practically implemented and ensure that it is applied consistently and equitably across the County Borough.

Any decisions made by Council Officers regarding entitlement will be based on this document and, subject to compliance with the information contained within, will be considered to be final.

### 8.1 Statutory Provision of Free Transport

There is a statutory duty placed upon the Council to:

- Assess the travel needs of learners in its area.
- Provide free home to school transport for learners of compulsory school age attending primary school who live 2 miles or further from their "relevant" school.
- Provide free home to school transport for learners of compulsory school age attending secondary school who live 3 miles or further from their "relevant" school.
- Assess and meet the needs of children "looked after" in its area.
- Promote access to Welsh medium education.
- Promote sustainable modes of travel.

To meet this duty, the Council provides learners with free transport to their "relevant" school if they reside beyond "walking distance" to that school. The term "relevant" school applies to the catchment area or nearest Welsh, English, dual language or voluntary aided (faith) mainstream school or special school/class as appropriate.

The law relating to "walking distance" is defined as two miles for learners of compulsory school age receiving primary education and three miles for learners of compulsory school age receiving secondary education.

### 8.2 Discretionary Provision of Free Transport

Beyond the statutory minimum, the Council has determined that when assessing entitlement on the basis of "walking distance", to use the discretionary powers afforded to it under the provisions of the Measure to make a more generous provision to learners.

- The eligibility criterion for walking distance for learners receiving compulsory primary education at their "relevant" school has been set at 1.5 miles, instead of 2 miles as required by the Measure.
- The eligibility criterion for walking distance for learners receiving compulsory secondary education at their "relevant" school has been set at 2 miles, instead of 3 miles as required by the Measure.
- Free transport is provided to post 16 learners who meet the 2 mile eligibility criterion for two years after the end of compulsory education, rather than until the end of compulsory education (the last Friday in June of the school year in which a learner reaches the age of

16) as required by the Measure. This provision applies to full time attendance at the relevant school or college at which the approved course of study that they wish to pursue is offered.

- Free transport to their “relevant” school is provided to learners (as set out above) in accordance with their preferred religious denomination.

The term “relevant” school applies to the catchment area or nearest Welsh, English, dual language or voluntary aided (faith) mainstream school or special school/class as appropriate.

The discretionary elements of the Council’s policy are subject to review and may be discontinued. Any proposed changes will be subject to consultation with learners and parents/carers and, if taken forward by the Council, will usually apply from the start of a school year and will have regard to the Learner Travel Statutory Provision and Operational Guidance - June 2014 or its replacement.

### 8.3 Transport Provision

The provision of free school transport (as set out above) will be arranged to coincide with the start and end of the normal school day only, not at lunchtimes, and shall be provided during the school term time.

It is not provided for medical appointments, collection from school or college due to illness, detention requirements, and part time or examination timetables.

Where the Council has arranged for a learner to attend an out of county residential school, transport will normally only be provided at the start and end of each half term.

Transport will normally be provided from pick up points at approved bus stops on the nearest public transport route to the learner’s home.

Transport will not be provided to alternative addresses to suit parent’s work or other commitments.

It will not always be possible to arrange the routes for our contracted vehicles to pass close to the home of a learner. In such circumstances, it may be necessary for parents or carers to make arrangements for the learner to reach the nearest available pick-up point on the contracted route allocated to them. Every effort will be made to keep as short as possible the distance from a learner’s house to the pick-up point and will normally not exceed one mile.

For learners with Additional Learning Needs (ALN) transport is usually provided to and from the home address, with every effort being made to collect / drop off at the kerbside. It is for parents/carers to take / meet their child(ren) to / from the vehicle.

No arrangements will involve the transport provided operating onto un-adopted roads, private land or farm access tracks.

It is the intention of the Council to provide a system of transportation that will seek to carry learners safely, comfortably and without unreasonable levels of stress.

### 8.4 Parental Preference

Should parents/carers choose to place their child(ren) in a school other than the “relevant” school (Welsh, English, dual language or voluntary aided (faith) mainstream school, or special school/class as appropriate) then those parents/carers are totally liable to organise and pay for the cost of transport to the chosen school.

### 8.5 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 includes 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.

## **8.6 Transport to Welsh Medium and Dual Language Schools**

There is no statutory requirement to provide transport to Welsh medium and dual language schools. The Council's current policy is that learners attending the nearest Welsh medium or dual language school receive free transport in accordance with the Council's agreed policy on walking distance (as set out above).

## **8.7 Transport to Voluntary Aided and Special Agreement Schools**

There is no statutory requirement to provide transport to voluntary aided (faith) schools. The Council's current policy is that learners attending the nearest voluntary aided school of the parent/carers denomination receive free transport in accordance with the Council's agreed discretionary policy on walking distance (as set out above).

## **8.8 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 walking distance (as set out above).

## **8.9 Transport on Medical Grounds**

Free transport to and from school may be provided on medical grounds e.g. chronic illness or temporary incapacity for short but continuous periods, upon receipt of a written recommendation from an appropriate Health/Medical Officer. Each case will be considered on its own merits and where agreed, this provision will be subject to a regular review.

Each application must specify:

- The nature of the illness or incapacity.
- The reason that this impacts on travel to school.
- The extent of the impact e.g. expected duration.

Transport on medical grounds is 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.

Transport may not be in the form of a dedicated vehicle from the house address where a reasonable adjustment to the Council's normal practices can be made in order to accommodate the learner's specific needs e.g. the allocation of a seat on a nearby contracted school bus.

## **8.10 Special Arrangements: Hazardous Routes**

The criterion used to determine the eligibility to receive free school transport is based on walking distance, measured by the shortest, available walking route. A route is considered to be available if it is safe for a learner to walk alone or, if appropriate for the age of the learner, accompanied by an appropriate adult. It is recognised that occasions will arise when routes may become hazardous. In these circumstances, the Council reserves the right to provide free school transport over distances below the discretionary limits if this is recommended by appropriate officers in the interests of the safety of the relevant learners.

In determining the comparative safety of a walking route, the Council will conduct an assessment of the risks that escorting parents/carers and learners might encounter along the route between home

and school. The assessment of a route will take place at the time of the day and on the days of the week that learners would be expected to use the route. It will take a road safety perspective and follow the Welsh Government Statutory Guidance on Risk Assessing Walked Routes to School.

As a matter of policy, routes that are considered hazardous will be reviewed biennially and discretionary provision may be withdrawn where the identified hazard has been mitigated and the route identified as available to walk in safety. Parents/carers will be given at least one term advance notice of the withdrawal of such discretionary transport.

### **8.11 Over-Subscribed Schools**

If a learner cannot be admitted to their “relevant” school (the catchment or nearest Welsh, English, dual language or voluntary aided (faith) mainstream school or special school/class as appropriate) and, as a result, has to attend another school beyond the walking distance from their home then transport will be provided to the next nearest “relevant” school. In such circumstances, consideration will be given to transporting siblings to the same school.

### **8.12 Protected Provision – Catchment Area Variations**

Where the Council decides to vary the catchment area for a school (Welsh, English, dual language or voluntary aided (faith) mainstream school or special school/class as appropriate), existing transport arrangements will be protected for the learners living in the areas affected for the duration of their attendance at the school or until they reach the end of that phase. In exceptional circumstances, consideration may be given to transporting siblings to the same school.

### **8.13 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, 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 the third Monday of September. All requests received by that date will be considered and any available seats will be allocated on the basis of those that reside furthest from the school. Requests thereafter will be considered depending on availability.

### **8.14 Change of Family Home**

Pupils in receipt of free transport whose families move to an address outside the traditional local area of the school to which transport has been provided will be assessed in accordance with the eligibility criteria (as specified above).

Families need to be mindful of this fact when they are considering moving home, especially if that move takes place during primary education, in years seven, eight or nine of secondary education, or in years twelve and thirteen of further education.

Pupils who move on a permanent basis after the October half term in year ten, and year 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 “relevant” school and that they now reside beyond the walking distance (as specified above).

## 8.15 Dual Residency

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.

Only permanent established living arrangements will be considered e.g. a learner who stays two nights of every school week with one person with parental responsibility and three nights of every school week with the other, or alternate weeks with each parent. Such arrangements do not apply where a learner spends weekends with a different parent from where the learner lives during the school week. The nights of the school week are Sunday evening/Monday morning to Thursday evening/Friday morning inclusive.

If the second home address is:

- Above the discretionary distance - They will be entitled to free transport for the days they will be travelling on that route.
- Below the discretionary distance - No transport will be provided.

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 not their relevant 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.

## 8.16 Monitoring

All vehicles will be available for random checks by the DVSA 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 undertake random checks on contracts, to ensure that the contracts are being complied with, in a manner acceptable to the LA.

## 8.17 Mode of Transport

In all cases, the efficient use of resources will dictate the mode of transport provided (subject to any additional needs requirements). Transport may be provided by means of contracted school transport services 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. In exceptional cases, learner or parental reimbursement will be offered where this is the most cost-effective method of providing transport. The provisions of Section 88 of the Transport Act 1985 place a duty on the Council to secure, in the interests of its residents, the best value for money from expenditure on public passenger transport as a whole. The Council will therefore be mindful of its duty to provide socially necessary (public transport) bus or train services when arranging transport provision for learners.

## 8.18 Journey Times

The Council does not specify a time limit for journeys. However, journey times should be reasonable, taking into account the age and individual needs of the learners, and the nature, purpose and circumstances of each journey. Where parents/carers express preferences for their children to attend Welsh/dual language schools or voluntary aided (faith) schools that are some distance away from their homes, journeys may generally be longer. This will also apply to some ALN journeys.

## 8.19 Provision for Learners Aged 16-19

There is no statutory requirement to provide transport for post 16 learners. The Council's current policy is that post 16 learners, who are attending a course of full-time study at their nearest or catchment school or college at which the approved timetabled courses are studied, will be eligible for free transport, in accordance with the Council's agreed policy on walking distance (as set out above). A full-time course is determined as one which requires attendance of 16 or more hours per week.

If the same courses are available in a number of schools / campuses, free transport is only provided to the closest school / campus, unless the course(s) at the nearest school / campus are full. This will be determined by officers.

Learners within the 2 mile distance, who choose to enrol at a school / campus that is further away, and there are places available at the nearest school / campus, are expected to make their own travel arrangements.

No transport will be provided for learners beyond the second academic year after the end of compulsory education. In exceptional circumstances, transport may be provided until the end of the academic year in which a learner attains their 19th birthday. Travel arrangements in respect of any subsequent attendance are the responsibility of the learner.

This transport policy covers school 6th form and college full time further education courses only approved by Qualifications Wales and does not extend to higher education courses funded by the Higher Education Funding Council for Wales (HEFCW).

### Coleg Gwent Catchment Area

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 Rhymini - (Islwyn Area)

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 Catchment Area

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.

- Idris Davies School 3-18
- Heolddu Comprehensive School n 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.

### **Travel Grant**

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.

### **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.

### **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.

Post 16 learners may be eligible for the Education Maintenance Allowance (EMA), funded by Welsh Government and administered on their behalf by Student Finance Wales. The EMA is intended to support post 16 learners to access post 16 education. Details to determine eligibility for EMA are available from the Student Finance Wales website at [www.studentfinancewales.co.uk/fe/ema](http://www.studentfinancewales.co.uk/fe/ema)

## **8.20 Travel Behaviour Code**

The Welsh Government has introduced an initiative called "The Travel Behaviour Code" to promote safe travel for all children and young people, by setting out the standards of behaviour required when travelling between home and school. The code applies to all modes of travel to and from education institutions, and 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 and encourages schools and Councils to work proactively with learners, their parents/carers and the community to promote positive behaviour.

Parents should ensure the learner has understood the code and must encourage good behaviour.

It is compulsory to wear a seat belt on dedicated mainstream school transport. Parents/carers are requested to emphasise the importance of wearing a seat belt to their child(ren).

In the event that a learner does not comply with the Travel Behaviour Code the Council can for a period of time withdraw an individual's entitlement to free transport. In the event transport is withdrawn from a learner, it is the responsibility of the learner's parents to arrange transport to and from their place of learning.

## 8.21 Appeals

Any appeals against a refusal to grant free transport should be made in writing to the Integrated Transport Unit, giving full details of the reasons for appeal 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.

For further information about school transport policies and procedures please contact the Integrated Transport Unit at [educationtransport@caerphilly.gov.uk](mailto:educationtransport@caerphilly.gov.uk) or 01443 864810.

## Section 9 – Awards to Pupils

Please check the Caerphilly County Borough Council Website for details on eligibility and to make an application for the PDG Access Grant.

## Section 10 – 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 public liability policy in respect of claims for injury to pupils for which it may be legally liable.

## Section 11 – 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 ensure that every child in the Borough are receiving a suitable and appropriate education and are not Children Missing Education.
- 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 both Idris Davies schools and at Ty Penallta. Contact may be made through the following officers:

Louise Pine - Lead Education Welfare Officer Caerphilly South - Ty Penallta, Tredomen Park, Ystrad Mynach, CF82 7EP. Tel: 01443 866689.

Claire Ingram - Lead Education Welfare Officer Caerphilly North - Idris Davies School, Abertysswg Road, Abertysswg, Tredegar, NP22 5XF. Tel: 01685 846006.

## **11.1 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. 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.

## **Section 12 – Education Services Across the Community**

The Directorate of Education and Lifelong Learning is responsible for schools as well as the Library Service, Community Centres, Youth Service and Adult Education Services.

### **12.1 Libraries**

As well as the 88 schools, there are 18 Libraries offering a wide range of facilities including free broadband Wifi access and 37 community centres.

### **12.2 The Youth Service**

Caerphilly Youth Service provides opportunities for young people aged 11-25 through a range of projects and 21 youth clubs based in communities throughout the borough. Youth Workers have a unique relationship with young people, supporting them to develop their personal & social skills, overcome barriers & realise their potential. For further information on youth services please call 01443 863197. There are 4 Adult Education Centres.







### **12.3 Employability Support**

Employability support within the borough comprises help finding employment including help with CVs and gaining work relevant qualifications. If you are working support is available to gain qualifications and secure more hours or a better paid job. If you are under employed, we can provide support to help you find alternative employment or additional hours and to find more sustainable employment.

## Section 13 – Immunisations

Before your child starts school it is important that they are up to date with their vaccinations so that they are protected against a number of vaccine preventable diseases. Every year vaccination saves more lives worldwide than any other medical intervention. In Wales, vaccination is a key measure in keeping children healthy and giving them the best start in life.

The table below highlights which vaccinations your child should have received before starting school.

AGE OF YOUR CHILD	WHAT YOU CAN EXPECT	PROTECTS AGAINST
 <b>2 months old</b>	Two injections and one oral vaccine <i>(Provided at your GP Practice)</i>	Diphtheria, Tetanus, Pertussis, Polio, Hib & Hepatitis B (one injection) Meningococcal – MenB (one injection) Rotavirus (oral vaccine)
 <b>3 months old</b>	Two injections and one oral vaccine <i>(Provided at your GP Practice)</i>	Diphtheria, Tetanus, Pertussis, Polio, Hib & Hepatitis B (one injection) Pneumococcal (one injection) Rotavirus (oral vaccine)
 <b>4 months old</b>	Two injections <i>(Provided at your GP Practice)</i>	Diphtheria, Tetanus, Pertussis, Polio, Hib & Hepatitis B (one injection) Meningococcal – MenB (one injection)
 <b>1 year old</b>	Four injections <i>(Provided at your GP Practice)</i>	Hib & Meningitis C (one injection) Pneumococcal (one injection) Measles, Mumps and Rubella – MMR (one injection) Meningococcal – MenB (one injection)
 <b>2-3 years old</b>	One nasal spray yearly <i>(Provided at your GP Practice)</i>	Flu (nasal spray)
 <b>3 years, 4 months old</b>	Two injections <i>(Provided at your GP Practice)</i>	Diphtheria, Tetanus, Pertussis and Polio (one injection) Measles, Mumps and Rubella – MMR (one injection)

\* Correct as of January 2020

Routine childhood vaccinations are highly effective, safe and free. There will be other vaccinations scheduled throughout your child's school life. When your child is due to receive a vaccination in school you will receive an information letter and a consent form, it is important that you complete, sign and return the consent form promptly.

For more information please visit [www.nhsdirect.wales.nhs.uk/LiveWell/vaccinations/](http://www.nhsdirect.wales.nhs.uk/LiveWell/vaccinations/)

# Section 14 – School Meals Service

## 14.0 Free School Meals - Information for Parents and Guardians

Questions which we anticipate parents may wish to ask following the Welsh Government's introduction of an annualised net earned income threshold of £7,400 for Universal Credit claimants who wish to claim free school meals for their children.

### Which pupils are able to receive free school meals?

Free school meals are available to eligible pupils who attend school full-time.

This includes:

- Younger children who attend nursery for full days.
- Sixth form school pupils.

Your child may be able to get free school meals if you get any of the following:

- Income Support.
- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.
- Guarantee element of Pension Credit.
- 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).
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit.
- To 31 March 2019, Universal Credit<sup>1</sup>.
- From 1 April 2019, Universal Credit - provided your household has an annualised net earned income<sup>2</sup> of no more than £7,400 (as assessed by earnings from up to three of your most recent assessment periods).

<sup>1</sup> This was done as a temporary measure, pending the development of new eligibility criteria.

<sup>2</sup> Net earned income is defined as household income after taxes and deductions. It does not include income from Universal Credit or other benefits.

If your children receive Income-related Employment and Support Allowance, Income Support or Income-based Jobseeker's Allowance in their own right, they could also be able to receive free school meals.

For children/young people to be eligible to receive free school meals:

- You, as a parent, or your child, must receive the relevant benefit or support payment.
- You should have submitted an application for free school meals to the local authority (or an application should have been submitted on your behalf).

- The application should have been approved by the local authority, or documents should have been seen by the local authority which strongly indicate your child is eligible.

### **What about colleges of further education?**

Free school meals are not available for students in further education colleges. You or your child could contact the Student Support Officer for the college, to ask if any help with the cost of meals is available.

### **What if my child is a pupil at a private school?**

Local authorities are legally bound to provide free school meals to eligible pupils attending maintained schools only. This means that you cannot claim free school meals for your child if they are a pupil at a private or independent school.

Independent schools in Wales are run by either independent companies or charities. If your child has obtained a scholarship or bursary, you should check whether this funding includes an allocation for free school meals. If it does not, you then need to establish whether further financial assistance is available by contacting the body which awarded the child's scholarship, or by contacting the school directly.

### **How do I apply for free school meals?**

The easiest way is to apply online. Most local authority websites have an online application form. Alternatively, get in touch with your local authority or your child's school. You, or your child, could also ask someone to act on your behalf to submit an application for free school meals.

### **If my local authority knows I receive a relevant benefit or support payment, can the local authority register my child for free school meals without me submitting an application for free school meals?**

No. A pupil cannot be registered as eligible for free school meals and free school meals cannot be awarded automatically without a request being made by, or on behalf of the parent or pupil. (A person acting on behalf of the parent or pupil would normally be a relative or friend, or someone working on their behalf to help them access all benefits they may be entitled to, for example, a representative from the Citizens Advice Bureau).

Some local authorities will contact a parent/carer to ask them if they would like to apply for free school meals for their child(ren) if they think they might be eligible, but you should not rely on this happening.

### **If I make a claim, how is my eligibility for free school meals checked?**

The Department for Education in England has developed an online electronic checking system (ECS) which allows a person's eligibility to be checked using their date of birth and national insurance number. For parents who

receive support under Part VI of the Immigration and Asylum Act 1999, the National Asylum Support Service (NASS) number is used to check eligibility. The Welsh Government pays for local authorities in Wales to use this system.

The ECS can be used successfully in most cases. Where it can be used, parents do not need to provide proof of benefit entitlement and/or earnings. Where the ECS cannot be used, you may be asked to provide proof of the benefit you receive and/or earnings.

## What is “Transitional Protection”?

On 1 April 2019, the Welsh Government introduced new rules for claiming free school meals. Because of this, a relatively small number of children and young people could have lost their eligibility for free school meals. “Transitional protection” was introduced to ensure that these children and young people continue to receive free school meals for a limited period of time.

Transitional protection can be summarised as follows:

- Any child or young person who was eligible for free school meals on 1 April 2019, when the new rules were introduced, will continue to be eligible until 31 December 2023<sup>3</sup>, even if their circumstances change and they would otherwise have ceased to be eligible.
- Any child or young person who becomes eligible for free school meals between 1 April 2019, when the new rules were introduced, and 31 December 2023, will continue to be eligible until 31 December 2023, even if their circumstances change and they would otherwise have ceased to be eligible.
- Any child or young person who is eligible for free school meals on 31 December 2023 will continue to be eligible until the end of their current school phase (i.e. until they finish in the phase they are in on 31
- December 2023, either primary education or secondary education). This applies even if their circumstances change and they would otherwise have ceased to be eligible.
- Transitional protection will not be extended to claimants who are not on Universal Credit or legacy benefits, and are therefore unaffected by the change in free school meals eligibility criteria.

<sup>3</sup> This is the point by which the Department for Work and Pensions expects Universal Credit to be fully rolled out, and is based on the most up-to-date expectations at the time of writing.

## **I have been told that one of my children is able to receive free school meals and the other one is not. Why is this?**

This is likely to be because one of your children is “transitionally protected” (see the section before this one on “Transitional Protection”) and the other one isn’t. Transitional protection applies to the child or young

person as opposed to the family. It is possible that within one family some children will be able to get free school meals because of transitional protection and some won’t.

## **What are the rules around Working Tax Credits?**

Families who receive Working Tax Credit are not entitled to free school meals. However, families who receive the Working Tax Credit run-on - paid for 4 weeks after a claimant stops qualifying for Working Tax Credit - would be entitled to free school meals providing they meet the remaining eligibility criteria.

## **I work and I also get Universal Credit, so I want to claim free school meals for my child(ren). How do I know if I am earning more than £7,400 a year?**

If you are working and you also get Universal Credit and want to claim free school meals for your child(ren), you may not know whether your earnings are more than £7,400 a year. When you make your claim for free school meals, your local authority will check your eligibility using the eligibility checking system. In most cases, the eligibility checking system will work out whether your earnings are below £7,400 a year and if you are eligible to claim free school meals for your child(ren).

In other cases, the local authority will need to ask you to provide proof of earnings and will work out if your earnings are more than £7,400 a year or £616.77 per month (i.e. £7,400 divided by 12). If



your earnings are too high, you will not be able to claim free school meals for your child(ren) (although you can apply again if your earnings should drop).

### **With regard to the £7,400 a year threshold, won't most people have an income which is higher than this?**

The £7,400 threshold relates to net earned income, defined as household income after taxes and deductions. Net income from employment earnings would be taken into account. It does not include income from Universal Credit or other benefits.

### **What happens if our family has a change of personal circumstance?**

Changes in circumstances can affect your benefits payments and you should notify the Department for Work and Pensions or your local Job Centre Plus immediately.

This include a change in:

- Relationship status
- Childcare costs
- Working hours
- Income levels
- The young person's circumstances
- Whether you are leaving the UK for more than eight weeks

If your family ceases to receive the benefit that has allowed you to claim free school meals for your children, you must notify your local authority of the change in your circumstances.

### **We live in one local authority area but my child attends a school in a neighbouring local authority. Which local authority is responsible for my child's free school meals?**

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

The definition of 'parent' is set out in section 576 of the Education Act 1996. It includes any person who has care of the child. Foster parents are also included. The child does not have to be living with the parent who qualifies for free school meals.

### **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 eligible to claim free school meals, the child can get them. 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, some foster parents 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 how this works with regard to free school meals. 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.

## **14.1 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 snack 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 [www2.myschoollunch.co.uk/caerphilly](http://www2.myschoollunch.co.uk/caerphilly) for further information.

# Rhestr Brisiau Ysgolion Uwchradd n Secondary Schools Price List



## Eitemau Brecwast n Breakfast Items

	Disgyblion Pupils	Oedolion Adults	Pwyntiau Points
Carton o Laeth Hanner Sgim - 1/3 Pint Milk Carton Semi Skimmed - 1/3 of a Pint	£0.57	£0.57	2
Iogyrtau Ffrwyth Fruit Yoghurts	£0.73	£0.88	2
Grawnfwydydd Amrywiol a Llaeth Assorted Cereals & Milk	£0.74	£0.89	4
Dewisiadau o Ffrwythau Ffres Fresh Fruit Selection	£0.34	£0.41	6
Amrywiaeth o Suddau Ffrwyth 125ml Various Fruit Juice 125ml	£0.47	£0.56	5
Tost a Menyn Toast & Butter	£0.30	£0.36	5
Tost a Jam neu Ffarmlêd Toast & Jam or Marmalade	£0.30	£0.36	5

## Egwyl y Bore n Morning Break

	Disgyblion Pupils	Oedolion Adults	Pwyntiau Points
Myffin Cig Moch Bacon Muffin	£1.41	£1.69	5
Myffin Cig Moch ac Wŷ Bacon & Egg Muffin	£1.41	£1.69	5
Myffin Wŷ Egg Muffins	£1.15	£1.38	5
Rholyn Wŷ Egg Roll	£0.84	£1.00	5
Rholyn Cig Moch Bacon Roll	£1.41	£1.69	5
Panini / Bagët Brecwast Breakfast Baguette / Panini	£1.72	£2.07	5
Brechdanau Brecwast wedi'u Tostio Breakfast Toasted Sandwiches	£1.15	£1.38	5
Tost a Menyn Toast & Butter	£0.30	£0.36	5
Tost a Jam neu Ffarmlêd Toast & Jam or Marmalade	£0.30	£0.36	5
Caws, Ffa Pob neu Wŷ wedi'i Sgramblo ar Dost Cheese, Beans or Scrambled Egg on Toast	£0.78	£0.94	5
Bagel wedi'i dostio (1/2) Toasted Bagel (1/2)	£0.57	£0.69	5
Cramwyth wedi'u Tostio Toasted Crumpets	£0.40	£0.48	5
Cacennau Te wedi'u Tostio Toasted Teacakes	£0.40	£0.48	5
Pizza byrbryd Snack Pizza	£0.84	£1.00	5
Picau Ffrwythau neu Blauen Pikelets Fruit or Plain	£0.30	£0.36	5

## PRYD Y DYDD n MEAL OF THE DAY

Yn cynnwys dewis o:	Includes a choice of:	Disgyblion Pupils	Oedolion Adults	Pwyntiau Points
Garbohydrad / Llysiau / Salad Ochr gydag un o'r canlynol: Potel o ddŵr 500ml, Darn o Ffrwyth neu Bwdin y dydd.	Carbohydrate / Vegetable / Side Salad with one of the following: Bottle of 500ml water, Fruit portion or Dessert of the day.	£2.35	£3.30	15
Item o brotein yn prif bryd yn unig / Protein Item only from Main Meal		£1.62	£1.94	5

## Prydau Arbennig n Daily Specials

	Disgyblion Pupils	Oedolion Adults	Pwyntiau Points
Ffiled Cyw Iâr mewn Rholyn Hadau Chicken Fillet in Seeded Bun	£1.46	£1.76	5
Cig Moch BBQ mewn Bara Pita BBQ Pork Pita Bread	£1.72	£2.07	5
Bagët Deli Peli Cig Meatball Deli Sub	£1.72	£2.07	5
Coesau Cyw Iâr (Blasau Amrywiol) Chicken Drumsticks (Various Flavours)	£0.57	£0.69	5
Pastai Corn Biff Corned Beef Pasty	£0.73	£0.88	5
Byrgyr a Chaws mewn Rholyn Burger & Cheese in a Roll	£1.46	£1.76	5
Ci Poeth Mawr gydag Winwns Hot Dog with Onions	£0.84	£1.00	5
Gweill Cyw Iâr Chicken Skewers	£0.89	£1.07	5
Bagët Selsig Sausage Baguette	£1.72	£2.07	5
Adenydd Cyw Iâr â Chic Boeth Hot & Kickin Chicken Wings	£0.89	£1.07	5
Adenydd Cyw Iâr Byffalo Buffalo Chicken Wings	£0.89	£1.07	5
Corn Dog Corn Dog	£0.84	£1.00	5
Cyri Dewisol y Cogydd a Chyfwydydd Chef Selection Curry & Accompaniments	£2.35	£2.82	5

## Llysiau n Vegetables

	Disgyblion Pupils	Oedolion Adults	Pwyntiau Points
Llysiau y Dydd neu Salad Ochr Vegetables of the Day or Side Salad	£0.48	£0.58	5
Carbohydrad y dydd (heblaw sgloodion) Carbs of the day (except chipped potatoes)	£0.87	£1.04	5
Sgloodion Chipped Potatoes	£1.05	£1.25	5

## Bachu A Mynd n Simply To Go

	Disgyblion Pupils	Oedolion Adults	Pwyntiau Points
Bagëts / Lapiadau Amrywiol wedi'u Llenwi Poeth neu Oer Filled Baguette / Wraps Assorted Hot & Cold	£1.72	£2.07	10
Brechdanau gyda Llenwad Ffres (B) Fresh Filled Sandwiches (B)	£1.41	£1.69	10
Paninis Poeth Amrywiol Assorted Hot Paninis	£1.72	£2.07	10
Bagëts / Bagels Amrywiol (B) Assorted Deli Subs / Bagels (B)	£1.72	£2.07	10
Brechdanau Amrywiol wedi'u Tostio Assorted Toasted Sandwiches	£1.15	£1.38	10
Tafell o Bitsa Amrywiol Assorted Pizza Slice	£1.41	£1.69	10
Tafell o Bitsa Amrywiol (Hanner) Assorted Pizza Slice (Half)	£0.70	£0.84	10
Tatws Pob â Llenwadau Amrywiol Assorted Filled Jacket Potato	£2.04	£2.45	10
Cawl Soups	£1.10	£1.32	10
Potiau / Bocsys o Gyrra a Reis Amrywiol Various Curry & Rice Pots / Box	£1.72	£2.07	10
Potiau / Bocsys o Basta a Saws Amrywiol Various Pasta & Sauce Pots / Box	£1.72	£2.07	10
Potiau / Bocsys o Reis Amrywiol Various Rice Pots / Box	£1.72	£2.07	10
Pot o Dahl Sbigoglys, Tatws Melys a Lentil Spinach, Sweet Potato & Lentil Dahl Pot	£1.72	£2.07	10
Ffagots a Phys Faggots & Peas	£1.72	£2.07	10

## Eitemau Ychwanegol n Extras

	Disgyblion Pupils	Oedolion Adults	Pwyntiau Points
Dewis o Fara Bread Selection	£0.26	£0.31	0
Bara Garllig Garlic Bread	£0.47	£0.56	1
Bagiau Bach o Gynfennau Condiment Sachets	£0.08	£0.10	0

## BARGEINIAU O BRYDAU BACHU A MYND n SIMPLY TO GO MEALS DEALS

Unrhyw eitem Bachu a Mynd o'r canlynol:	Any item from the simply to go range:	Disgyblion Pupils	Oedolion Adults	Pwyntiau Points
Wedi'i weini â photel o ddŵr plaen 500ml a darn o ffrwyth aceithrio brechdanau wedi'u llenwi, brechdanau wedi'u tostio a chawl.	Served with a bottle of 500ml plain water and fruit portion with the exception of filled sandwiches, toasted sandwiches and soup.	£2.35	£3.30	15

## Bar Salad n Salad Bar

	Disgyblion Pupils	Oedolion Adults	Pwyntiau Points
Pot Salad wedi'i Lenwi Filled Salad Pot	£1.75	£2.09	5
Pot Salad wedi'i Lenwi â Phrotein Protein Filled Salad Pot	£1.96	£2.36	10
Eitem Protein yn Unig Protein Item Only	£1.44	£1.73	5
Eitem Protein yn Unig Salad Item Only	£0.48	£0.58	5

## Pwdinau n Desserts

	Disgyblion Pupils	Oedolion Adults	Pwyntiau Points
Pwdin y Dydd Dessert of the Day	£0.78	£0.94	4
Dewis o Ffrwythau Amrywiol Assorted Fruit Selection	£0.34	£0.41	6
Pot Bach o Ffrwythau Fruit Pot Small	£0.47	£0.56	6
Pot Mawr o Ffrwythau Fruit Pot Large	£0.89	£1.07	6
Iogwrt Ffrwythau Fruit Yoghurt	£0.73	£0.88	2
Myffins Muffins	£0.73	£0.88	2
Pot Jeli / Pot Jeli a Ffrwythau Jelly Pot / Jelly & Fruit Pot	£0.73	£0.88	2
Treffll Ffrwythau Fruit Trifle	£0.73	£0.88	2
Mousse Mousse	£0.73	£0.88	2
Picau ar y Maen / Jam Split Welsh Cakes / Jam Split	£0.44	£0.53	2
Lolis Iâ Iced Lollies	£0.94	£1.13	2

## Diodydd n Beverages

	Disgyblion Pupils	Oedolion Adults	Pwyntiau Points
Llaeth (Traean o Beint) Milk (Third Pint)	£0.57	£0.57	2
Llaeth (Point) Milk (Pint)	£0.73	£0.73	2
Llaeth (2 litr) Milk (2 Ltr)	£1.46	£1.46	2
Ysgytlaeth 'Funtime' Fun Time Milk Shake	£0.73	£0.73	2
Llaeth â Blas Flavoured Milk	£0.68	£0.82	2
Dŵr (Lonydd/Pefnig 330ml) Water (Still/Sparkling 330ml)	£0.63	£0.63	2
Dŵr (Lonydd/Pefnig 500ml) Water (Still/Sparkling 500ml)	£0.84	£0.84	2
Dŵr (Lonydd/Pefnig 750ml) Water (Still/Sparkling 750ml)	£1.05	£1.05	2
Suso Suso	£0.89	£0.89	2
Aquajuce Fifty Aqua Juice Fifty	£0.73	£0.73	2
Capri Sun Capri Sun	£0.89	£0.89	2
Sudd - Minute Maid Juice - Minute Maid	£0.89	£0.89	2
Hydra Fizz Hydra Fizz	£0.73	£0.73	2
Appletiser Appletiser	£0.89	£0.89	2
Radnor Fizz Radnor Fizz	£0.73	£0.73	2
Rapidz Rapidz	£0.73	£0.73	2
Ffrwythau wedi'u Rhewi 'Jubbly' Frozen Fruit Jubbly	£0.42	£0.42	2
Aquajuce blasau amrywiol Aqua Juice Cups	£0.37	£0.37	2
Siocled Poeth (Canolig) Hot Chocolate (Medium)	£0.73	£0.73	0
Te / Coffi Tea / Coffee	£0.68	£0.68	0



## 14.2 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. Primary Schools use an electronic registration system for school meals, which is administered by the School Clerk, and means pupils are unaware how the payment for the meal has been made. For further information please visit [www.caerphilly.gov.uk/learning/schools](http://www.caerphilly.gov.uk/learning/schools) or contact the free school meals officer on 01443 864055. E Mail - [catering@caerphilly.gov.uk](mailto:catering@caerphilly.gov.uk)



Visit Cati at her website

[www.myschoollunch.co.uk/caerphilly](http://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.



Please check [www.myschoollunch.co.uk/caerphilly](http://www.myschoollunch.co.uk/caerphilly) for menu week details, and please check the website regularly for menu updates

Caerphilly Catering Services reserve the right to change products subject to availability.

Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
Main Meal	Lasagne / Pasta Bake	Minced Beef Pie & Gravy	Sliced Pork & Seasoning Served with Gravy	Chicken Curry Various	Fish Portion
	Margherita Pizza V	Ravioli & Cheese V	Cottage Pie V	Pizza Bagel V	Cheese & Potato Pie V
Carbohydrates	Savoury Herb Diced Potatoes	Parsley Potatoes	Sage & Thyme Dry Roast Potatoes	Rice	Chipped Potatoes Served with Ketchup
	Potato Croquettes	Mashed Potatoes	Boiled Potatoes	Potato Croquettes	Boiled Potatoes
Vegetables (Salad Available Daily)	Garlic Mushrooms	Carrots	Broccoli	Sweetcorn & Peas	Baked Beans
	Baked Beans	Peas	Cauliflower Carrots	Baked Beans	Tomatoes
Desserts of the day (Fruit Available Daily)	Adam & Eve Sponge with Custard	Delight & Fruit Juice	Lemon / Raspberry Mousse Slice	Fruity Flapjack	Chocolate Cookie & Fruit Juice

[www.myschoollunch.co.uk/caerphilly](http://www.myschoollunch.co.uk/caerphilly)

