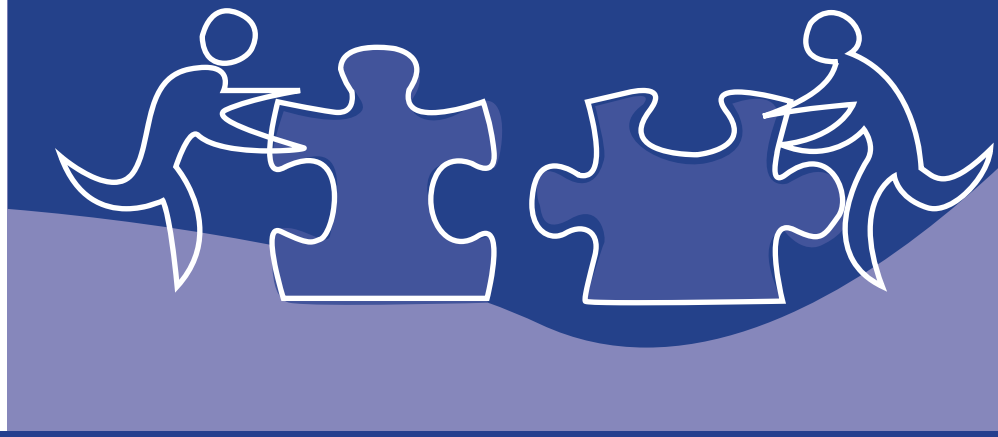


PARENTS / CARERS INFORMATION BOOKLET 2024





This document is available in Welsh

TORFAEN COUNTY BOROUGH
BWRDEISTREF SIROL TORFAEN

June 2023

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School Terms and Holidays

School Term Dates for 2024/2025 Academic Year

Although it is not envisaged that these will change the Authority reserves the right to make amendments where circumstance dictates.

Term	Term Begins	Half Term Begins	Half Term Ends	Term Ends	No. of Days
Autumn	**Monday** 02-09-2024	**Monday** 28-10-2024	**Friday** 01-11-2024	**Friday** 20-12-2024	**75**
Spring	**Monday** 06-01-2025	**Monday** 24-02-2025	**Friday** 28-02-2025	**Friday** 11-04-2025	**65**
Summer	**Monday** 28-04-2025	**Monday** 26-05-2025	**Friday** 30-05-2025	**Monday** 21-07-2025	**55**
				Total	**195**

* Includes 6 days for teachers' in-service training.

May Day - Monday 5 May 2025.

Any closure(s) for election purposes to be balanced during the academic year.

Catchment Areas

Within the County Borough, each school has an area that it traditionally serves often called the 'catchment area'. These details are on www.torfaen.gov.uk/
Your Location/find your local services, clicking on the education catchment maps and then entering your postcode. Identify the address and left click on the highlighted marker.

Key Admission Dates 2024

Nursery (September and April)

- Applications sent to parent's week commencing Monday 12 June 2023
- Closing date for applications Friday 21 July 2023
- Offer of places is Friday 15 September 2023 (September 2024 4 year olds and January 2023 rising 3 year olds)
- Offer of places is Friday 26 January 2024 (April rising 3 year olds)

Primary

- Applications made available online Monday 6 November 2023 at 9am
- Closing date for applications Tuesday 9 January 2024 at 12pm noon
- Offer of places is Tuesday 16 April 2024 (or next working day)
- Primary appeals will be held during May/June 2024

Secondary

- Applications made available online Monday 25 September 2023 at 9am
- Closing date for application is Monday 13 November 2023 at 12pm Noon
- Offer of places is Friday 1 March 2024
- Secondary appeals will be held during May/June 2024

Faith schools

Closing date for applications:

- Primary - Tuesday 9 January 2024
- Secondary - Monday 13 November 2023

Offer dates

- Primary - Tuesday 9 April 2024
- Secondary - Friday 1 March 2024

If you require additional information please email: kath.worwood@torfaen.gov.uk

Welcome

Dear Parent/Carer,

Over the past few months I have had the pleasure of visiting all of Torfaen's schools and seeing first-hand the varied learning, sporting and other activities undertaken in our schools. This is particularly impressive given the previous Covid years and the disruption those caused.

Like me, I hope you find this booklet useful. It provides quality, comprehensive information for parents and carers and will advise of everything you need to know about our education services and institutions, from pre-school to further education. It also includes information about our arrangements for Welsh Medium and Church Schools.

As I do every year, I would like to thank you, as parents and carers of our learners, for the support you provide for our learners and their schools. With your support and working with our schools and other Council services we can ensure each school and student have the opportunity to realise their true potential.

Councillor Richard G. Clark
Deputy Leader & Executive Member for Education

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Introduction

Starting school is a very important event in your child's life. We hope this booklet provides you with all the information you need to make this happen as smoothly as possible. As your child progresses through school this booklet will continue to support you by providing you with lots of information along the way.

Contact details of all schools in Torfaen can be found in this booklet along with a map showing where the schools are located. You will also find a wide range of information on our website www.torfaen.gov.uk. Should you have concerns that you wish to discuss we will always be pleased to meet you at the Civic Centre, Pontypool in person. Our Admissions Team will be happy to discuss any concerns you may have.

The Admissions Team
Civic Centre
Pontypool
NP4 6YB

Admission and Transfer Manager - Kath Worwood
Tel: 01495 766915
Email: school.admissions@torfaen.gov.uk
Website link: www.torfaen.gov.uk/en/EducationLearning/SchoolsColleges/School-Admissions/School-admissions

Safeguarding and Child Protection

Safeguarding is the action that is taken to promote the welfare of children, young people and adults at risk to protect them from harm and ensure they receive safe and effective care to enable them to have optimum life chances. Child Protection is a part of safeguarding and refers to the activity which is undertaken to protect specific children who are suffering or are at risk of suffering significant harm as a result of abuse or neglect.

Everyone within the Education Service and schools share an objective to help keep children, young people and adults at risk safe. We accept and recognise our responsibilities to develop awareness of the issues which cause children, young people and adults at risk harm and to continuously develop and review our practice by:

- Making safeguarding our key priority
- Adopting guidelines which provide clear procedures for all staff
- Sharing Information about child protection and safeguarding with children, parents and carers, staff and volunteers
- Promptly sharing information about concerns with agencies which need to know, and involving parents and children appropriately
- Following the procedures for safe recruitment and selection of staff
- Updating our safeguarding training at regular intervals
- Providing effective management for staff and volunteers through supervision, support and training
- Constantly monitoring and reviewing our policy and practice and sharing good practice at regular intervals

Head teachers are required to refer any concerns to the social care and housing service so that children, young people and adults at risk are identified quickly. If you would like any further information about this process please contact the social care and housing service. Tel no 01495 762200, or Jacqueline Watkins, Tel no 01495 766912.

Looked After Children

The term 'Looked After' refers to children who have been provided with care and accommodation by the Local Authority. This is either led by virtue of a Court Order or young people who are 'accommodated' by the Local Authority on a voluntary basis at the request of, or by agreement with their parents. We refer to these children as 'in care'.

'In Care' means that a court has made the child/young person the subject of a full Interim Court Order, this status provides the Local Authority with parental responsibility and (some) authority to limit the parents exercise of their continuing parental responsibility.

'Section 20 accommodation' is a voluntary agreement by which the Local Authority does not gain parental responsibility and no notice is required for the removal of the child/young person.

The aim is to ensure the health and safety of Looked After Children who often came from families who have experienced extreme hardship and upheaval, whilst working as closely as possible with the birth parents.

Any disruption to home life often means Looked After Children do not achieve their academic potential. Children's Services work alongside education to ensure the educational needs of each child are met.

Child In Need

A child in need is a young person who is receiving a service from Social Care and Housing. This may involve Social Care and Housing providing children and their carers with advice, guidance or information about statutory or non-statutory services, to enable the child's full potential to be maximised.

Many children/young people move in and out of care or accommodation (see looked after children), some may be on the child protection register and some may be on the disability register. All these children/young people will need an assessment of their needs by one or more support agencies (Education, Health, Social Care and Housing, Voluntary Services). All these children/young people would be known as Children in Need.

Early years and pre-school

Through either the medium of Welsh or English, Flying Start, Childcare and free school breakfast initiatives are just some examples of how we are helping your child get off to a good start in their learning.

Flying Start childcare is available in Torfaen, to find out more please visit the Family Information website - Flying Start torfaenfis.org.uk. Choosing the correct childcare for your child is one of the most important decisions you can make as a parent-carer. Our Family Information Service gives you contact details to help you find registered childcare and services within your area:

Torfaen Family Information Service
Cwmbran Integrated Children's Centre
Ton Road
Cwmbran
NP44 7LE

Helpline: 0800 0196330
Email: fis@torfaen.gov.uk
Web address: www.torfaenfis.org.uk

What will your child learn at school?

Once your child is at school you will probably want to know what they will be learning. The school curriculum is flexible, catering to the needs of the child and the school. Each school will teach slightly different things in different ways. Schools must cover a core curriculum, and we have a number of initiatives to enrich and improve school life.

Phases of education

Your child's formal education may begin at the age of three. From this point until leaving school they will follow the revised curriculum for Wales: a planned route of learning designed for all children.

Between three and seven the Foundation Phase will be the core of your child's learning. This focuses on the ability of your child and not their age. It involves learning through play in safe but stimulating environments.

The Foundation Phase is based on the principle that early years' provision should offer a sound foundation for future learning through a developmentally appropriate curriculum; it brings more consistency and continuity to children's education at such an all-important period in their development.

The Foundation Phase 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. They will be given time to develop their speaking and listening skills and to become confident in their reading and writing abilities.

Mathematics will be more practical so that children can see how problems are solved and how important mathematics is in their everyday lives. There will be more emphasis on children understanding how things work and on finding different ways to solve problems.

A series of guidance documents have been developed to support the implementation of the Foundation Phase, available from the Welsh Government website https://gov.wales/topics/educationandskills/foundation-phase/?lang=en

Until the end of primary school, between 7 and 11, what your child learns is determined by Key Stage 2 of the curriculum.

From 11 years old until 14, while in secondary education, Key Stage 3 will be taught to your child. This involves mandatory subjects including English, Welsh and mathematics.

At the age of 14 your child will need to decide what they want to study. There are a variety of options including GCSEs, the Welsh Baccalaureate and vocational courses. These are taught alongside core subjects.

Post-compulsory education

Your child will finish with their compulsory education at 16 years of age.

Learning does not need to end at this point and there are many different options available. These may be class-based or work-orientated and cover a wide variety of subjects.

These courses are run by different types of organisations such as schools, colleges of further education, and work based learning training providers. With such a lot of choice it is important to make sure your child goes to the most appropriate education provider.

After taking part in further education, your child may be interested in higher education. This does not just mean a degree, but might instead be a diploma or certificate of higher education. As with other post 16 learning, the choices and opportunities are diverse and give them the chance to study something that really interests them.

Any further guidance or advice can be found on the following link:
https://www.careerswales.com/en/contact-us/

Telephone number is 0800 028 4844
Website: www.careerswales.com

Applying for a nursery place

When should my child start nursery, reception and secondary school?

Nursery

Your child can start nursery at the start of the school year in which he/she will be 4 years old. Sometimes it is possible to start the term following their 3rd birthday if there is a place available. If places are available, please see the cut off dates below for the admission of 3 years old.
January admission - Pupils must be born between 1 September -31 December.
April admission - Pupils must be born between 1 January -31 March.
September admissions - Pupils must be born between 1 April - 31 August.

For information on place availability please contact Kath Worwood. Places are allocated to maintained nursery settings by the Local Authority.

The placement of your child in a nursery unit attached to a school does not guarantee a reception place in that school and a fresh application will need to be completed. Please see 'Reception' below.

How do I apply?

When you receive an application form for a school-based nursery you must complete and return this to your chosen nursery, along with proof of your child's date of birth and address, by the closing date. (Medical cards, birth certificates and recent council tax bills are accepted – originals only). The nursery will submit all completed forms to the Local Authority for allocation.)

Most parents/carers will receive an application form by post week commencing 12th June 2023 which must be completed and returned to the nursery school/unit by the closing date which is Friday 21st July 2023. If parents/carers do not receive a form, one must be obtained from the nursery school/unit or by contacting Kath Worwood on 01495 766915 or email:- school.admissions@torfaen.gov.uk and ensure it is returned by the closing date. Parents/carers will be notified of the outcome of their application via the Local Authority by the 15 September 2023 for September 2024 allocations and January 2024 rising 3 allocations and Friday 26 January 2024 for April 2024 rising 3 allocations. Parents/carers choosing an approved private or voluntary childcare setting should complete an Early Years 1 form with the setting of their choice, who will apply for the funding on their behalf.

Applying for a school place

Primary (Reception)

Your child will start Reception Class at the start of the school year, ie September, in which he/she will be 5 years old even though the law does not require a child to start school until the start of the term following their fifth birthday.

Please note that attendance at a primary school does not form part of the criteria for relevant admissions in to its partner/feeder secondary school.

Please note that only one admission form being required (at reception year) for Ysgol Gymraeg Gwynllyw, because it is an "all-through" school.

How do I apply?

You should receive a letter by mid November 2023 which will inform you how to apply for a placement. The letters are sent either directly to the child's home address (if the child is not currently attending a Local Authority nursery base) or via pupil post. You can apply online by following this link www.torfaen.gov.uk/primaryadmissions which will take you through the admission application process. You may be asked to provide proof of your child's date of birth and address or the Local Authority will take steps to check this information. If however, you would prefer to complete a paper copy please either download a copy from www.torfaen.gov.uk or phone 01495 766915. If you complete a paper copy you must complete and return this to your chosen school along with proof of your child's date of birth and address by the closing date. (Medical cards, birth certificates and recent council tax bills are accepted – originals only).

It is your responsibility to ensure an application is submitted by the closing date.

If you do not receive correspondence by the end of November 2023, you must contact the admissions authority in order to obtain the relevant form. Contact details are as above.

Secondary

Your child will start secondary school at the start of the school year in which he/she will be 12 years of age. If you wish for your child to attend a school in the Newport area, you will need to contact them direct on 01633 656656 in order to obtain a form.

How do I apply?

You should receive a letter from your childs primary school week commencing Monday 25 September 2023 which will inform you how to apply for a placement. You can apply online by following this link www.torfaen.gov.uk/secondary admissions which will take you through the admission application process, If however, you would prefer to complete a paper copy please either download a copy from www.torfaen.gov.uk or phone 01495 766915.

If you complete a paper copy you must complete and return this to your child's current primary school along with proof of your child's date of birth and address by the closing date. (Medical cards, birth certificates and recent council tax bills are accepted – originals only).

It is your responsibility to ensure an application is submitted by the closing date. If you do not receive correspondence by the beginning of October 2023, you must contact the admissions authority in order to obtain the relevant form. Contact details are as above.

Address Validations

- Parents/Carers are required to submit their Council Tax reference number on their child's Admission application form. The Local Authority will use this information to validate that the address submitted on the application form coincides with the information held on the Local Authority's Council Tax database.
- If the information provided by the parent/ carer does not coincide with the council tax database, a further check will be undertaken using the electoral register. If this does not verify the address, the Local Authority will contact the parent/carer.
- Any offer of a school place will be based upon the applicant being resident at the address declared on the application form, as at the published offer date. Any offer of a school place could be withdrawn if it is found that this is not the case.
- Parents/Carers who are in the process of moving property, which may impact upon the information held on the Local Authority's Council Tax database, will be required to notify the Local Authority at the time of application of the proposed move and submit evidence to validate their new address. Suitable evidence would be a copy of the exchange of contracts (for purchases) or long term tenancy agreement (for rental arrangements), which must be received prior to the published closing date in order to be considered as an "in time" application. Failure to notify the Local Authority that applicants will be moving to a new address prior to the published closing date, will result in the application being Determined as a "late application".
- Where the Local Authority accepts evidence to validate a property move and uses the new property for allocation purposes, any offer of a school place would be based on the applicant being resident at this property at the time of the child's entrance into the School. Any offer of a school place could be withdrawn if it is found that the applicant is not resident at the property at the time of child's entrance into the school.

Shared residency

In the event that the residency of a child is shared between two parents, the address where the child concerned resides for the majority of the school week will be used for allocation purposes. This is the address that should be declared on the application. However, if the residency with both parents during the school week is equal, the address for where the child benefit is paid will be used for allocation purposes.

Who has parental responsibility for the child?

You should be aware that following changes made to the law about children by the Children Act 1989, which became law in October 1991, schools need to know who has "parental responsibility" for each child. This is to ensure that proper authority is given when the school needs parental permission. It will also make sure that persons with parental responsibility who do not live with a child can be provided with school reports and given an opportunity to take part in the child's education. Further changes in the law took place in 2003.

- Mothers always have parental responsibility (unless a Court Order is in place that states she will no longer have the responsibility)
- Fathers who were married to the mother prior to 2003 have parental responsibility
- Fathers also have parental responsibility for a child if the child was born after 2003 and their name is on the child's birth certificate
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatic.

Parents are asked to co-operate with school staff by providing the school with details of the persons with parental responsibility for a pupil. Any changes in the arrangements for parental responsibility or in the day to day care of the child should be notified to the school.

Voluntary Aided school

How do I apply?

Governing Bodies of Voluntary Aided schools within Torfaen have responsibility for their own admission arrangements and application forms must be requested directly from the school and returned to the school of your choice.

Special schools and resource bases

How do I apply?

Wherever possible we seek to place children in mainstream settings. However, some children require provision beyond the resources of a mainstream school. Admission to special schools and resource bases which are attached to primary and secondary schools and which cater for children with Additional Learning Needs (ALN) is dealt with by special arrangement through the Local Authority. Particular advice is needed to help parents and pupils with admission appropriate to defined ALN. For any further information, please contact Tracy Tucker, telephone 01495 766998.

Sixth form admission

How do I apply?

English medium sixth form provision will be provided in the Torfaen Learning Zone (located in Cwmbran). This provision will be operated by Coleg Gwent on behalf of the council and applications should be made directly to the college.

Torfaen remains the admission Authority for all maintained schools within its area, including those schools with sixth forms. The remaining school in Torfaen offering sixth form education is the Welsh Medium school, Ysgol Gymraeg Gwynllyw. However, individual schools administer all processes and procedures relating to sixth form Admissions and if you wish your child to attend sixth form at this school, please contact the school direct.

Late Applications

Any applications that are received after the respective closing date (Primary 9 January 2024) (secondary 13 November 2023) or applications that remain incomplete as at the closing date will be dealt with under late the application arrangements.

A change of preference received by the Local Authority after the published closing date will result in the application being determined as late.

Late applications which are received after the respective closing date but before the respective offer date will be considered and parents informed in the month following the offer day.

Further late applications will then be collated on a monthly basis based upon the month in which they are received. Places are allocated in line with the criteria and parents-carers will be informed of the outcome of their applications within the month after receipt. The arrangements for late applications will continue up until the last week of August. After this date, any admissions received are then processed as an in year transfer of schools.

Please note that applications determined as being late may increase the possibility of not achieving a place at your preferred school (s). This is because all applications submitted with the necessary evidence prior to the closing date will receive priority over those received after the closing date.

Arrangements for the admission of pupils to community and voluntary controlled Primary and Secondary schools

The admission of children to schools is controlled and administered by an 'Admissions Authority'. In the case of community and voluntary controlled schools, this is recognised as Torfaen County Borough Council (Local Authority). In the case of voluntary aided schools and foundation schools (church schools), the admissions authority is the governing body of the individual school.

The law requires the Local Authority to allow parents/carers the opportunity to express a preference for the school they would wish their child to attend. In the vast majority of cases, parents/carers are quite happy to choose their local school but it is legally necessary for that school to be named on an application form. Those who submit an application form (to express a preference) will have priority over those who do not.

Although most children will be admitted to a school with their own chronological age group, from time to time parents seek places outside their normal age group. Please contact Kath Worwood for a copy of the policy.

Please note that the Local Authority does not operate a policy to accelerate pupils (ie, gifted and talented children) into advanced year groups (those who have experienced problems or missed part of a year due to the child's ill health) or earlier year groups unless there are extenuating circumstances and clear reasons ascertainable for such decisions to be made. Due regard will also be given to an educational psychologist report where available.

When applying, parents/carers may name more than one school in order of preference and the Local Authority will try to comply with at least one of the preferences.

The Local Authority (including the Governing Body of a voluntary aided school) may refuse to comply with parental preference for a period of two years following a second or subsequent exclusion. In such circumstances a parent is unable to appeal against the Local Authority decision.

All applications received by the closing date, Tuesday 9 January 2024 at 12pm Noon (primary) and Monday 13 November 2023 at 12pm Noon (secondary), will be considered together and if necessary, the over- subscription criteria will be applied.

Where the number of applications exceeds the number of places available, the following over subscription criteria will be used to determine which applicants would be offered places in the following priority order:

Oversubscription Criteria

- **Priority 1:** Children with a statement of ALN (Additional Learning Needs) or local authority IDP (Individual Development Plan) which names a specific school
- **Priority 2:** Children who are looked after or children who have been previously looked after
- **Priority 3:** Children on medical grounds which are supported by a medical consultant's report, obtained by the parents, specifying the medical advantage of the child attending the preferred school compared with the normal catchment school

N.B. Reports from family doctors are not accepted for this purpose.

- **Priority 4:** Children residing in the catchment area of their chosen school with siblings
- **Priority 5:** Children residing in the catchment area of their chosen school without siblings
- **Priority 6:** Children residing out of the catchment area of their chosen school with siblings
- **Priority 7:** Children residing out of the catchment area of their chosen school without siblings. If children have older brothers or sisters at a school at the date of admission, they will be admitted in preference to those not having brothers or sisters at that school.

N.B. Brothers and sisters, whether full, half, step, foster or adopted will be considered relevant where living together at the same address. This only applies when an older child will definitely be registered at the school when the younger one will be eligible to attend.

When applying to a comprehensive school parents should be aware that sixth form pupils are not taken into consideration under the siblings criteria.

Where there is more than one such case, priority will be assessed on the basis of those children closest in age to the elder brothers or sisters already at the school at the date of admission.

After taking account of the above categories where there is a 'tie break' situation, priority will be based on closeness to the school measured by nearest council recognised available walking route. The distance is measured from the point where the child's home meets the highway to the nearest available entrance of the school. Measurement will be undertaken by using a Digital Information Mapping System (Map Info Professional, owned by Pitney Bowes).

Finally, all admissions into any school are dealt with in accordance with the admissions policy of either the Local Authority or a school's admission policy and at no stage are pupils 'selected' or are interviews held to determine admission. Whilst residing within the catchment area for your preferred school forms an element of the oversubscription criteria it does not guarantee a placement on this basis.

Legislation

This policy complies with the following legislation and statutory codes: The School Standards and Framework Act 1998, The School Admissions Code and The School Admission Appeals Code 2013.

It is important to note that Paragraph 3.45 of the School Admission Code 2013 states:

"Statutory limits on class sizes provide that when a single school teacher is present, and subject to certain limited expectations, infant classes (Reception. Year 1 and Year 2) may not contain more than 30 pupils".

General admissions information

All maintained schools must admit pupils up to its admission number (AN). The admission number is the number of pupils who should be admitted to a relevant age group if sufficient applications are received.

Where the Local Authority is unable to offer your child a place in your catchment school, free transport will be provided (if requested) to the nearest school with an available place, subject to the distance criteria laid down in the Authority's transport policy

Pupils with defined ALN will in the majority of cases be able to attend their catchment school. In exceptional circumstances, this may not be appropriate for the individual child and a placement in an alternative school would then be considered.

Summer Term Births

In the case of a child born during the summer term, they too are not legally required to attend school until the term following their fifth birthday/ the September after the normal year of entry for a Reception age child. However, in such circumstances the Local Authority will continue to ensure that children continue to follow their chronological year group and therefore the child would be admitted in to Year 1 and not Reception.

It is only in exceptional circumstances that the Local Authority will authorise the admission of a summer term birth in to a year group that is outside the normal year of entry. In Such circumstances, there will need to be suitable evidence base (e.g report from an Educational Psychologist) that suggests the chronological year group is not suitably able to meet the needs of the child concerned.

Appeals

In Torfaen we strive to work in partnership and ensure that all parents-carers get their first preference of school for their children. If it is not possible to allocate a place for your child at the school of your choice we will tell you about your right of appeal. We do this because we always want to be fair and transparent. Should you wish to appeal, you may accept a place at an alternative school whilst the appeal is waiting to be heard and will not prejudice the outstanding appeal.

If you choose to appeal this will be to an Independent Appeal Panel and arrangements will be made for this to happen in May/June 2024. Further information about appeals can be obtained from Democratic Services, Civic Centre, Pontypool telephone 01495 766294. (This will provide advice on who can accompany you and state what written evidence should be supplied). Should you need to appeal it is important to note that the Local Authority allows parents 10 school days to submit an appeal and if this is not adhered to it is assumed that the right of appeal has failed to be accepted within the time limit and will not be heard.

Multiple birth children (eg twins / triplets)

If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth then the Local Authority will admit the other sibling(s).

Children of UK service personnel and other Crown Servants (including diplomats)

Families of UK service personnel and other Crown Servants are subject to frequent movement within the UK and from abroad, often at relatively short notice. School places should be allocated to children and their families in advance of the approaching school year if accompanied by an official Ministry of Defence (MOD)or Foreign or Commonwealth Office (FCO) letter declaring a return date and confirmation of the new address wherever possible.

Waiting lists

We also keep a waiting list for the admission round in September. We will place your child's name on the waiting list even if you choose another school or decide to take up your right of appeal. Your child's name will stay on the list until 30 September 2024. If a place becomes available during that time we will allocate places to children on the waiting list on the basis of our over subscription criteria and not based on the date the application was added to the schedule.

Nursery education and other pre-school provision

Within Torfaen there is a range of settings available to Nursery aged children. These are Local Authority Nursery Units (known as maintained nurseries) attached to Primary Schools (currently including four Welsh Medium Schools at Ysgol Gymraeg Cwmbran, Ysgol Bryn Onnen in Pontypool, Ysgol Panteg in Griffithstown and Ysgol Gymraeg Gwynllyw in Trevethin. There is a centre at Crownbridge Special School which caters for pupils with severe learning difficulties and Nursery Units at St. David's RC Primary School and Our Lady of the Angels RC Primary School to serve Roman Catholic children. Admissions into these schools are dealt with by the Governing Body of the schools. An Integrated Children's Centre (ICC) is situated in Cwmbran on the Nant Celyn school site.

Each Nursery serves a specific catchment area. Parents-carers may apply for their child to attend any English or Welsh medium Local Authority maintained Nursery School, but where there are more children wishing to attend than there are available places, priority will be given to the children living in the catchment area at the time of admission.

There are also English or Welsh medium non-maintained early years settings registered with the Local Authority to provide education for three and four year olds. Parents-carers can choose to place their child in a voluntary or private sector early years setting that is a registered education provider. There are non-maintained providers that can provide additional childcare should you require it.

It is the Local Authority's policy to admit children to it's Nursery Units from the beginning of the term following a child's third birthday if places are available, please see the cut of dates below for the admission of 3 year olds.
January admission - Pupils must be born between 1 September -31 December
April admission - Pupils must be born between 1 January -31 March
September admissions - Pupils must be born between 1 April- 31 August.

Places are allocated on a part- time basis (morning or afternoon sessions only) for five days per week.

In certain limited circumstances, full-time placements can be offered to 4 year olds (see criteria below). There is no right of appeal against refusal of a nursery placement, however you may wish to choose an alternative nursery placement and should contact Kath Worwood on 01495 766915 for further information.

Attendance at a nursery class within a primary school does not guarantee a place in the school's reception class and a fresh application will need to be made.

If you choose for your child to attend a non maintained nursery which is registered as an education provider by the Local Authority the Local Authority will fund your child's placement on a part time basis (minimum of 10 educational hours over four or five days per week or 3 full days) (minimum of 7 hours per day). The level of funding will be comparable with that of a four year old in a maintained provision and this currently equates to £10 per day following a child's third birthday. Where a child attends an approved childcare setting, parents-carers will be responsible for any additional payments over and above the funding allocated by the Local Authority.

Priority admission to Local Authority provision may be granted in the following circumstances (subject to review):

Full-time priority (for four year olds)

- Children who are looked after or have previously been looked after
- Children recommended on specific medical or social grounds by appropriate agencies and children identified as having ALN at the time that the application for admission is made
- Children who are on the Child Protection Register

Criteria for awarding nursery places

- Full-time priority pupils residing in catchment in order of date of birth
- Part-time pupils residing in catchment in order of date of birth
- Full-time priority pupils residing out of catchment in order of date of birth
- Part-time pupils residing out of catchment in order of date of birth
- Late applicants

Details of nursery provision can be obtained from Headteachers of the Primary Schools having Nursery Units. Schools with a Nursery Unit attached are indicated with an asterisk (✦) in the Schools' Directory.

For further details on admission to Playgroups, Cylch Meithrin and Private Day Nurseries, contact the Family Information Service.

Torfaen Family Information Service

From information on childcare to leisure activities for your children, family support to services for children and young people with additional learning needs, Torfaen Family Information Service can help.

If you would like information on the different types of childcare available in Torfaen and guidance on the childcare most suitable for your needs, contact Torfaen Family Information Service for a free tailor-made information pack with details of the locations, costs and contact details for local provision.

If you are choosing a school based nursery education setting for your child, you may be interested to find out about childcare that interacts with nursery provision in Torfaen, such as nursery wraparounds and childminders. Some private and voluntary childcare settings can also offer nursery education places funded by the local authority.

If you are choosing a school, Torfaen Family Information Service can give you information on childcare providing before and after school care for children in Torfaen and childcare for your children during the school holidays suitable for working parents and carers.

The Family Information Service also offers advice and guidance regarding help with the cost of childcare, including information on Tax Credits, Tax Free Childcare and The Childcare Offer for Wales as well as other Information such as choosing a Welsh medium education for your child.

The Family Information Service also offers advice and guidance regarding help with the cost of childcare, including information on Tax Credits, Tax Free Childcare, The Childcare Offer for Wales and choosing Welsh medium childcare and education for your child.

Being Bilingual in Torfaen – This booklet maps a Welsh medium journey for your child and you – through the preschool and school years - from nursery, to primary, secondary schools, further education and beyond.

Children attending a Welsh medium school, will be educated in Welsh from Nursery until Year 2 and will receive lessons in English from year 3 and use English in their lessons across the curriculum, thus becoming bilingual.

Children begin learning Welsh from the start and will be immersed in the language. Support is available for parents who are unable to speak Welsh to help support their child in nursery or school.

Visit learnwelsh.cymru for more information.

Parents, carers and professionals working with families in Torfaen can access the Family Information Service for free, impartial and quality information on the above and much more. Contact us with your enquiry via:

- Freephone 0800 0196 330
- Email fis@torfaen.gov.uk
- Contact us on our social media pages www.facebook.com/TorfaenFIS or www.twitter.com/TorfaenFIS
- Or browse our information and carry out your own search on the Family Information Service website, www.torfaenfis.org.uk

Torfaen Family Information Service is provided by Torfaen County Borough Council and was established to comply with the statutory obligations under the Education Act 2002 and continues to provide information under the statutory duty set out in The Childcare Act 2006.

Childcare Options

Choosing suitable childcare to meet the needs of your family is one of the most important decisions you can make as a parent or carer. Whatever the age of your child, you will want to feel confident that they are safe, happy and stimulated whilst they are being cared for. Torfaen Family Information Service can offer details of the range of childcare available in Torfaen as well as free guides to choosing childcare, including examples of questions to ask a prospective childcare provider.

Many families find it difficult to juggle work and caring for their children during the school holidays. The Family Information Service can provide information on holiday childcare in Torfaen, including details of locations and costs.

Flying Start childcare is available in Torfaen, to find out more please visit the Family Information website - Flying Start (torfaenfis.org.uk).

Help with the Cost of Childcare

Torfaen Childcare Sufficiency Assessment 2022 found that some parents and carers reported the cost of childcare had prevented them from accessing formal provision, and only 37% of families claim help with the cost of childcare (based on families who completed the parent/carer childcare survey during 2021).

Parent/Carers can access some funding towards the cost of childcare, however this is dependent on a number of eligibility criteria and the amount of help received can differ between families.

Parents/Carers may qualify for help towards the costs of childcare if the childcare they use is registered. The Care Inspectorate Wales (CIW) is responsible for the registration and regulation of childcare in Wales. Parent/Carers can check with the Family Information Service if their childcare provider is registered with CIW and they can request the registration number directly from their chosen provider.

Current funding available for parent/carers and proposed funding during 2022 includes:

- Universal Credit
- Tax Free Childcare
- Childcare Vouchers (for existing claims)
- The Childcare Element of Working Tax Credit (for existing claims)
- Support for students
- Childcare Offer for Wales

Universal Credit

Universal Credit is available to new claimants and may help towards the cost of childcare for parent/carers who are in paid employment (if part of a couple, both parent /carers must be in paid employment) and use registered childcare.

Universal Credit may help families claim back 85% of their childcare costs with a maximum claim of £646.35 for one child per month, or £1108.04 for two children (GOV.UK) if they are eligible for Universal Credit, however this will be based on an eligibility criteria and the amount awarded will be based on family circumstances.

Families will only be able to claim for one scheme to help with the cost of childcare.

Tax-Free Childcare Scheme

Tax-Free Childcare is a Government initiative which is available to families with children under 12 (up to 17 years for children with a disability), if they meet the eligibility criteria.

Parent/carers who pay for registered childcare will be able to open an online account which they can pay into to cover the cost of registered childcare.

For every £8 parent/carers put into the account, the Government will top up £2. This potentially offers parent/ carers a maximum saving of £2,000 per year, per child (£4,000 for a child with a disability).

To qualify, parent/carers must be in work and earning at least the equivalent of 16 hours per week at national minimum wage or living wage on average each per week. The income cap for applying for Tax-Free Childcare is currently based at £100,000. Self-employed parent/carers will also be able to make a claim into Tax- Free Childcare, which is not currently offered though childcare voucher schemes. You can use Tax-Free Childcare at the same time as The Childcare Offer for Wales if you're eligible for both, to pay for any additional costs incurred. You cannot get Tax-Free Childcare at the same time as claiming Working Tax Credit, Child Tax Credit, Universal Credit or childcare vouchers.

Payments into the account can also be made by other individuals such as family members or employers, allowing parent/carers the flexibility to save money into the account for times where childcare needs are greater. If parent/ carers circumstances change, they can withdraw the money saved, minus the governments contributions. For more information visit https://www.gov.uk/tax-free-childcare.

Childcare Vouchers (for existing claims)

Childcare Vouchers are a Government scheme that is offered through employers and allows working parent/carers to pay their childcare costs from a pre-tax salary.

Childcare Vouchers are no longer available to new applicants. However parent/ carers who are continuing to using childcare vouchers can do so until their employer stops offering the scheme, and do not necessarily need to convert to Tax-Free Childcare.

The Childcare Element of Working Tax Credit (for existing claims)

The Childcare Element of Working Tax Credit is financial help towards the costs of childcare. This is paid to the person who is mainly responsible for caring for the child or children, alongside payments of Child Tax Credit and other elements of Working Tax Credit. The Childcare Element of Working Tax Credit is dependent on household income.

However, amounts received may differ due to the number of children using childcare or if the child/ren has a disability.

If eligible, parent/carers could receive up to 70% of their childcare costs, however this can only be claimed if they are in receipt of Working Tax Credit.

There is a limit to the total amount available to eligible parents, this is as follows:

- £175 in costs per week for one child and £300 for two or more children. Any childcare costs that parent/carers pay in excess of these amounts are not used in the calculation.
- Therefore eligible parent/carers could claim £122.50 (70% of £175 for one child) or £210 (70% of £300 for two children) towards their childcare costs per week. Childcare costs exceeding this amount are payable by the parent/carer.

To find out if you are eligible for the Childcare Element of Working Tax Credit/ Universal Credit call the Tax Credits Helpline on 0345 300 3900.

Support for Students in Higher Education

Depending on your circumstances, the Childcare Grant (CCG) could help with the cost of registered childcare. If you have dependent children under 15 (or under 17 if they have Additional Learning Needs (ALN).

The maximum Childcare Grant available will be up to 85% of your actual costs, based on your course intensity. During the academic year 2022/2023 you could claim a maximum of £184 per week for 1 dependent child, £315 a week for 2 or more dependant children. If you do not have a childcare provider at the time you apply, you can still get CCG, but this will be capped at £141 per week or 85% of actual costs, whichever is lower. Once you supply childcare provider details, we'll recalculate your funding for the higher amount.

Families are unable to claim this grant if they or their partner claims the childcare element of Working Tax Credits, Universal Credit, NHS-funded childcare grants, are studying on a distance learning course, unless you are studying a distance learning course due to disability, paying a relative to care for your child or Tax-Free Childcare. (Taken from www.studentfinancewales.co.uk May 2022).

Childcare Offer for Wales

The Childcare Offer for Wales is a Welsh Government initiative and will provide eligible working parents with 30 hours of early education and childcare, for 3-4 year olds only. The Offer is a combination of Foundation Phase Nursery (FPN) (between 10 – 12.5 hours) and childcare (between 17.5 – 20 hours), for up to 48 weeks per year.

Eligible working parents-carers will need to be earning the equivalent of 16 hours at national minimum wage, national living wage or more, and be a resident in Torfaen. An upper income cap for working parents is set at £100,000. If part of a couple, both parents must be working and meet this requirement. If either parent earns above this upper income cap, they will not be eligible for the offer. The Childcare Offer will also be available to some parents in education and training. The expansion of the Offer will focus initially on parents who are enrolled on higher and further education courses. Once this change has been implemented, Welsh Government will look to include additional cohorts of learners over time.

Full details about the Offer can be found here https://torfaenfis.org.uk/thechildcare-offer-for-wales-30-hours-childcare/

To find out more about Childcare Vouchers, Tax Credits, Tax-Free Childcare, and the Childcare Offer for Wales and registered childcare, contact Torfaen Family Information Service on Freephone 0800 0196 330, email fis@torfaen.gov.uk or visit www.torfaenfis.org.uk

Education through the medium of Welsh

As part of the Welsh Government's vision (Welsh Medium Education Strategy) for education, training and the growing demand for Welsh-medium education. Each local authority, is required to produce a plan (Welsh Education Strategic Plan (WESP)) that sets out the strategic direction for the planning, delivery and growth in Welsh medium education. The Strategy's main aim is to increase the number of people of all ages able to use the Welsh language with their families, in their communities and at work.

The WESP will also help local authorities to contribute to the Welsh Government's Cymraeg 2050 Strategy and reach its target of a million Welsh speakers by 2050.

If you would like your child to be educated through the medium of Welsh we provide excellent Welsh Medium Education in Torfaen. If your child is nursery age then there is a nursery unit attached to Ysgol Gymraeg Cwmbran, Ysgol Bryn Onnen, Ysgol Panteg, Ysgol Gymraeg Gwynllw Part time Early Years education through the medium of Welsh is also available at approved childcare settings, Meithrinfa Pontnewydd in Cwmbran and Ysgol Feithrin Pont-Y-Pwl in Pontypool. Please contact the Family Information Service regarding all Welsh medium childcare provision.

There are now four Welsh Medium Primary Schools in Torfaen, these are Ysgol, Bryn Onnen serving the north of the Borough, Ysgol Gymraeg Cwmbran and Ysgol, Panteg in Griffithstown, serving Cwmbran and mid Torfaen, and Ysgol Gymraeg Gwynllyw is now a 3-18 school offering a primary provision for the Pontypool area. Ysgol Gymraeg Gwynllyw is now open as the Welsh medium all-age school which currently admits pupils from Torfaen, Blaenau Gwent and Monmouthshire.

At Ysgol Panteg there is a late emmersion provision unit set up to help learners entering Welsh medium education at a later stage (between 7-11) and pupils for whom Welsh may not have been a part of their daily routine, to gain the skills and confidence needed to continue their learning through Welsh. Children generally will join the unit for an intense learning period of approximately 12 weeks before then undergoing a period of transitioned integration into Welsh language mainstream settings within Torfaen. The name 'Carreg Lam' means stepping stone because we are a bridge into a new bilingual future for every pupil.

Please refer to the website for further information www.carreg-lam.com.

Other useful link will include
https://www.torfaen.gov.uk/en/Related-Documents/Schools-Info/Being-Bilingual-in-Torfaen.pdf
https://www.torfaen.gov.uk/en/EducationLearning/SchoolsColleges/EducationthroughtheMediumofWelsh/EducationthroughtheMediumofWelsh.aspx

Parents themselves do not have to be Welsh speakers in order for their children to benefit from Welsh Medium Education. Children can transfer to Welsh Medium Primary Schools from the English medium nursery sector. If you have any questions you can contact the Head teachers of our Welsh Medium Schools directly as they will be happy to speak with you.

Please see below useful links for to help parents
https://www.valeofglamorgan.gov.uk/en/living/schools/Welsh-Medium-Education/Welsh-Medium-Education-and-Resources-for-Parents.aspx
https://learnwelsh.cymru/learning/supporting-parents-and-families/

Pupils attending a Welsh Medium School will be provided with transport in accordance with the Authority's transport policy.

St Alban's R.C. High Governing Body

Admissions Policy

Saint Alban's Roman Catholic High School is part of the Catholic Church. It is a Voluntary Aided School in the Archdiocese of Cardiff and is maintained by Torfaen Local Authority. The Governing Body of Saint Alban's is the Admissions Authority for this school.

Our aim is to provide a high quality Christian Education based on the teachings of Christ in the Gospels, where each individual is a valued member of our community, and is able to develop his or her talent to the full. We aim to promote in all members of our community, faith and religious commitment, in accordance with the rites, practices and teachings of the Catholic Church.

Admission Number

The Admission Number of new entries as of September 2023 is 170 as per Welsh Government / Local Authority directives.

Pupils with a Statement of Additional Educational Needs

Children with a statement of ALN naming the school will be admitted before other applicants.

Oversubscription Criteria and Order of Priority

When the number of applications is equal to or less than the admission number, all pupils will be admitted. When the number of applications exceeds the admission number, the following criteria will be applied to all applications, in priority order:

1 Looked after children (LAC) and previously looked after children. The definition of a Looked After Child is a child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989. Looked After Children who are baptized Roman Catholic are given priority over non-baptized Looked After Children.

2 Children who are baptized members of the Roman Catholic Church, Who currently attend a Roman Catholic Primary School.

3 Children who are baptized members of the Roman Catholic Church, who currently do not attend a Roman Catholic Primary School.

4 Children who are not baptized members of the Roman Catholic Church, who currently attend a Roman Catholic Primary School.

5 Children who currently attend a Church in wales school and who are supported by letter from their Christian Minister of Religion or the Headteacher.

6 Children who seek a Faith-based education and who are supported by letter from their Christian Minister of Religion.

7 Children of other faiths who seek a Faith-based education, where the child has been baptized or dedicated in accordance with the practice of their faith tradition, and who are supported by a letter from their Minister or Religion or Faith Leader.

8 Children of other faiths who seek a Faith-based education and who are supported by a letter from their Minister or Religion or Faith Leader.

9 Children whose parents seek a Faith-based education.

Tie Breaker

Where places are available to some but not all the applicants in any of the categories listed above then preference shall be given to those living closest to Saint Alban's RC High School. The distance is measured as the safest walking route between the home address and the main gate of the school, as calculated by an independent verifier. Evidence of residence WILL be required.

Notes

In all of the above categories where a claim to baptism or dedication is made, written evidence must accompany the application form.

Siblings

Children who have a sibling on roll at St. Alban's RC High School in the September the applicant would begin school will be given priority in each of the above categories. Priority will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority.

Definition of Sibling

Any sibling connection must be stated on the application form. For admission purposes 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.

If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth the governors will admit the other sibling(s).

Appeals Procedure

Where a child is refused entry to school, the Governing Body will write to the parents giving full details of why the application was refused, in light of the published criteria.

Parents have the right of appeal against the decision to refuse an application. The intention to appeal must be forwarded in writing, within 14 days of the receipt of the refusal letter, to the Clerk to the Governors, c/o the School. The appeal will be heard by an Independent Appeals Panel.

Waiting List

A waiting list will be maintained until 31 December. If an additional place becomes available the governors will consider those on the waiting list on the basis of the published oversubscription criteria and not on the date the application was received.

Placing a child's name on the waiting list does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Late Applications

Any late applications will be considered by the Governors' Admissions Committee using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

How to apply?

Any parent may apply for his / her child to be admitted to the school. A form of application can be completed on the school website and will be considered by reference to this policy by the Admissions Sub-Committee of the Governing Body.

Henllys Church in Wales Voluntary Aided School

Admissions Policy and Procedures

The Governing Body of Henllys Church in Wales School welcomes applications from parents who wish for their children to be educated in an Anglican school (see note 7 for definition).

The school caters for children with a home address which is in the catchment area defined as the Rectorial Benefice of Cwmbran and Pontnewydd. A map and further details on the area is available at the school. (see Note 1).

Legislation

This Policy complies with the following legislation and statutory codes: The School Standards and Framework Act 1998, The School Admissions Code and The School Admission Appeal Code.

Capacity

The capacity of the school is the number of pupil places it contains. The number is agreed with the Local Authority and calculated using the Welsh Government guidance 'Measuring the capacity of schools in Wales'. The capacity number of Henllys Church in Wales School is 210.

Admission Number

The admission number (AN) is the maximum number that the school can admit in its Reception class. Pupils will not be refused a place until the Admission Number is reached. In the case of the Reception Class at Henllys Church in Wales Voluntary Aided School, this number is 30.

Responsibility for admission arrangements is delegated to a sub-committee of the school's Governing Body, known as an 'Admissions Committee'. The school works closely with the Local Authority to co-ordinate closing dates for receiving applications and sending offer letters across the Local Authority area.

Application Process

The school will send out application forms, to those parents who have expressed an interest, in the November of the year prior to the Reception intake year. When prospective parents return the application forms to the school they will need to provide photocopies of the birth certificate and the Baptism Certificate if appropriate.

Timetable

All applications received up to and on the closing date will be considered together.

The closing date for receipt of application forms is at noon on the last Friday in January, and parents will be notified no later than 16 April 2023. The closing date to receive letters appealing against a decision not to offer a place is two weeks after the date notified.

Parents (see Note 2 for definition) will be given a stated period in which to accept an offer. If parents do not respond they will be asked to respond again and informed at that time that the place will be withdrawn if they do not respond.

Late Applications

Applications received after the closing date will only be considered after all those received by the deadline have been considered. This means that, if no places are left after considering all the applications before the deadline, even if you fulfil a higher criterion than under which places have been offered to other applicants, you will be unsuccessful.

Parents have the right to appeal against a decision not to offer a place

At Henllys Church in Wales Voluntary Aided School pupils are admitted to the Reception Class at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday.

Admission outside the normal round

All applications for admission at any time other than the normal entry into Reception should be made on the schools' application form, available from the school and should be sent directly to the school. Applicants will be asked for proof of their address. Places will be offered subject to space being available in the relevant class.

Over Subscription Criteria

Where the number of applications received up to and including the closing date for applications is less than or equal to the admission number, all children will be offered a place in the Reception Class.

Where the number of applications exceeds the admission number, places will be allocated in accordance with the following oversubscription criteria:

Children with statements of special educational needs naming Henllys Church In Wales Voluntary Aided School will automatically be admitted before the over subscription criteria is applied.

1 Looked After Children, or previously Looked After Children, (see Note 3 for definition), who are baptised Anglicans.

2 Children who have been baptised Anglican and whose family regularly/habitually worship in a church, that is part of the Rectorial Benefice of Cwmbran and Pontnewydd, and live within the Rectorial Benefice of Cwmbran and Pontnewydd. Preference will be given to siblings (see Note 5).

3 Children who have been baptised Anglicain and whose family regularly/habitually worship at another Anglican Church and live outside the Rectorial Benefice of Cwmbran and Pontnewydd (see note 4). Preference will be given to siblings (see note 5).

4 Children whose family regularly/habitually worship at a church of another Christian denomination (see Note 4 for definition). Preference will be given to siblings (see Note 5)

5 Children who have been baptised Anglican but do not regularly attend, and families who do not attend. (over subscription to be applied in the order set out below)

6 Non baptised children who: (over subscription to be applied in the order set out below).

7 Have a sibling in the school (see Note 5)

8 Have exceptional medical needs, supported by written evidence, normally given by an independent medical officer or other appropriate person (see Note 6 for definition)

9 Are living within the Rectorial Benefice Area of Cwmbran and Pontnewydd

Tie Break

Where it is necessary to distinguish between two children who fulfil equal criteria, the proximity of the child's home in relation to the main school gate will be used. This distance by road, will be measured using Google maps, and it will be assumed that the child will be taken to school by car. The child living nearer the school being accorded the highest priority.

Appeals

Parents of children not offered a place may appeal to an independent appeals panel. Details on the procedure for appeals are available from the school and will be given to parents upon refusal of a place for their child.

Waiting Lists

Children not offered a place will be placed on a waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription. No account is taken of the length of time on a waiting list. The waiting list will be maintained until 30 September. After this date, parents should make another application for their child to attend the school.

Explanatory Notes

Note 1: The home address is the place the child spends the majority of the school week (Monday to Friday, including nights), at the time of application for a place at the school. The school reserves the right to check the validity of any address given, by asking for evidence such as inclusion on the Electoral Roll, or a recent utilities bill confirming your name and address.

Where a child's permanent address is not the same as the parents' (e.g. if he or she is resident with a grandparent) the school reserves the right to see official documentation, such as a child benefit book or medical card.

Childcare arrangements are not sufficient reason for listing another address.

If you are moving into the catchment area, we will ask you for evidence of your move, before considering any application for a place. Typical evidence is a letter from your solicitor confirming that you have a legally binding agreement to buy the house or a formal lease agreement.

Note 2: A parent is any person who has parental responsibility for, or is the legal guardian of, the child. If you are in any doubt, please contact the school for advice.

Note 3: A Looked After Child (LAC) is a child who is looked after by a local authority in Wales or in England in accordance with Section 22 of the Children Act 1989 and whom the Local Authority has confirmed will be looked after at the time of the child's admission to the school.

Note 4: Regular/habitual worship is defined as attending worship on at least one Sunday each month over the previous 12 month period. Evidence of this must be provided by a written statement signed by the relevant priest or minister.

Note 5: Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster child, or the child of the parent/carer's partner, who are already in the school and living together at the same address.

Note 6: The Governing Body will require a letter from a registered health professional (such as a doctor) stating why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.

Note 7: Churches who accept the doctrine of the Holy Trinity as set out in the covenant.

For further information please contact the school. Contact details are as follows:

Henllys Church in Wales Voluntary Aided School
Ty Canol Way,
Henllys, Cwmbran
Torfaen.
NP44 6JA

Telephone: 01633 877796
Fax: 01633 875942
Email: Minto.philippa@torfaen.gov.uk

Our Lady of the Angels RC Primary School

Our Lady of the Angels RC Primary School was founded by and is part of the Catholic Church. It is a Voluntary Aided school in the Diocese of Cardiff and is maintained by Torfaen Local Authority. It serves the Roman Catholic community of Our Lady's and St David's Parish. The Governing Body of Our Lady of the Angels RC Primary School is the Admissions authority for this school. Our aim is to provide a high quality Christian Education based on the teachings of Christ in the Gospels, where each individual is a valued member of our community, and is able to develop his or her talent to the full. We aim to promote in all members of our community, faith and religious commitment, in accordance with the rites, practices and teachings of the Catholic Church.

The admission number is 30 in the Reception class/group in September 2024 as per Welsh Government / Local Authority directives. This Admission number applies to all foundation phase year groups.

The Governing Body will meet in the Spring Term 2024 to consider applications. Please make sure that all requests for admissions are submitted by 9 January 2024.

Pupils with a Statement of Additional Learning Needs

Children with a statement of ALN naming the school will be admitted before other applicants.

Oversubscription Criteria and order of priority

When the number of applications is equal to or less than the admission number, all pupils will be admitted. When the number of applications exceeds the admission number, the following criteria will be applied to all applications, in priority order:

*NB Children who have a sibling on roll at Our Lady of The Angels Roman Catholic Primary School in the September the applicant would begin school, will be given priority in each of the categories. Priority will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority.

- Looked After Children (LAC) and previously looked after children. The definition of a Looked After Child is a child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989. Looked After Children who are baptized Roman Catholic are given priority over non-baptized Looked After Children. Applications must contain details of the Local Authority and Social Worker.

- Children baptised into the Roman Catholic Faith and reside in the parish of Our Lady and St David's Parish, Cwmbran.
- Other baptised Roman Catholic children.
- Roman Catholic children who are not yet baptised.
- Children of other Christian denominations whose parents are seeking a Catholic education. Priority will be given to those applications supported by their Faith Leader.
- Children of other Faith traditions whose parents are seeking a Catholic education. Priority will be given to those applications supported by their Faith Leader.
- Children of other Christian denominations whose parents have demonstrated a wish for a Catholic education
  *NB - Applications for medical circumstances must be accompanied by a letter from a medical Consultant.
- Children of other Faith traditions whose parents have demonstrated a wish for a Catholic education
- Children for whom application is made in special circumstances may be admitted at the Governors' discretion. Each application must be accompanied by a letter from the appropriate professional person. Please supply full details concerning applications. The Governors will treat all information as confidential. Special circumstances include medical and social reasons.

Notes

*1. Criteria 1 – Evidence of child being LAC or previously LAC

*2. Criteria 2 & 3 Copy of Certificate of Baptism to be supplied.

*3. Criteria 4: "Statement of Intention" form signed by Faith Leader.

*4. Criteria 5: Copy of Certificate of Baptism where appropriate or a supporting letter to show participation in the faith of which this minister/faith leader is giving advice.

Over subscription tie break

Within each set of over-subscription criteria, if the cumulative number of applications exceeds the published admission number, priority will be based on those residing closest to Our Lady of the Angels school. This distance is measured as the 'shortest available walking route, between the nearest entrance / front gate of the home and the main gate at Our Lady of the Angels school.

The school uses the route determined by Torfaen Borough Council, who deems a route is available if a child, accompanied as necessary, can walk to the school in reasonable safety.

Torfaen will determine the route as outlined above using its own specific routing software. In order to ensure fairness and consistency for all applicants this is the only measurement tool that is used by the Council for its own schools and Our Lady of the Angels. The governors will treat all information as confidential.

Appeals

Parents have a statutory right of appeal against the non-admission of a child to the school. This will be heard by an Independent Appeals Panel, in which the Governing Body and Headteacher play no role. 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.

Waiting List

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate until the end of the school year for which the application was made.

Parents have a statutory right of appeal against the non-admission of a child to the school. This will be heard by an Independent Appeals Panel, in which the Governing Body and Headteacher play no role. 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.

Late Applications

Any late applications will be considered by the Governors Admissions Committee using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

How to Apply?

Any parent may apply for his / her child to be admitted to the school. A form of application can be completed on the school website and will be considered by reference to this policy by the Admissions Sub-Committee of the Governing Body.

Padre Pio Catholic Primary School

Admissions Policy

Padre Pio Catholic Primary School was founded by and is part of the catholic Church. It is a voluntary Aided School in the Archdiocese of Cardiff and is maintained by Torfaen Local Authority. It Serves the Roman Catholic Parish of St. Alban's. The Governing Body of Padre Pio School is the admissions authority for this school.

Our aim is to provide a high quality Christian Education based on the teachings of Christ in the Gospels, where each individual is a valued member of our community, and is able to develop his or her talent to the full. We aim to promote in all members of our community, faith and religious commitment, in accordance with the rites, practices and teachings of the Catholic Church.

Admission Number

The Admission Numbers of new entries as of September 2024 is 30 as per Welsh Government/Local Authority directives.

Pupils with a Statement of Special Educational Needs

Children with a statement of SEN/ALN naming the school will be admitted before other applicants.

Oversubscription Criteria and Order of Priority

When the number of applications is equal to or less than the admission number, all pupils will be admitted. When the number of applications exceeds the admission number, the following criteria will be applied, in priority order. In every criterion 'looked after children / previously looked after children' will take priority:

1 Baptised children of practising Catholic parents living in the St. Alban's Parish of North Torfaen.

2 Baptised Catholic children of non-practising parents of the above area.

3 Baptised Catholic children living outside of Saint Alban's Parish.

4 Children who are siblings of pupils already in the school.
(Siblings are: brothers and sisters, whether half, full, step or adopted or foster will be considered relevant where living in the same household and where an older child will still be registered at the school when the younger one would be eligible to attend.

5 Children of other Christian faiths whose parents desire a specifically Catholic education for their children. These applications should be accompanied by a christening certificate or a letter of support from their own faith leader.

6 Children of other faith traditions whose parents desire a specifically Catholic education for their children. These applications should be accompanied by a letter of support from their own faith leader.

7 Children whose parents seek a faith-based education.

(Please refer to noted overleaf for further guidance on the oversubscription criteria).

Tie Breaker

Where places are available to some but not all the applicants in any of the categories listed above then preference shall be given to those living nearest to the school. The distance is measured as the shortest safest walking route between the home address and the main gate of the school. This will be measured using Torfaen's digital geographical information mapping system.

Notes

All Applications from baptised Catholics must be accompanied by their baptism certificate.

Baptised children also refers to children who have expressed a desire to be baptised into the Catholic Church and are currently preparing for the sacrament. This must be confirmed by the Parish priest in writing.

Practising Catholic parents are those that attend Sunday Mass weekly as confirmed in writing in the reference from their parish priest.

In the event of multiple birth children meeting the same over subscription criteria, if governors are able to admit one of the siblings then their multiple birth siblings will also be admitted.

In all of the above categories the Governing Body will give consideration to those children who have particular medical or social needs which determine the school being particularly suitable for an individual child. In such a case, strong and relevant evidence must be provided by an appropriate authority, e.g. qualified medical practitioner, education welfare officer, social worker or priest.

Appeals Procedure

If your application is not successful, you have the right to appeal the decision. Parents wishing to express the right of appeal should contact school to request an appeal form and guidance notes on the appeals procedure. The appeal form should be returned within 14 days (10 working days) of receiving notification that your application has been unsuccessful – the appeal form should be returned to the Clerk to the Governing Body, care of Padre Pio School. An independent Appeals Panel will be convened as soon as is practicable to determine the appeal. For timetabled admissions, appeals will be heard within 30 days of the specified closing date for receipt of appeals. Appeals outside the normal timetabled admissions process will be heard within 30 days of the appeal bring received in writing.

Waiting list

Children who have not been offered a place at the school will be placed on a waiting list. The waiting list will be operated using the oversubscription criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. Names will remain on the waiting list until September 30 in the school year in which they have applied.

Late applications

Any late applications will be considered by the Governors' Admissions Committee, using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Applications Received Outside the Normal Admission Round

A school application form must be completed – this will be considered by the Governors' Admissions Committee and parents will be notified of the decision to offer or refuse a place within 15 school days or 28 calendar days (whichever is the sooner).

Ponthir Church in Wales Voluntary Aided School

Admissions Determination

The Governing Body of Ponthir Church in Wales School is the admissions authority.

All applications for admission must be made by a completed application form provided by the school. Governors will determine applications at the designated time agreed with Torfaen County Borough Council.

It is advised that all applicants complete and return their Local Authority application form detailing alternative preferences in case you are unsuccessful in your application to attend Ponthir Church in Wales School.

Oversubscription Criteria and order of priority

Places will be allocated up to the school's admission number of 16. Children with a statement of special educational needs naming Ponthir Church in Wales Primary School as the most appropriate school must be admitted. Looked After Children (LAC) and previously Looked After Children i.e. children in the care of the local authority or have been in the care of the LA must also be admitted. Should the number of other applications exceed the number of remaining places the following 'tie breaker' criteria, listed in order of priority, will apply.

In each of the following categories preference will be given to children living nearest to the school by a safe walking distance. Where a safe walking route cannot be determined for an applicant, the shortest driving route will be used.

For the purposes of this policy 'Safe walking distance to school' means the route using pavements and footpaths, measured from the front door of the child's home to the main door of the school.

1 Children living within the school's designated catchment area of Ponthir and Llanfrechfa, as defined by local government administrative area boundaries. A map showing the boundaries of the school's catchment area may be viewed at the school. The school will also contact the LA to measure the distance to the school using the LA system called " map info."

2 Children who will have a sibling still attending the school when he/she joins. For the purposes of this policy 'Sibling' means a brother or sister, half-brother or half-sister, step-brother or step-sister, a child adopted by the applicant's parents, or a child being looked after by the local authority (i.e. a 'foster child'), living in the same household. Please note that the admission of a child to a school does not guarantee that a place will be available in future for other children in the family.

3 Children whose parents regularly attend services at All Saints Church Llanfrechfa.

4 Children whose parents regularly attend services at another Anglican Church.

5 Children whose parents regularly attend services at a church of any other denomination. For the purposes of this policy 'parent' means a child's natural parent or adoptive parent, step parent or 'foster' parent. Regularly attending services' means attending a service at least once a month over the previous 12 month period. Evidence of this must be supported by a written statement signed by the relevant priest or minister. In the case of multiple birth children (eg twins/triplets) then the school will admit the other sibling(s).

Notifying Applicants

The outcome of all applications will be issued in writing on the relevant offer date.

Admissions Appeals

Parents/Guardians refused a place for their child may appeal in writing within 14 days of notification that their application for a place at the school was unsuccessful, to the Clerk of the Independent Admissions Appeals Panel, c/o The School. Appeals during the timetabled admissions process are heard within 30 school days of the closing date for receipt of appeals; outside that process within 30 school days of receipt.

Waiting list

If there are more applications than places, once places have been allocated during the normal admission round, names will be placed on a waiting list which will remain open until 30 September of the school year in which they apply. If places became available before then, they must be allocated to those on the waiting list on the basis stated above.

Parents will need to complete an additional Admission Application Form, after the 30 September, if they wish their child to remain on the waiting list from the 1 October.

Late Applications

Late applications which are received after the respective closing date but before the respective offer date will be considered and parents informed in the month following the offer day.

Further late applications will then be collated on a monthly basis based upon the month in which they are received. Places are allocated in line with the criteria and parents will be informed of the outcome of their applications within the month after receipt. The arrangements for late applications will continue up until the last week of August. After this date, any admissions received are then processed as an in year transfer of schools.

Please note that applications determined as being late may increase the possibility of not achieving a place. This is because all applications submitted with the necessary evidence prior to the closing date will receive priority over those received after the closing date.

If all places have been filled, parents-carers will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents-carers from exercising their right to appeal against the decision not to offer a place

Admission at all other times

Current legislation decrees that no class at Foundation Phase shall exceed 30 children. It is the wish of the Welsh Assembly Government and the Governing Body of the school that, class sizes in Key Stage 2 should not exceed 30.

Should an application be made to a Foundation Phase class that is full the School Admissions Panel will convene to assess the application. The parents will be informed of the statutory limitations that apply to this phase. If parents so wish, their child's name will be placed on a waiting list. Parents also have the right to appeal against a decision not to admit their child.

Should an application be made to a Key Stage 2 class that is full, then the School Admissions Panel will convene to consider the application, making reference to the Admissions Policy. Parents will be notified, in writing, of the decision of the panel. If the decision goes against the parents, then their child's name can be placed on a waiting list. Parents also have the right to appeal against a decision not to admit their child.

If places become available and there are children on the waiting list then the place(s) will be offered on the basis of the oversubscription criteria.

St David's RC Nursery and Primary School

St David's RC Primary School was founded by and is part of the Catholic Church. It is a Voluntary Aided school in the Archdiocese of Cardiff and is maintained by Torfaen LA. It serves the Roman Catholic community of Our Lady's and St David's Parish. The Governing Body of St David's RC Primary School is the Admissions authority for this school. The admission number is 30 in the Reception class/group in September 2024.

The governing Body will meet in the Spring Term to consider applications. Please make sure that all request for admissions are submitted by Tuesday 9 January 2024. Offer of places will be confirmed by Tuesday 16 April 2024.

Pupils with a statement of Special Educational Needs/Additional Learning Needs

Children with a statement of SEN/ALN Naming the school will be admitted before other applicants.

Oversubscription Criteria and Order of Priority

Where the number of applicants exceeds the Admission Number of 30 places available, places will be awarded to applicants in the under mentioned categories in the following order of priority.

1 Children who are baptised in to the Roman Catholic Church of Our Lady and St David's Parish, Cwmbran (requires proof of baptism).

2 Other baptised Roman Catholic Children (requires proof of baptism).

3 Roman Catholic children not yet baptised. (requires proof of intention form signed by the Parish/Priest/Clerk).

4 Children of other Christian denominations whose parents have demonstrated a wish for a Catholic education (please provide a letter of support from their Minister or Faith Leader where there is not evidence of a baptism certificate. The supporting letter should show participation in the faith of which the minister/faith leader is giving advice).

5 Children of other faith traditions whose parents have demonstrated a wish for Catholic education (please provide a letter of support from their Minister or Faith Leader where there is not evidence of a baptism certificate. The supporting letter should show participation in the faith of which the minister/faith leader is giving advice).

6 Children for whom application is made in special circumstances may be admitted at the Governors' discretion. Each application must be accompanied by a letter from the appropriate professional person. Please supply full details concerning applications. The Governors will treat all information as confidential. Special circumstances include medical and social reasons. (Professional supporting evidence from e.g. a doctor, psychologist, social worker, is required. Evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school).

7 Any other children.

In each category above:

8 **Looked after children and previously Looked After Children will be given highest priority**

9 **Siblings will be given second highest priority**
Siblings are: Brothers and sisters, whether half, full, step, adopted or foster will be considered relevant where living in the same household and where an older child will still be registered at the school when the younger one would be eligible to attend.

10 **Twins/ Multiple Births**
Where a family of twins or triplets request admission and if one sibling Has been offered the last place the "expected pupil" rule comes in and the other twin/triplets are offered a place.

Catholic siblings will be considered in the first instance and then non-Catholic siblings.

Tie Breaker

After taking into account the above categories, priority will be based on the closeness to the school measured by the nearest available walking route from the front school door to the pupil's front door. is Measurement will be undertaken using Torfaen Local Authority Digital Information Mapping System. Evidence of residence will be required.

Nursery

Parents are reminded that an offer of an nursery place does not guarantee the child an automatic place in Reception and parents will need to reapply for a place in Reception.

Unsuccessful applicants to nursery do not have the right to appeal against the decision.

Waiting List

Where we have more applications than places, children who have been unsuccessful in obtaining a place in the school will have their name placed on a waiting list. The names on this waiting list will be ordered by the application of the oversubscription criteria. The date of application is not a criterion for the order of names on the waiting list. Should there be late applicants for the school they will be assessed against the oversubscription criteria and slotted in accordingly to. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

The waiting list will operate until the end of the school year for which the application was made.

Appeals

If your application is not successful, you have the right to appeal the decision. Parents wishing to express the right of appeal should contact school to request an appeal form and guidance notes on the appeals procedure. The appeal form should be returned within 14 days of receiving notification that your application has been unsuccessful – the appeal form should be returned to the Clerk to the Governing Body, care of St. David's R.C. Primary School. An independent Appeals Panel will be convened as soon as is practicable to determine the appeal – you will be given at least 14 days' notice of the Appeals Hearing.

Applications Received Outside the Normal Admission Round

A school application form must be completed – this will be considered by the Governors' Admissions Committee and parents will be notified of the decision to offer or refuse a place within 15 school days or 28 calendar days (whichever is the sooner).

ALN and Inclusion Service

Our aim to create inclusive cultures and communities in our schools to maximise the educational opportunities for all Torfaen pupils. We want all children, parents/carers and staff to feel equally valued. Breaking down barriers to children's learning to encourage their full participation in school life by offering all children an education, which is designed to enable them to be included, and participate fully, in the society to which they contribute and from which they benefit.

The majority of pupils will have their educational needs identified, met and monitored within mainstream early years setting, schools or colleges. All children and young people learn in different ways and at different rates. In every class in every school there will be some pupils who progress at a slower rate than other children. These pupils will benefit from differentiated good quality teaching and learning and universal support from their education provision.

What should I do if I am worried about my child?

As a parent you will know your child best. If you have any concerns about your child's learning or behaviour you should first talk things over with your child's class teacher, Additional Learning Needs Coordinator, Headteacher or early year's provider. It is very important that you discuss your worries with school. Quite a lot of children will struggle with their learning and behaviour at some point during their school life.

Torfaen LA believe that the best way to help your child is for everyone to work together using a Personal Centred approach. This approach puts the pupil at the heart of the planning and ensures that all relevant agencies work together to plan for the young person. The LA believes that children and young people should feel confident that their views will be listened to and valued. Where possible children and young people will be encouraged to participate in all the decision-making processes that occur in education.

Additional Learning Needs and Education Tribunal (Wales) Act 2018

From September 2021 The Additional Learning Needs (ALN) and Education Tribunal (Wales) Act 2018 will replace the current Special Educational Needs (SEN) framework in a 3 year phased implementation both systems will run concurrently with groups of young people transferring to the new system in stages.

The Act makes provision for one universal, statutory Individual Development Plans (IDP) for all children and young people aged 0-25 who have been assessed as having ALN by their school /college or by the Local Authority where pupils have severe and complex needs or are in groups of pupils for whom the LA is responsible e.g. Looked After Children. Further information on the changes can be found below https://gov.wales/additional-learning-needs.

School Support

The majority of children with Additional Learning Needs are educated within mainstream early years settings/schools/colleges through universal provision and services. Each school has a provision map which sets out their graduated response for meeting pupil needs with the support and interventions they have developed as a whole school approach to meet the needs of the students on their roll. All maintained mainstream schools in Torfaen have an allocated ALN budget with which to plan support and provision for pupils attending their school.

Some pupils will be identified by their school as having an Additional Learning Need and the pupil may require more individualised planning with targeted interventions and additional learning provision provided by their school through an Individual Development Plan or Individual Education Plan.

Where this is the case the school will talk to you about the plan and you will be invited to a person-centred meeting with the professionals involved in supporting your child to put a plan together. Your child's school may also talk with you about accessing support from one of our central services like Educational Psychology or Outreach who can provide advice and guidance to support planning for a pupil in their school.

The Local Authority's ALN and Inclusion Services work in collaboration with the young person /parents/carers /schools and other agencies using a personcentred approach. We provide advice, guidance and support for pupils who have or may have Additional Learning Needs (ALN).

Pupil and Parental Involvement

Torfaen Local Authority work closely with parents/carers of pupils with ALN to ensure they provide their views during each stage of the ALN process. Parent's knowledge and information, they can provide to the LA to support decision making is a vital part of the information we receive. Torfaen advocate that Pupil participation is an important element of the ALN process and pupils and supported to contribute their views whenever possible attend and participate in the meeting. Torfaen subscribe to the Children's Participation Standards.

Torfaen have a Service Level agreement with SNAP Cymru who provide free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities. They give advice and support on a range of issues including assessments, statements of special educational needs, bullying, school attendance, exclusion, health and social care provision and discrimination.

They can be contacted on 0808 801 0608 or on enquiries@snapcymru.org

Local Authority Services and Support

The Local Authority's ALN and Inclusion Service provide a wide range of services to schools. These aim to promote inclusion and provide schools with advice, guidance and support to help them plan and meet the needs of pupils who have or may have Additional Learning Needs.

Educational Psychology Service

Educational Psychologists work with children and young people in the age range 0-25 years. In partnership with the children and young people, their parents/carers, Education Service staff, school staff and staff from other agencies, educational psychologists provide support where there is concern about a young person's educational, emotional or social development. They undertake assessments, work directly with the young people and provide advice on the management of difficulties. They also provide training for those who work with children and young people. Each school has an allocation of Educational Psychology time from the service.

ALN Link Officers

Each school has a designated Link Officer who provides support, advice, guidance to school, parents/carers/carers and outside agencies on processes and procedures relating to ALN (Additional Learning Needs). They work with parents/carers and all agencies involved with young people to promote inclusion and ensure pupils individual needs are met. They can offer advice and guidance on ALN systems and processes, exclusions and vulnerable learners.

Specific Learning Difficulties Service

Torfaen have Specialist teachers who have knowledge and experience of working with children who have specific learning difficulties. They provide advice, support and training for school staff and work with schools to provide tuition for pupils with specific learning difficulties individually or in a small group setting.

Autism Support Service

The Autism Support Service aims to support children and families through exploring their current situation using a person centred approach. The service can serve as a bridge between the family and school ensuring that parents/carers are partners in the education of their child. Support is provided post diagnosis and through transitions in Early Years settings and both primary and secondary schools.

Training is available to parents/carers post diagnosis and for professionals working with children and young people diagnosed with an autism spectrum disorder or undergoing assessment. Drop in calls are also available to parents who are considering requesting a neurodevelopmental assessment for autism, or whose children are undergoing the assessment.

Schools Counselling Services

Torfaen have a service level agreement to provide schools based counselling service for children and young people.

The Primary Service

Young People from ages 7 to 11 can be referred to the Primary Service, and written parental consent is required before counselling can begin. Referrals can be arranged through the school or by contacting the service. Emailing the Service Manager at ceri.jones@ccyp.org.uk or primary coordinator oliver.wilford@ccyp.org.uk

The Secondary Service

For young people at secondary school, the School Counselling Service is available two days a week in each school. Young People can self refer, be referred by a member of staff, parents/carers or by any adult who is concerned about them.

Anyone referring to the secondary service must make sure that they have the consent of the young person.

The Service also offers an Out of Schools Service for 11 to 18 year olds on Tuesdays between 4pm-6pm at either the Cwmbran Centre for Young People, or at Pontypool Library.

For any information about the service, or to make a referral to the secondary or out of schools service, please contact us by ringing our confidential answer service on 01633 453035.

Outreach Service

Torfaen Outreach service provides support for young people within their schools and support for staff working with pupils. They work in a person centred way and offer a coordinated approach between local authority, schools, family and other agencies. Schools can make referrals for support to the weekly meeting. They provide support for anxiety management, Social skills, behaviour management, assessments, teaching and learning programmes and a variety of other interventions to support schools to develop planning and support for pupils.

Sensory and Communication Support Service (SenCom)

The teams within SenCom provide a wide range of advice and intervention strategies including teaching. We are a person-centred organisation, and our levels of intervention are matched to the changing needs of individual children and young people.

We are hosted by Torfaen County Borough Council and work regionally in Blaenau Gwent, Caerphilly, Monmouthshire, Newport and Torfaen with children and young people, families, schools, colleges, and early year's settings.

Our mission is to be a partner with families and schools in successfully including children and young people in all of school life and to ensure their learning journey meets no barriers to progress.

The Service is made up of three teams under the leadership of a Head of Service.

ComIT (Communication Intervention Team)

ComIT is a service set up for children with Speech, Language and Communication Needs.

ComIT aims to meet the additional needs of children and young people with a non-clinical diagnosis and primary need of Speech, Language and Communication when that need is severely impacting on the child's learning. The Team consists of Advisory Teachers, Speech and Language Therapists and Specialist Teaching Assistants.

Each authority has a named Lead Professional who liaises with the team and identifies appropriate schools and pupils for ComIT Intervention. The team can work individually or with groups of children by using thorough identification and support processes. A child does not need to have a statement to access ComIT.

How is a request for support made?

Requests to work with children come to ComIT through the school ALNCo.

Hearing-Impaired Support Service

Hearing Impaired Service (HIS) is a service to assist all children and young people with an identified hearing loss, to achieve their maximum potential and to acquire the necessary skills for life and to support successful inclusion into local schools. The team includes qualified Teachers of the Deaf and Specialist Teaching Assistants.

The Hearing-Impaired Service use the National Sensory Impairment Partnership Eligibility Framework, a tool for Sensory Services which aims to guide decision-making when allocating support for individual children and young people. Service support is dynamic and encourages close links with home, school and other agencies. We aim to build capacity in schools in meeting pupils' needs and provide focused support in response to changing needs of children and young people.

How is a referral made?

The vast majority of children are referred to the service by Health, however we are also able to give advice and signpost parents or professionals who have any concerns about a child or young person's hearing. After referral, contact is made with the school's ALNCo to talk about the child or young person. A school visit may be arranged to assess the pupil and to gather further information.

Vision Impairment Service

The Vision Impairment Service (VIS) aims to ensure that choice is offered to children, young people, and parents/carers. Expertise and resources are available to schools to enable full inclusive access to learning. Independent living and mobility skills are taught by VIS habilitation specialists. Collaborative working is established to support and meet all needs.

The VIS is able to provide a range of services in relation to individual needs. We work in partnership with children and young people with vision or multi-sensory impairment, parents, schools, education/career services and medical agencies to meet individual needs as identified through the assessment process.

How is a referral made?

We welcome enquiries and referrals from anyone involved with children and young people who may have concerns regarding a possible vision or multi-sensory impairment.

Our Contact Details
Sensory and Communication
Support Service
Brecon House
William Brown Close
Llantarnam Business Park
Cwmbran Torfaen
NP44 3AB
Telephone: 01633 648888

E-mail
Sencom@torfaen.gov.uk
ComIT@torfaen.gov.uk
HIS@Torfaen.gov.uk
VIS@Torfaen.gov.uk

Heads of Service
Roger Thurlbeck
Head of Service SenCom
roger.thurlbeck@torfaen.gov.uk

Mary Jo Spearey and Rebecca Kelly
Head of Service ComIT
maryjo.spearey@torfaen.gov.uk
Rebecca.Kelly3@torfaen.gov.uk

Jo Plant
Head of Service HIS
joanne.plant@torfaen.gov.uk

Sarah Hughes
Head of Service VIS
sarah.hughes@torfaen.gov.uk

Sian Draper
Business Support Manager
sian.draper@torfaen.gov.uk

Torfaen Specialist Provision

A small number of children will have severe and complex Additional Learning Needs who will require specialist support which cannot reasonably be met within the context of a mainstream school. Torfaen Local Authority have a continuum of specialist provision that includes Crownbridge Special School and Specialist Resource Bases attached to mainstream school's for pupils who have been assessed as requiring a more specialist education placement. Our Resource Bases and Special School have considerable expertise in working with pupils who have more complex needs.

The Local Authority is responsible for the placement of pupils within Resource Bases and Special School via the ALN Specialist Placement Panel. Schools assess and monitor pupils on their ALN registers. When they have concluded that a pupil may require more specialist support or intervention that cannot be reasonably provided by their mainstream school, they liaise with their school Educational Psychologist (EP) to discuss the pupil. If it is agreed as appropriate and consent given by parents/carers, the EP will undertake a formal consultation to determine if a specialist placement should be considered. If agreed the pupils name is placed on the specialist placement list for discussion at the meeting. Not all pupils who are placed on the list or discussed for specialist places will receive a placement and some pupils will be able to remain at their school with individual planning. Where a pupil is not awarded a placement at a specialist provision the Local Authority will work with the pupil' mainstream school to provide advice and guidance to continue to support the pupil at their school.

Placements In Out of County Schools

The majority of pupils will have their Additional Learning Needs met in Torfaen schools or provisions. Very few children will have been assessed as part of the statutory assessment /IDP process as having severe and complex needs that Torfaen do not have in county provision to provide for their individual needs. In these cases, a specialist placement outside the authority will be sought using the Local Authority commissioning process. We will seek to commission a day placement at an independent or non-maintained special school which is within reasonable travelling distance of the pupil's home. We will also work in conjunction with Social Care and /or Aneurin Bevan Health Board for placement of pupils with complex health and social care needs who may require a residential care placement in conjunction with the care plan.

We will continue to regularly review these pupils progress and monitor their provision to ensure it remains appropriate to meet their education needs as part of the Local Authorities quality assurance process.

Transport for pupils who attend Specialist Provisions

The majority of pupils with ALN attend their nearest suitable maintained mainstream school. Torfaen Transport Policy for students who have ALN is the same as for all pupils and transport is only provided for those students who reside over the statutory walking distances from the nearest suitable mainstream school. These are 2 miles for a primary aged pupil and 3 miles for a secondary aged pupil. Where a parent-carer has chosen a school, which is not the nearest suitable maintained school they will be responsible for the transport to school.

Where Torfaen ALN and Inclusion Inclusion and Pupil Support Service have awarded a placement at a specialist provision the transport department will be notified of the placement and transport will be put in place where the pupil is ordinarily resident within Torfaen and has been awarded a placement by the Local Authority specialist placement panel at:

- Local Authority Special Needs Resource Base (Unless the pupil resides under the statutory walking distances from the school, they have been awarded a placement)
- Crownbridge Special School
- Pupil Referral Until or Pont Fach Assessment CentreAn Independent Special School named in the Statement of SEN /IDP - where the Local authority has commissioned the placement

The ALN and Inclusion Pupil Support and Inclusion Service will only be involved in transport for pupils who attend specialist provisions all other transport queries will go through the main transport department. (Please see main transport section).

Vulnerable Learners Support

Torfaen have a range of services and work in collaboration with other agencies to provide support for vulnerable learners.

Children looked after by Torfaen

The local authority has designated link officers who work closely with Social Care /foster carers /young people and education settings to provide support, advice, guidance to school and outside agencies on processes and procedures relating to ALN (Additional Learning Needs). They work with all agencies involved with young people to promote inclusion and ensure pupils individual needs are met. They can offer advice and guidance on ALN systems and processes, Exclusions and placement planning.

Gypsy Roma Traveller Service

Torfaen Gypsy Roma Traveller Education Service is a local authority outreach service who provide task focused, school-based additional support to GRT pupils. The team work on an outreach basis supporting pupils on a needs led basis in line with the Torfaen graduated response and ALN matrix of support. Many GRT young people will require outreach support at key points during their education. Outreach provision is essential in building trusting relationships with the GRT community, signposting and working in collaboration with other services and providers to ensure learners are fully included in their schools.

Pupils who have English as an additional language

Torfaen have a service level agreement with Gwent Education Minority Ethnic Service (GEMS) GEMS supports Torfaen pupils whose first language is not English or Welsh. They work with schools to raise the achievement and attainment of black and minority ethnic (BME) learners (aged 4-19) . GEMS can advise teaching staff on strategies, resources, assessment and general good practice for learners.

They work closely with schools and parents/carers to help pupils improve their English language skills.

GEMS provides:

- advice, support and guidance on race equality for schools and governing bodies
- bilingual assessments to establish language support requirements
- home visits to ensure that good communications between parents/carers and the school are established. Essential school information is passed to parents/carers in their home language and their concerns and questions are passed back to the school.

Children from Service Families

Torfaen work with SSCE Cymru and our Regional School Liaison Officer for Service Children to ensure we follow the Armed Services Covenant working together to provide support for the children of service families attending Torfaen schools.

Exclusions

The use of exclusion.

A decision to exclude a child for a fixed period or permanently should be taken only:

- In response to serious breaches of the school's behaviour policy
- If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or of others in school

The decision to exclude

Only the Headteacher or someone designated as the acting Headteacher has the power to exclude a pupil from school. Exclusion should not be decided in the heat of the moment, unless there is immediate risk to the safety of others in the school or the pupil concerned.

Length of the exclusion

Regulations under the Education Act 2002 allow Headteachers to exclude a pupil for one or more fixed periods not exceeding 45 school days in any one school year. However, individual exclusions should be for the shortest time necessary to secure the benefits of exclusion without adverse educational consequences. In all cases of more than a day's exclusion, Headteachers must arrange for work to be provided and marked. Parents-carers should arrange for the work to be collected and returned and the school must ensure that further work is set until the pupil returns to school.

Lunchtime exclusions

Some children's behaviour can be particularly difficult at lunchtime. Where this is the case it may be possible through discussion and agreement with the parent to arrange for the pupil to go home for lunch. If this is not feasible, provision exists to exclude the pupil for the duration of the lunchtime, placing the legal responsibility for the child back with the parent-carer. Where lunchtime exclusion is used it should be a short-term measure only. If a child is in receipt of Free School Meals, arrangements should be made to provide a meal and this may mean a packed lunch.

Permanent exclusion

Permanent exclusion is an extremely serious step. It is an acknowledgement by a school that it has exhausted all available strategies for dealing with the child and can no longer have the child in its community.

Pupils with Additional Learning Needs (ALN)

Other than in the most exceptional circumstances, schools should avoid permanent exclusion for pupils with a statement of ALN. In most cases the Headteacher will be aware that the school, whether mainstream or special, is having difficulty managing a pupil's behaviour, well before the situation has reached the point that exclusion needs to be considered. Schools should try every practicable means to maintain placements, including liaison with the Local Authority and if necessary arranging a statutory review of the statement.

Informing the 'relevant person' about the exclusion

Under the regulations which came into force in January 2004 the 'relevant person' means:

- The parent-carer, if the pupil was aged ten or below on the day before the beginning of the school year in which he/she was excluded
- Both the parent-carer and the pupil, if the pupil is of compulsory school age and was aged eleven or above on the day before the beginning of the school year in which he/she was excluded
- The pupil if aged over compulsory school age (normally 16)

A Headteacher who excludes a pupil must ensure that the relevant person is notified immediately, ideally by telephone. The initial telephone notification must be followed up by a letter within one school day. Exclusion should normally begin on the next school day. Pupils subject to exclusion are not to be left unsupervised or sent from the premises. If the Headteacher decides to extend a fixed period exclusion or, exceptionally, to convert a fixed period exclusion into a permanent exclusion, he/she must arrange for work to be provided as soon a pupil is excluded for a fixed period.

Appeals process

The Headteacher's exclusion letter should inform the relevant person of the procedures should they wish to make representation or appeal against the exclusion to the Discipline Committee of the Governing Body. Subsequently there is a right of appeal to an Independent Appeals Panel for permanent exclusions and again, the relevant person should be fully informed at the appropriate time. The relevant person as defined in regulations means:

- The parent-carer if the pupil was aged 10 or below on the day before the beginning of the school year in which he/she was excluded
- Both the parent-carer and pupil if the pupil is of compulsory school age and was aged 11 or above on the day before the beginning of the school year in which he/she was excluded
- The pupil if aged over compulsory school age (normally 16)
- Therefore this gives all excluded pupils the right to be notified formally of their exclusion and enable them to appeal.

Where a child has been permanently excluded from two or more schools, his/her parents can still express a preference for a school place but the requirement to comply with that preference is removed for a period of two years from the date on which the latest exclusion took place.

For further information about services or support please contact:

Additional Learning Needs Team
Civic Centre
Pontypool
NP4 6YB
Tel: 01495 766968 / 01495 766848
Email: AdditionalLearningNeeds@torfaen.gov.uk

Education Welfare Service

What do Education Welfare Officers do?

- Offer a free independent advice service to parents, children and young people in liaison with inclusion officers
- Work with Torfaen schools to support pupils and ensure that they are receiving a suitable education given their age, ability, aptitude and any special educational needs
- Work with the business community and others to advise and regulate on the employment of children

How do Education Welfare Officers work?

- Schools can request the officer to make a home visit or to see a child in school
- Children can discuss problems with their Education Welfare Officer
- Parents can request an officer's help, advice or support
- Education Welfare Officers may also be responsible for legal action where parents fail to carry out their legal responsibility to ensure their child's regular attendance at school. (Education Act 1998)

Non attendance (Fixed Penalty Notices)

Legal Framework

The law empowers designated Local Authority (LA) Officers, head teachers, including their nominated deputies and the Police to issue Fixed Penalty Notices to the parents of children who have unauthorised absence from schools that fall within the South East Wales Consortium (SEWC) area.

Issue of a Fixed Penalty Notice

- A Fixed Penalty Notice can only be issued in cases of unauthorised absence;
- Fixed Penalty Notices will be restricted to one notice per parent of a pupil in an academic year;
- In cases where there is more than one poorly-attending pupil in a family, notices may be issued for more than one child.
- There will be no restriction on the number of times a parent may receive a formal warning of a possible Fixed Penalty Notice

Fixed Penalty Notices may be considered appropriate when

- At least 10 sessions (5 school days) are lost due to unauthorised absence during the current academic year. These do not need to be consecutive;
- Unauthorised absences of at least 10 sessions (5 school days) due to holidays in term time or delayed return from extended holidays; or
- Persistent late arrival at school, i.e. after the register has closed, in the current term. "Persistent" means at least 10 sessions of late arrival;
- Truancy, where the child has come to the attention of the Police or public during school hours for being absent from school, without an acceptable reason.

Responding to requests for the issuing of a Fixed Penalty Notices

Following the warning notice issued by the school or Police, parents-carer have a period of 15 school days within which to respond. During this time, the pupil must have no unauthorised absence. This information can be included in the formal written warning letter, where one has been issued.

The EWS will respond to all requests from schools or Police within 10 school days of receipt of a request. When satisfied that all of the relevant criteria have been met the LA will then issue a fixed penalty notice.

Fixed Penalty Notices for unauthorised holidays

Where the requested Fixed Penalty Notice is in response to a holiday related unauthorised absence, or is in relation to an offence under section 108 of the Education and Inspections Act 2006, the formal warning letter and 15 day improvement period will not apply.

Right of appeal

There is no statutory right of appeal, but where a parent contests the issuing of a Fixed Penalty Notice, they can submit any complaints to the EWS and/or opt to face proceedings in the Magistrates' Court under section 444 of the Education Act 1998, where all of the issues relating to their Fixed Penalty Notice can be fully debated and heard.

Payment of Fixed Penalty Notices

If the Fixed Penalty Notice is paid within 28 days, the penalty payable is £60, or £120 if within 42 days. Payments will not be accepted from parents after 42 days has elapsed and cannot be paid either by instalments.

Non-Payment of Fixed Penalty Notices

Non-payment of a Fixed Penalty Notice will result in prosecution for the period covered by the Fixed Penalty Notice under Section 444 of the Education Act 1998.

Further information is available in the Local Code of Conduct - Education Fixed Penalty document. Website Link: http://www.torfaen.gov.uk/en/EducationLearning/SchoolsColleges/AttendanceBehaviourWelfare/NonAttendance/Non-Attendance-FixedPenaltyNotices.aspx

Arrangements for the provision of education in schools outside Torfaen

At schools maintained by another authority

Parents/carers are expected to apply to the Chief Education Officer of the Authority concerned.

At schools not maintained by another authority

Financial assistance to attend schools not maintained by another education Authority may be given to the children of service personnel in overseas countries where satisfactory educational facilities are not available.

Arrangements for transfer between schools

Changing schools is a serious step for your child to take and should be given a great deal of thought.

For information and advice you will need to contact Kelly Tucker Tel:- 01495 766915, e-mail:- kelly.tucker@torfaen.gov.uk who will send you a transfer form and guidance if appropriate, which will need to be returned to the address on the form.

(N.B.) While the transfer is being processed your child must attend his/her present school. Non attendance will be recorded as unauthorised and could be referred to the Education Welfare Officer. Parents/Carer should be aware that transport would only be provided in accordance with the Local Authority's transport policy.

Please remember transfers must be approved by the local authority.

Registered private/voluntary early years settings

Welsh Medium Settings

Meithrinfa Pontnewydd

40 Station Road,
Pontnewydd, Cwmbran. NP44 1NZ
Telephone: 07901 826261 /
01633 873893
https://meithrinfa.co.uk

Ysgol Feithrin Pont-y-pŵl

St. James Hall, St. James Field,
Pontypool. NP4 6JT
Telephone: 01495 755616

English Medium Settings

Belle Vue Day Nursery

Belle Vue Road,
Cwmbran. NP44 3LF
Telephone: 01633 489999
www.bellevuenursery.co.uk

Building Blocks Day Nursery

Ynys Lane, Croesyceiliog,
Cwmbran. NP44 2LH
Telephone: 01633 864313
www.buildingblocksnursery.net

Building Blocks Too

Fairwater Way, Cwmbran, NP44 4PS
Telephone: 01633 480250
https://buildingblocksnursery.net

Buzzy Bees Day Nursery

27 Chestnut Green,
Cwmbran. NP44 5TH
Telephone: 01633 484228

Henllys Day Nursery

Henllys Old School, Henllys, Cwmbran.
NP44 6HU
Telephone: 01633 869211
https://henllysvillagenursery.co.uk

Wriggles and Giggles

Former Telephone Exchange
Victoria Street, Old Cwmbran.
NP44 3JP
Telephone: 01633 876838

Little Stars Day Nursery

Monmouth House,
Mamhilad Park Estate. NP4 0HZ
Telephone: 01495 755566
www.littlestarsnursery.com

Llanyrafon Playgroup

Llanyrafon Social Centre,
Llanyrafon Way, Cwmbran.
NP44 8RD
Telephone: 07761 607540

Osbourne Lodge Day Nursery

Osbourne Road, Pontypool. NP4 6LT
Telephone: 01495 752234
www.osbournelodge-nursery.co.uk

Pontymoile Under 5's Playgroup at Abersychan

Brynteg Community Hall,
Abersychan. NP4 7BG
Telephone: 07889 346348

Pontymoile Under 5's Playgroup

The Active Living Centre,
Pontypool Park, Pontypool.
NP4 8AT
Telephone: 07889 346348

Poppies Day Nursery

Maesderwen House,
Maesderwen Road,
Pontymoile, Pontypool. NP4 5LE
Telephone: 01495 764675
www.poppiesdaynursery.co.uk

Seren Fach Day Nursery

Caerleon Road,
Ponthir, Newport. NP18 1GD
Telephone: 01633 431300
www.serenfach.co.uk

Two Counties Nursery (CIC)

The Old School
The Highway, Croesyceiliog
Cwmbran. NP44 2HF
Telephone: 01633 489966
www.twocountiesnursery.co.uk

List of secondary schools (with relevant partner primary schools)

It should be noted that attendance at any of the Primary Schools does not qualify a pupil for entry to its relevant partner Secondary School. Neither does admission guarantee the provision of transport.

Secondary schools

Abersychan School

Cwmffrwdoer Primary
Garnteg Primary
Blaenavon Heritage VC

Cwmbran High

Coed Eva Primary
Blenheim Road Community School
Greenmeadow Primary
Nant Celyn Primary
Woodlands Primary

Ysgol Gymraeg Gwynllyw

Ysgol Gymraeg Cwmbran
Ysgol Bryn Onnen
Ysgol Panteg
Plus Welsh Medium Primary Schools within the council areas of Blaenau, Gwent and North Monmouthshire

Croesyceiliog School

Croesyceiliog Primary
Llanyrafon Primary
Maendy Primary
Pontnewydd Primary
Llantarnam Primary
Ponthir Church in Wales Primary

West Monmouth School

New Inn Primary
Penygarn Primary
Griffithstown Primary
George Street Primary

St Alban's RC High

Our Lady of the Angels RC Primary
Padre Pio RC Primary
St David's RC Primary

N.B. Henllys Church in Wales Primary School is not linked to any specific secondary school.

21st Century Schools Programme/ other changes

Parents/Carers are advised to note the following changes to school provision in Torfaen as part of the councils on going 21st Century School's Programme:

Crownbridge School

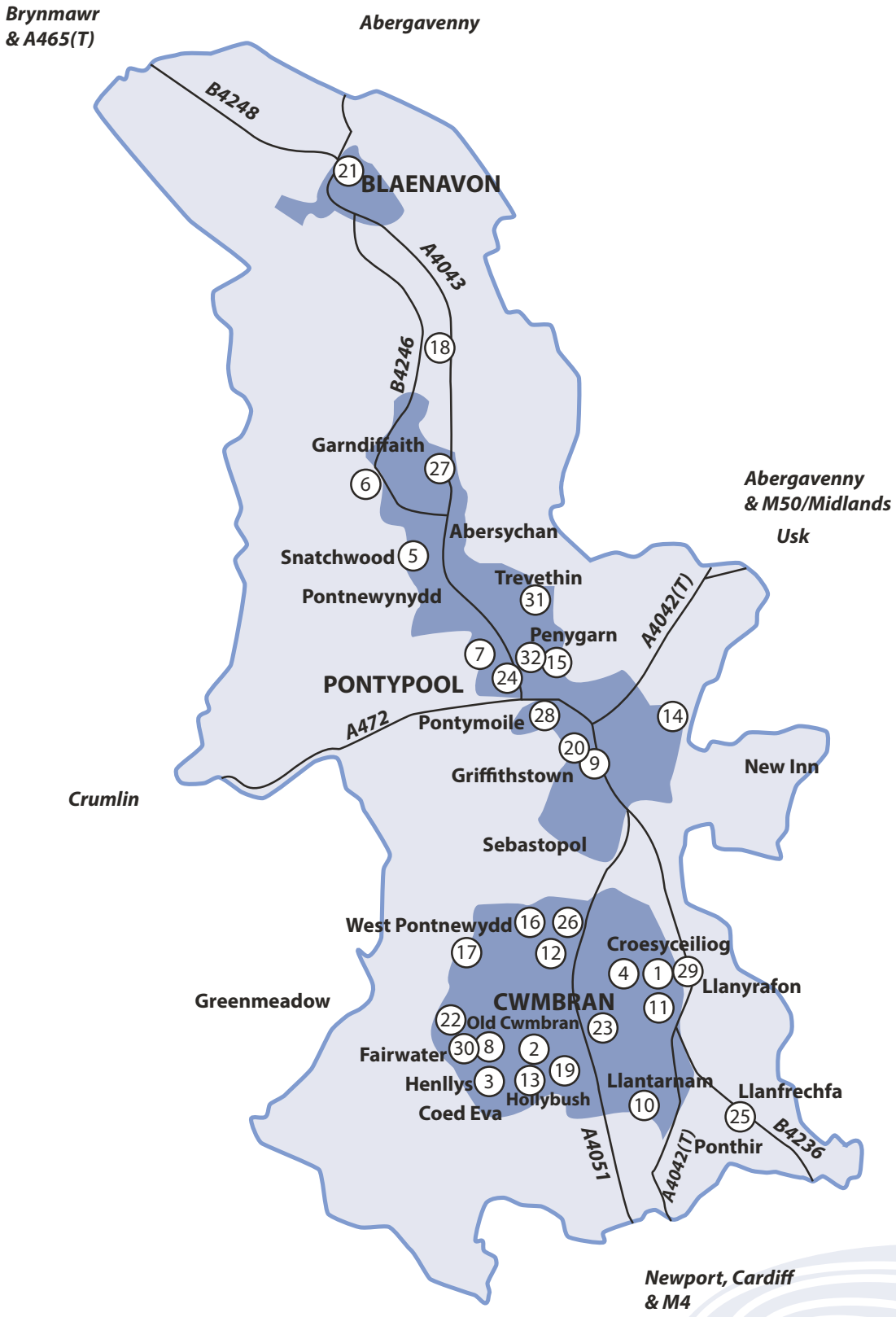
A 50 place extension is planned for the school. The proposal has a current anticipated implementation date of September 2024.

Maendy Primary School

A replacement for Maendy School on it's existing site offering 420 places, plus nursery, SNRB and pre school facilities is currently in the planning/development stage. Originally scheduled to open in 2023/24, a new implementation date is yet to be confirmed.

Map of Torfaen Schools

The numbers on the maps denote the location of each school within Torfaen. The number for the relevant school can be found after each school's name on the following pages.



Torfaen School's Directory

A comprehensive list of addresses and telephone numbers of schools in Torfaen.

Special Schools (Age range 2 - 19)

Crownbridge 1

Turnpike Road, Croesyceiliog, Cwmbran. NP44 2BJ
Telephone: 01633 624201
Fax: 01633 624237
Headteacher: Mrs B Moore

Primary Schools (Age range 3/4 - 11) AN

Blenheim Road Community Primary 2 45

Blenheim Road, St. Dials, Cwmbran. NP44 4SZ
Telephone: 01633 484655
E-mail: head.Blenheimroadcps@torfaen.gov.uk
Website: www.federationbrce.com
Executive Headteacher: Mr P Keane
AR: 36 PA: 36 ENR: 285 CAP: 315

✦ Coed Eva Primary 3 60

Teynes, Coed Eva, Cwmbran. NP44 4TG
Telephone: -01633 484131
E-mail: clerk.coedevaprimary@torfaen.gov.uk
Executive Headteacher: Mr P Keane
Website: www.federationbrce.com
AR: 50 PA: 50 ENR: 407 CAP: 420

✦ Croesyceiliog Primary 4 60

North Road, Croesyceiliog, Cwmbran. NP44 2LL
Fax: 01633 624120
Telephone: 01633 624114
Headteacher: Mr S Bates
AR: 37 PA: 37 ENR: 333 CAP: 420

AN Admission Number	**AR** - Applications Received (Sept. 2023 as at 1 March 2023)
PA Places Awarded (Sept. 2023 as at 1 March 2023)	**ENR** Expected Numbers on Roll (Sept. 2023)
✷ Special Needs Resource Base Attached	✦ Nursery Unit Attached
❍ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

Primary Schools (Age range 3/4 - 11) AN

✦ Cwmffrwdoer Primary 5 45

Waunddu, Pontnewynydd, Pontypool. NP4 6QZ
Telephone/Fax: 01495 742761
E-mail: head.cwmffrwdoerprimary@torfaen.gov.uk
Headteacher: Mrs S Truelove
AR: 22 PA: 22 ENR: 205 CAP: 315

✦ Garnteg Primary 6 60

Hillcrest, Garndiffaith, Pontypool. NP4 7SJ
Telephone: 01495 742934
E-mail: head.garntegprimary@torfaen.gov.uk
Website: www.garntegprimary.co.uk
Headteacher: Mrs S Roche
AR: 44 PA: 44 ENR: 351 CAP: 420

✦ George Street Primary 7 60

Wainfelin Road, Pontypool. NP4 6BX
Telephone: 01495 756436
E-mail: head.georgestreetprimary@torfaen.gov.uk
Website: www.georgestreetprimary.co.uk
Headteacher: Mr A Brasington
AR: 38 PA: 38 ENR: 362 CAP: 420

✦ Greenmeadow Primary 8 36

Craig Road, Greenmeadow, Cwmbran. NP44 5YY
Telephone: 01633 484320
E-mail: Claire.moses@torfaen.gov.uk
Website: www.greenmeadowprimaryschoolcwmbran.co.uk
Headteacher: Mrs C Moses
AR: 18 PA: 18 ENR: 176 CAP: 252

AN Admission Number	**AR** - Applications Received (Sept. 2023 as at 1 March 2023)
PA Places Awarded (Sept. 2023 as at 1 March 2023)	**ENR** Expected Numbers on Roll (Sept. 2023)
✷ Special Needs Resource Base Attached	✦ Nursery Unit Attached
❍ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

Primary Schools (Age range 3/4 - 11) AN

✦ Griffithstown Primary 9 60

Florence Place, Griffithstown, Pontypool. NP4 5DN
Telephone: 01495 759679
Fax: 01495 757177
E-mail: head.griffithstownprimary@torfaen.gov.uk
Website: www.griffithstown.primary.co.uk
Headteacher: Mr N Blackburn
AR: 44 PA: 44 ENR: 317 CAP: 420

✦ Llantarnam Community Primary 10 45

James Prosser Way, Llantarnam, Cwmbran, NP44 3XB
Telephone: 01633 480039
E-mail: llantarnamcps@torfaen.gov.uk
Website: www.llantarnamcommunityprimary.co.uk
Headteacher: Mrs L Perrett
AR: 45 PA: 45 ENR: 333 CAP: 329

✦ Llanyrafon Primary 11 58

Llanyrafon Way, Llanyrafon, Cwmbran. NP44 8HW
Telephone: 01633 867130
E-mail: head.llanyrafonprimary@torfaen.gov.uk
Website: llanyrafonprimary.co.uk
Headteacher: Mrs E Rowlands
AR: 52 PA: 52 ENR: 399 CAP: 407

✸✦ Maendy Primary 12 33

Wayfield Crescent, Cwmbran. NP44 1NH
Telephone: 01633 483168
Fax: 01633 489497
E-mail: head.maendyprimary@torfaen.gov.uk
Headteacher: Mrs S Thomas
AR: 25 PA: 25 ENR: 203 CAP: 231

AN Admission Number	**AR** - Applications Received (Sept. 2023 as at 1 March 2023)
PA Places Awarded (Sept. 2023 as at 1 March 2023)	**ENR** Expected Numbers on Roll (Sept. 2023)
✸ Special Needs Resource Base Attached	✦ Nursery Unit Attached
❍ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

Primary Schools (Age range 3/4 - 11) AN

✹✦❍ Nant Celyn Primary 13 60

Henllys Way, Cwmbran. NP44 7DJ
Telephone: 01633 624170
Fax: 01633 624169
E-mail: head.nantcelyn@torfaen.gov.uk
Website: www.nantcelynprimary.co.uk
Interim Executive Headteacher: Mrs J Bates
AR: 50 PA: 50 ENR: 407 CAP: 420

✦ New Inn Primary 14 75

Golf Road, New Inn, Pontypool. NP4 0PR
Telephone: 01495 757649
E-mail: head.newinnprimary@torfaen.gov.uk
Website: www.newinn.torfaen.sch.uk
Headteacher: Mrs K Prendergast
AR: 79 PA: 75 ENR: 512 CAP: 576

✦ Penygarn Community Primary 15 63

Penygarn Road, Penygarn, Pontypool. NP4 8JR
Telephone: 01495 742090
E-mail: head.penygarncps@torfaen.gov.uk
Website: www.penygarn.torfaen.sch.uk
Headteacher: Mrs L Smith
AR: 36 PA: 36 ENR: 352 CAP: 446

✹✦ Pontnewydd Primary 16 60

Bryn Celyn Road, Pontnewydd, Cwmbran. NP44 1JW
Telephone: 01633 483307
E-mail: head.pontnewyddprimary@torfaen.gov.uk
Website: www.pontnewyddprimaryschool.co.uk
Headteacher: Mr K Waters
AR: 35 PA: 35 ENR: 356 CAP: 420

AN Admission Number	**AR** - Applications Received (Sept. 2023 as at 1 March 2023)
PA Places Awarded (Sept. 2023 as at 1 March 2023)	**ENR** Expected Numbers on Roll (Sept. 2023)
✹ Special Needs Resource Base Attached	✦ Nursery Unit Attached
❍ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

Primary Schools (Age range 3/4 - 11) AN

✦ Woodlands Community Primary 17 45

Thornhill Road, Upper Cwmbran. NP44 5UA
Telephone: 01633 647488
Fax: 01633 647485
Website: www.woodlands-cp.torfaen.sch.uk
Headteacher: Mrs J Bates
AR: 33 PA: 33 ENR: 285 CAP: 319 AM: 4 AS: 0

Welsh Medium Primary Schools (Age range 3 - 11) AN

✦ Ysgol Bryn Onnen 18 30

Varteg Road, Varteg, Pontypool. NP4 7RT
Telephone/Fax: 01495 772284
E-mail: head.ysgolbrynonnen@torfaen.gov.uk
Website: www.ysgolbrynonnen.com
Headteacher: Mr R Ap Gwyn
AR: 17 PA: 17 ENR: 161 CAP: 210 AM: 0

✦ Ysgol Gymraeg Cwmbran 19 48

Henllys Way, St. Dials, Cwmbran. NP44 4HB
Telephone: 01633 483383
E-mail: head.ysgolgymraegcwmbran@torfaen.gov.uk
Website: www.ysgolgymraegcwmbran.co.uk
Headteacher: Miss C Evans
AR: 26 PA: 26 ENR: 273 CAP :360

✦ Ysgol Panteg 20 60

Station Road, Griffithstown, Pontypool, NP4 5JH
Telephone: 01495 762581
E-mail: head.ysgolpanteg@torfaen.gov.uk
Headteacher: Dr M Dicken
AR: 43 PA: 43 ENR: 360 CAP: 420

AN Admission Number	**AR** - Applications Received (Sept. 2023 as at 1 March 2023)
PA Places Awarded (Sept. 2023 as at 1 March 2023)	**ENR** Expected Numbers on Roll (Sept. 2023)
✷ Special Needs Resource Base Attached	✦ Nursery Unit Attached
❍ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

Voluntary Controlled Primary Schools (Age range 3 - 11)

		AN
✦	**Blaenavon Heritage VC Primary**	64

Blaenavon Community Campus, Middle Coed Cae Road,
Blaenavon. NP4 9AW
Telephone: 01495 766500
Fax: 01495 742435
E-mail: bhvcprimaryhead@torfaen.gov.uk
Headteacher: Mrs Anna Britten
AR: 41 PA: 41 ENR: 390 CAP: 450

Voluntary Aided Primary Schools (Age range 3/4)

		AN
✸✦	**Henllys Church in Wales Primary**	30

Ty-Canol Way, Cwmbran. NP44 6JA
Telephone: 01633 877796
Fax: 01633 875942
E-mail: minto.philippa@torfaen.gov.uk
Headteacher : Mrs P Minto
AR: 29 PA: 29 ENR: 176 CAP: 210

✦	**Our Lady of the Angels RC Primary**	30

Victoria Street, Cwmbran. NP44 3JR
Telephone: 01633 484673
Fax: 01633 485813
E-mail: head.cwmbranrc@torfaen.gov.uk
Website: www.ourladystorfaen.co.uk
Headteacher: Mrs C Prosser
AR: 30 PA: 30 ENR: 171 CAP: 210

	Padre Pio Catholic Primary	30

Conway Road, Pontypool. NP4 6HL
Telephone: 01495 742074
E-mail: head.padrepiorc@torfaen.gov.uk
Headteacher: Mr P Welsh
AR: 18 PA: 18 ENR: 187 CAP: 210

AN Admission Number	**AR** - Applications Received (Sept. 2023 as at 1 March 2023)
PA Places Awarded (Sept. 2023 as at 1 March 2023)	**ENR** Expected Numbers on Roll (Sept. 2023)
✸ Special Needs Resource Base Attached	✦ Nursery Unit Attached
❍ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

Voluntary Aided Primary Schools (Age range 3/4) AN

✦ Ponthir Church in Wales Primary 25 16

School Close, Ponthir. NP18 1GA
Telephone: 01633 620999
E-mail: head.ponthirprimary@torfaen.gov.uk
Website: www.ponthirciw.co.uk
Acting Head: Mrs A O'Mahoney
AR: 13 PA: 13 ENR: 102 CAP: 118

✦ St. David's RC Primary 26 30

Caldicot Way, Pontnewydd, Cwmbran. NP44 1UF
Telephone: 01633 482580
Fax: 01633 868747
E-mail: head.stdavidsprimary@torfaen.gov.uk
Website: www.stdavidsrc.torfaen.sch.uk
Headteacher: To be confirmed
AR: 19 PA: 19 ENR: 192 CAP: 210

Comprehensive Schools (Age range 11 - 16) AN

✸ Abersychan 27 190

Incline Road, Abersychan, Pontypool. NP4 7DF
Telephone/Fax: 01495 773068
E-mail: head.abersychancomp@torfaen.gov.uk
Website: www.abersychan.org.uk
Headteacher: Mr P Collins
AR: 130 PA: 130 ENR: 758 CAP: 952

AN Admission Number	**AR** - Applications Received (Sept. 2023 as at 1 March 2023)
PA Places Awarded (Sept. 2023 as at 1 March 2023)	**ENR** Expected Numbers on Roll (Sept. 2023)
✸ Special Needs Resource Base Attached	✦ Nursery Unit Attached
❍ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

Comprehensive Schools (Age range 11 - 16) AN

Croesyceiliog 29 240

Turnpike Road, Croesyceiliog, Cwmbran. NP44 2YB
Telephone: 01633 645900
Fax: 01633 645901
E-mail: head.croesyceiliogcomp@torfaen.gov.uk
Headteacher: Mrs N Richards
AR: 257 PA: 240 ENR: 1198 CAP: 1200

✸● Cwmbran High School 30 250

Ty Gwyn Way, Fairwater, Cwmbran. NP44 4YZ
Telephone: 01633 643950
Fax: 01633 643951
Website: www.cwmbranhighschool.co.uk
Headteacher: Mr M Simms
AR: 208 PA: 208 ENR: 1115 CAP: 1251

West Monmouth 28 260

Blaendare Road, Pontypool. NP4 5YG
Telephone: 01495 762080
Fax: 01495 762201
E-mail: head.westmonmouthschool@torfaen.gov.uk
Headteacher: Ms E Jordan
AR: 252 PA: 252 ENR: 1188 CAP: 1302

AN Admission Number	**AR** - Applications Received (Sept. 2023 as at 1 March 2023)
PA Places Awarded (Sept. 2023 as at 1 March 2023)	**ENR** Expected Numbers on Roll (Sept. 2023)
✸ Special Needs Resource Base Attached	✦ Nursery Unit Attached
❍ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

All through School (Age range 3 - 18) AN

Ysgol Gymraeg Gwynllyw 31

30 Reception:
199 Yr 7 - Yr 11
76 Year 12

Folly Road, Trevethin, Pontypool. NP4 8JD
Telephone: 01495 750405
Fax: 01495 757414
E-mail: Mark.Jones@gwynllyw.cymru
Acting Headteacher: Mr M Jones
Secondary AR: 138 PA: 138 ENR: 689 (excluding years 12 & 13) CAP: 1149
Primary AR: 14 PA: 14 ENR: 33 CAP: 210

Voluntary Aided Schools (Age range 11 - 16) AN

St Alban's RC High 32 170

The Park, Pontypool. NP4 6XG
Telephone: 01495 765800
Fax: 01495 765802
E-mail: enquiries@stalbans-pontypool.org.uk
Headteacher: Mr S Lord
PA: 163 ENR: 763 CAP: 1027

AN Admission Number	**AR** - Applications Received (Sept. 2023 as at 1 March 2023)
PA Places Awarded (Sept. 2023 as at 1 March 2023)	**ENR** Expected Numbers on Roll (Sept. 2023)
✸ Special Needs Resource Base Attached	✦ Nursery Unit Attached
❍ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

Publication and Changes

This booklet relates to the admission arrangements for the school year 2024/25 and although the information is correct at the time of going to print, the local authority reserves the right to make any adjustments where this is necessary to enable it to comply with changes in policy and/or legislation.

Information regarding individual schools, together with a copy of the school's prospectus, can be obtained from the Headteacher. The schools are listed in the Schools' Directory.

Complaints

Regulations introduced under the Education Act 2002 requires the governing bodies of all maintained schools in Wales, including nursery schools, to establish procedures for dealing with complaints from parents, pupils, members of staff, governors, members of the local community and others.

School Related Complaints

If you have a school related complaint you need to contact the school directly so that it has an opportunity to resolve the issue.

- The statutory responsibility for responding to school related complaints lies with the school and governing body.
- Each Torfaen school has a complaint policy that complies with Welsh Government guidance and has three stages and is available from the school on request
- It is expected that the majority of complaints are dealt with at Stage A or B.
- Stage C escalates the complaint for consideration by the governing body's complaints committee. This is the final arbiter of school related complaints
- In all cases the school and governing body will ensure that complaints are dealt with in an unbiased, open and fair way.
- Concerns and complaints are taken very seriously & where mistakes have been made lessons will be learned from them.

For more information contact: Education Achievement Service for South East Wales, Governor Support Service, Tel: 01633 415474.

Education Service Complaints

If you are approaching the Education Service for a service for the first time, (e.g. requesting an appointment etc) then the complaints policy does not apply. You should first give us a chance to respond to your request. If you make a request for an Education service and are not happy with our response, you will be able to make your concern known through the complaints process. There are two stages, stage one being an informal resolution within 10 working days and stage 2 a formal investigation within 20 working days. If you remain dissatisfied you have the option of escalating your complaint to the Public Services Ombudsman for Wales.

School Prospectus

Governing bodies of maintained schools must publish a school prospectus for parents and prospective parents. Copies of a school prospectus are available from the schools listed in the School's Directory.

Charging and Remissions Policy

Information regarding a school's charging and remissions policy can be obtained from the Headteacher of the school concerned at the addresses listed in the Schools' Directory.

School Inspections

Estyn is the office of Her Majesty's Chief Inspector of Education and Training in Wales. Estyn carry out inspections of non maintained educational providers, maintained nursery, primary and secondary schools under Section 10 of the School Inspections Act 1996.

All schools are inspected at least once every six years. These inspections cover all aspects of a school's provision, apart from denominational education and the content of collective worship in those voluntary schools specified in Section 23 of the Act. The function of an inspection is to report on:

- The educational standards achieved in the school
- The quality of education provided by the school
- The quality of leadership in and management of the school, including whether the financial resources made available to the school are managed efficiently
- The spiritual, moral, social and cultural development of pupils at the school
- If you require a copy of a school's inspection report, these are available directly from the individual schools or available to download from the School Directory area of the website.

Further information regarding school inspections is available from the Estyn website: www.estyn.co.uk

Torfaen Pupil Referral Unit

The Pupil Referral Unit is maintained by the Local Authority and provides education provision outside the mainstream school setting for pupils who might not otherwise receive a suitable and appropriate education.

Torfaen PRU provides education for pupils with emotional and behavioural difficulties and for those who require education otherwise than at school (EOTAS). The provision includes: a main site, Ty Glyn which caters for pupils at key stage 3 and 4, and New Inn, which caters for pupils who are anxious, or school refusers.

Pupils with a range of needs can be referred to a PRU. These include:

- pupils excluded from school on a permanent or fixed-term basis
- pregnant schoolgirls and school-age mothers
- anxious and vulnerable pupils
- pupils unable to attend school for medical reasons and require alternative tuition
- any pupils moving into the local authority who have attended similar provision.

The PRU provides support and advice to schools on an outreach basis where pupils remain in their schools. They also offer short term placements for pupils at one of the bases. All pupils remain on their school roll whilst attending the PRU. All placements and Outreach support are agreed via the local authority panel and monitored closely. Pupil progress is reviewed with partners and the pupils themselves on a half termly basis. These map pupil progress and plan a return to their school or consider the best future options for the young person.

In addition to PRU placements and Outreach support, individual tuition can be provided off-site when this is deemed appropriate for meeting specific pupils' needs.

The PRU works closely and in partnership with all Torfaen primary and secondary schools. It is able to offer, when appropriate to the needs of the learner, a five day (25hrs) provision and aims to provide a balanced curriculum. Pupils' individual programmes focus on promoting personal understanding and developing skills in behaviour management. All pupils study Mathematics, English, Science, information and communication technology (ICT), art, geography, history, physical education, PSHE and food technology.

All pupils are given the opportunity to follow GCSE courses in English & Maths, BTEC Science courses and Key and Essential skills qualifications.

The PRU is supported by Educational Psychology Service, Education Welfare service and Inclusion Officers. Pupils are required to attend the PRU in exactly the same way as required in mainstream schools. The Education Welfare officer works closely with the PRU in monitoring, recording attendance and supporting pupils and their families.

Healthy Eating in Schools

Our "Healthy Eating in Schools Policy" is there to ensure your child gets good nutritious food whilst at school. Further information is available at Welsh Government.

Tel number: 03000257463
Email: wellbeingservice@gov.wales

School Holiday Enrichment Programme

The school Enrichment programme (SHEP) is an initiative run in conjunction with Welsh Government to address non-term time hunger for children and young people entitled to Free School Meals (FSM). Provision of FSM during the summer holidays has the potential to help low income families ease the financial burden of providing meals for their children as well as offering social, nutritional and educational benefits.

Contact details are as follows: Tel number: 01495 742206 Email: Julian.davenne@torfaen.gov.uk

The Welsh Network of Healthy School Schemes (WNHSS)

A Healthy School is one which:

"Actively promotes the physical, mental and social health of its community through positive action by such means as policy, strategic planning and staff development, with regard to its curriculum, ethos, physical environment and community relations." – Welsh Government (WG) 2014.

The Welsh Network of Healthy School Schemes (WNHSS) is an award based scheme that leads on to a National Quality Award (NQA) of Excellence. It is funded by WG and managed by Public Health Wales (PHW) in partnership with Education. The scheme runs in all 22 local authorities and 97% of primary and secondary schools in Torfaen are actively involved.

The WNHSS recognises 7 health topics that are covered throughout a school's involvement in the scheme:

- Food and Fitness
- Mental and Emotional Health and Well Being
- Personal Development and Relationships
- Substance Use and Misuse
- Environment
- Safety
- Hygiene

Should you require further information please contact the Healthy Schools and PSE Officer telephone: 01495766980 or 07960489134 email Alison.Dally@torfaen.gov.uk

Healthy and Sustainable Pre School Scheme

The Healthy and Sustainable Pre-School Scheme is an extension of the Welsh Network of Healthy Schools Scheme. At present, 33 pre-school settings in Torfaen are enrolled on the scheme and include day nurseries, flying start, playgroups and childminders.

The scheme promotes positive health behaviours from an early age, including good oral health and the importance of healthy eating and physical activity to support reducing obesity in the Early Years.

The scheme is accredited, and as such, each setting collates evidence to support each of the following action areas:

- Nutrition and Oral Health
- Physical Activity/Active Play
- Mental Emotional Health, Wellbeing and Relationships
- Environment
- Hygiene
- Safety
- Workplace Health and Wellbeing

For further information about the Healthy and Sustainable Pre School Scheme, please contact Ruth Harris, telephone: 07932772653, e mail ruth.harris@torfaen.gov.uk

Immunisation

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 Due	Vaccination Name	Disease Protected Against
2 months old	6 in 1	Diphtheria, Tetanus, Polio, Whooping Cough, Hib and Hepatitis B
	PCV	Pneumococcal
	MenB	Meningococcal Group B (MenB)
	Rotavirus	Rotavirus
3 months old	6 in 1	Diphtheria, Tetanus, Polio, Whooping Cough, Hib and Hepatitis B
	Rotavirus	Rotavirus
4 months old	6 in 1	Diphtheria, Tetanus, Polio, Whooping Cough, Hib and Hepatitis B
	MenB	MenB
	PCV	Pneumococcal
12 - 13 months old	Hib/MenC	Hib and Meningococcal Group C (MenC)
	PCV (Booster)	Pneumococcal
	MMR	Measles, Mumps and Rubella
	MenB (Booster)	MenB
2 -3 years old	Annual Flu Nasal Spray	Influenza

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/

Milk and Meals

Milk - Provided free of charge to all nursery and Foundation Phase aged children.Meals - A main meal is provided in all primary and secondary schools. Current prices, subject to review (for September 2024), are:

Infants Free
Juniors £2.40
Seniors £2.60

Each comprehensive school has its own pricing structure. In all comprehensive schools there is also a buttery bar service. The charge for the main meal can be wholly remitted in certain cases. Please refer to individual schools to ascertain method of payment.

Free School Meals

The Social Security Act 1986 means that the Council is permitted to provide free meals to Junior and Senior pupils at school only when the family receive: Income Support, Income Based Job Seekers Allowance, income related employment and Support Allowance, support under Part VI of the Immigration and Asylum Act 1999, Benefit Universal Credit, Guaranteed Element of State Pension Credit or who qualify under regulations governing Child Tax Credit. This also applies to pupils at special day schools.

From September 2022, as part of the Co-operation Agreement between Welsh Government and Plaid Cymru, all pupils in reception, Year 1 and Year 2 will be provided with a free meal in school. In line with Government policy this will then roll-out to junior pupils between September 2023 and September 2024.

School Essentials Grant

Children whose families are on lower incomes and qualify for certain benefits can apply for a grant of:

- £225 per learner
- £300 for learners entering year 7 (to help with increased costs associated with starting secondary school

The grant can help families with the purchase of:

- School uniform including coats and shoes
- School sports kit including footwear
- Uniform for enrichment activities, including but not limited to, scouts; guides; cadets; martial arts; sports; performing arts or dance
- Equipment e.g. school bags and stationery
- Specialist equipment where new curriculum activities begin such as design and technology and
- Equipment for out of school hour trips such as outdoor learning e.g. waterproofs
- Laptops, IT equipment to support school work

All compulsory school years from reception to year 11 are now eligible.

All looked after children of compulsory school age qualify for the grant, whether they receive free school meals or not.

The funding is also available to the following pupils who are eligible for Free School Meals:

- Pupil's with no recourse to public funds entering the above school years
- Pupils in special schools, special needs resource bases and pupil referral units who are entering the above school years

Pupils who receive Free School Meals due to transitional protection arrangements or under the Universal Free School Meal scheme do not qualify for this funding. Please refer to the Free School Meals section of our website for further information.

Families are only entitled to claim once per child, per school year.

The 2022 to 2023 scheme closes on 30 June 2023. The above amount includes an extra payment of £100 for this year only.

Payments will be issued based on automated eligibility checks and these checks will be carried out on a regular basis. The payment will normally be made in to your bank account, we may need to contact you to obtain this information.

For the School Essentials Grant please visit www.torfaen.gov.uk

School and College Transport (other than for ALN)

General criteria for provision of free transport:

- Free transport is generally restricted to pupils who attend their catchment area schools and who live the necessary distance from the school
- Distances are measured by the shortest walking route using a Digital Information Mapping System between home and school. The distance is measured from the point where the child's home meets the highway to the nearest available entrance of the school.
- Free transport will be available for Primary aged children who live more than 2 miles from the catchment school and Secondary aged children who live more than 3 miles from the catchment school. Post 16 learners will also be able to access home to school/college transport if they reside more than 3 miles from the relevant educational establishment.
- Where the Authority is unable to offer a child a place in their catchment area school, free transport will be provided to the nearest school (not choice of school) with an available place in accordance with distance criteria mentioned above
- Free transport would also be provided if the relevant school to be attended was the nearest school (not choice of school) in accordance with distance criteria mentioned above.
- Safe Walking Routes - Free transport may also be provided where the Authority is satisfied that the route between home and school is sufficiently dangerous to warrant such provision, even though the distance is under those quoted above. As part of its assessment the Authority would have regard to whether or not the degree of danger involved is such that escorting parents themselves are at risk from the particular traffic situation.

Further details on the Authority's criteria for assessing safe walking routes to schools can be obtained by contacting 01495 766919 / 766918.

With regards to voluntary aided schools, free transport is available to the nearest church school in accordance with the distance criteria mentioned above and in accordance with the criteria that a child's parents and or their child adheres to the denominational faith of the school in question.

For example when attending a Roman Catholic school a parent and or their child must be baptised in the catholic faith and where possible a practising Roman Catholic. The Integrated Transport Unit will consult with individual VA schools to confirm the admission criteria under which a pupil was admitted in order to confirm entitlement. The Authority reserves the right, however, to require documentary evidence to be submitted by parents in order to determine entitlement.

With regard to Welsh Medium schools pupils will be provided with transport to the nearest Welsh Medium school (not choice of school) in accordance with the Authority's transport policy as previously referred to.

Spare Seats: Pupils may be allowed to occupy spare seats on school buses as a temporary concession even though they do not satisfy the criteria referred to above. No charges are currently imposed by the Authority for providing transport in such cases. Concessions may have to be withdrawn at short notice.

Moving Home: Pupils attending secondary school who move home to an address outside the catchment area of the school attended will not normally continue to be provided with free transport to that school if the move takes place during Years 7,8 or 9 of education at that school even if the distance criteria mentioned above are met. Applications for pupils moving home in Years 10 or 11 will be considered only if transport can be provided by using existing services.

Transport for secondary age pupils: Is primarily provided through the issue of season tickets for pupils to utilise local bus services (legal standing capacity may be utilised).

Transport for primary age pupils: Is normally in a form of contracted vehicles. It may not be possible to arrange the routes of vehicles to pass close to the homes of all pupils and therefore it will be necessary for parents to make arrangements for them to reach the nearest 'pick-up' point of the vehicle. Every effort is made however to keep this distance as short as possible and it should not exceed 1 mile under normal circumstances.

Behaviour on Buses: Pupils whose behaviour during the journey to and from school is not of an acceptable standard may have the agreed travelling arrangements withdrawn.

Post 16 travel: Parents should be aware that there is no legal requirement to provide transport for post 16 pupils/students. However free transport will be provided if a student lives more than 3 miles from the college campus or catchment school to be attended if their parents/carers (or students themselves) are in receipt of Income Support/Income Based Jobseekers Allowance or who qualify under regulations governing Child Tax Credit. Those 16-18 students who live the required distance but whose parents (or themselves) are not in receipt of the above benefits will be provided with an annual grant of £146 (subject to review for September 2024) towards the cost of transport.

Students with Additional Learning Needs requiring specialist transport may also receive free transport in the form of contracted transport subject to assessment.

For further information on entitlement can be obtained by contacting 01495 766918/766919.

Child employment

Torfaen County Borough Council Byelaws on the Employment of Children regulate the types of occupation and the number of hours for which children under school leaving age may be employed. Employers are obliged to notify Local Authorities of their child employees (Byelaws 9). The role of Education Welfare Officers is to monitor the employment of children to ensure that they are safely and legally employed and that their employment is not having an adverse effect on their health and education. Details of the hours that children are able to work both during term dates and school holidays are available from the Education Welfare Officers. For further information on child employment or support regarding school attendance, please contact your child's school or telephone: Vicky Cambridge, Senior Education Welfare Officer, telephone: 01495 766965.

Holidays During Term Time Holidays in term time are only authorised if an application is made to the Head Teacher as parents do not have automatic right to withdraw pupils from school for a holiday during term time.

Public examinations

Public examinations are those that are available to students who follow programmes of study from external awarding bodies such as WJEC, EDEXCEL, OCR and AQA. Schools organise and administer examination entries for pupils and parents are provided with either a paper or electronic copy of their child's timetable to assist in the organisation of revision and ensure pupils attend at the correct time.

Parents should contact their child's school in relation to its policy on examination resits (and cost) should the need arise.