



Work hard, be kind Gweithiwch yn galed a byddwch yn garedig

Ysgol Gynradd

**Portmead**  
**Primary School**



Cheriton Crescent,  
Swansea SA5 5LA

Tel: 01792 583549

 Friends of Portmead

 @portmeadph

 www.portmead.swansea.sch.uk

E-mail: [Portmead.Primary@swansea-edunet.gov.uk](mailto:Portmead.Primary@swansea-edunet.gov.uk)

Headteacher - Mrs Allison Evans (B.A. Hons, PGCE, NPQH).

Deputy Headteacher - John Jenkins (B.A. Hons, PGCE)

Admissions Policy  
Portmead Primary School  
Updated



Article 2 *All children have rights no matter what!* Erthygl 2  
Mae'r confensiwn yn gymwys i bob un waeth beth.

## Admissions

Admission Number

30

Pupils admitted at the age of:

3 (Day after 3rd birthday)

We are an inclusive school and will admit pupils without reference to general ability or aptitude. We believe we operate a fair and equal admissions policy.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We will admit any child with a statement of special educational needs that names this school.

### **Aims:**

- To establish and maintain a fair and open admissions policy.
- To work with other schools in order to share good practice in order to improve this policy.

### **Role of the Governing Body:**

- A duty to consider all applications to this school;
- Delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- Responsibility for ensuring that the school complies with all equalities legislation;
- Nominated a designated Equalities Governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- Responsibility for ensuring this policy and all policies are maintained and updated regularly;
- Responsibility for ensuring all policies are made available to parents;
- Responsibility for the effective implementation, monitoring and evaluation of this policy.

### **Role of the Headteacher:**

The Headteacher in conjunction with the Appeals Committee will:

- Ensure that all applications are looked at fairly and openly;
- Ensure all school personnel, pupils and parents are aware of and comply with this policy;
- Provide leadership and vision in respect of equality;
- Provide guidance, support and training to all staff;

- Monitor the effectiveness of this policy;
- Annually report to the Governing Body on the success and development of this policy.

### Role of the Appeals Committee

The Appeals Committee will:

- Work closely with the Headteacher;
- Ensure that this policy and other linked policies are up to date;
- Ensure that everyone connected with the school is aware of this policy;
- Annually report to the Governing Body on the success and development of this policy;
- In the event of over-subscription administer the criteria below.

### Admissions Criteria:

Admission to this school shall be determined by the criteria set out below, which are listed in order of priority: -

1. Children who are looked after by the Local Authority.
2. Priority will be given to the admission of pupils' resident within the school's designated catchment area whose parents have expressed this preference if the admissions number of the school has not been exceeded.
3. In the event of over-subscription from within the school's designated catchment area, the following sub-criteria will be applied to prioritise admissions:
  - a. children recommended for admission on medical grounds, supported by a Medical Officer or psychological or special educational needs reasons. These must be confirmed by the Local Authority's professional advisers.
  - b. children who have older siblings at the school at the date of admission will be admitted in preference to those who do not;
  - c. where there is more than one case as in (a), priority to be assessed on the basis of those children closest in age to the elder siblings already at the school at the date of admission;
  - d. after taking account of categories (a) to (d), priority will be based on closeness to the school.
4. Should admission to a school not be possible due to class size or other requirements, transport will be provided to the next nearest school with available places (subject to distance limits).
5. When considering whether a child lives in a school's catchment area, the address considered is that of the parent or legal guardian, irrespective of a family's domestic arrangements, i.e. the address of another relative or childminder etc. must not be given. In certain cases it may necessary to provide evidence relating to the child(ren) in question, to show the home address of the child(ren).

6. Subject to class size and other requirements, pupils' resident outside the school's catchment area will be admitted if the admissions number of the school has not been exceeded. The event of over-subscription from outside the catchment area of the school, the sub-criteria described at (a) - (d) above will be applied to prioritise admissions.

### **Role of Parents/Carers:**

Parents/carers will be aware of and comply with this policy

### **Training:**

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guidelines concerning equal opportunities.

### **Equality Impact Assessment:**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

This policy will be reviewed annually.

**Last Reviewed September 2021**

