

Ysgol Maes y Felin

“Achieve Excellence, Exceed Expectations”



Ysgol Maes y Felin
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Admissions Policy

Date policy approved and adopted:	Spring Term (1), 2026 – late due to meeting cancelled
Reviewed by:	Governing Body
Review frequency:	Annually
Next review date:	Autumn Term (2), 2026

Accessible Formats:

This document is available in English and Welsh in Microsoft Word and PDF formats in Ariel font size 12 as standard. This document is also available in large print. To request a copy of this document in an accessible format, contact Mrs. Debbie Dickinson (01352) 711366.



Admissions Policy

Admission Criteria:

Flintshire County Council is the admission authority for all community and voluntary controlled primary and secondary schools. The admission arrangements are determined by the County Council, after statutory consultations. Governing Bodies are responsible for implementing these admission arrangements on behalf of Flintshire County Council.

The Pupil Admission Number (PAN) for Ysgol Maes y Felin is 45.

- a) looked after children (children in care) and previously looked after children;
- b) pupils for whom the preferred school is the nearest appropriate school to the pupil's home address;
- c) pupils who will have a sister or brother attending the preferred school on the expected admission date.
- d) pupils for whom the preferred school is not the nearest to their home address. Pupils will be admitted in order of proximity to that alternative school and up to its admission number.

Tie-breaker:

If there are more applicants than places in any of the above categories, priority will be given to applicants living nearest the school, measured from the child's home address to the recognised main entrance of the school.

If the authority is unable to comply with the parental preference(s) expressed then the parents, carers and guardians will be offered a place at the next nearest appropriate school with an available place.

Where a school is named in a Statement of Additional Needs, the local authority has a duty to admit the child to that school. **For the allocation of places, the nearest appropriate school is interpreted as:**

- (a) **the school nearest to the child's home measured from child's home address to the** recognised main entrance of the school.
- (b) **the nearest Welsh medium school where parents wish their children to receive their** education through the medium of Welsh.
- (c) the nearest denominational school where parents wish to have their children educated in a denominational school.

The Council uses Routefinder, a network analysis system fully integrated into the Geographical Information System (GIS) software, to calculate home to school distance in miles. The shortest route is calculated from an applicant's home address to the recognised main entrance of the school.

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Distance Measurement:

If the school is oversubscribed from within any of the above categories, the distance criterion will be used to prioritise applications.

Multiple Births

If the last pupil to be offered a place within the school's published admission number (PAN) is a multiple birth or same cohort sibling, any further sibling will be admitted, if the parents, carers and guardians so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

Pupils with statements of special educational needs:

The Governors will admit any pupil whose final statement of additional needs names the school.

Placements by the Local Authority:

The Local Authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of any protocol approved by the Admission Forum, based on government guidance. If an admission raises the number on roll above the PAN, no further pupil will be admitted from the waiting list until a place becomes available within the PAN.

Children moving to the school's catchment area within the academic year:

Our school is at the heart of our community and will endeavour to serve the families of Holywell. If pupils move into the school's catchment area within the academic year, the school will make every effort to accommodate them even if they raise the class size to over 30 and / or surpass that Year Group's PAN. The school will review the distribution of support staff if this is the case in order to support the additional pupil(s). However, if we feel that any further admissions will have a detrimental effect on the whole class, we will refuse admission. Parents, carers and guardians have the right to appeal this decision through the Governing Body and the LEA.

Pupils who are refused admission in this way will be placed onto the top of the waiting list.

Waiting List:

When all available places have been allocated, the school will operate a waiting list. Parents, carers and guardians who wish their child to be included on the waiting list must inform the school in writing. Any places that become available will be

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allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

The waiting list will be reviewed and revised:

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances will affect their priority;
- at the end of each school year, when parents/guardians with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

Parents, carers and guardians may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.