

# Starting School in Newport

## 2012-13



All our children - All our business

# Starting School in Newport 2012 ... a guide for parents and carers

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If you would like this information in any other format, for example Braille or large print, or in a different language, please contact the School Organisation Team on 01633 656656 or by emailing [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk)

*The information in this booklet correct at time of production in August 2011.*

# Dear Parent / Carer

This booklet explains how to apply for a nursery, primary or secondary school place in Newport. It also provides some facts about the schools and information about some of Newport's policies for education. Each school also produces a school prospectus, copies of which are available from the school.

Newport City Council is committed to providing first class education for the children of Newport in partnership with schools, governors and parents/carers. Newport has a very good reputation for the excellent work of its schools and pupils. Pupil attainment at the end of key stage is consistently amongst the best in Wales. Our schools have the best school inspection reports in Wales, and the Council received an outstanding inspection report from Estyn in 2008.

We are not complacent about these achievements and we will continue to work to improve services. This is an exciting time to be a child in Newport. The Council has published the new Young Newport Children and Young People's Plan 20011-14. This strategic plan sets out our vision for improving the lives of children and young people in Newport.

Our nursery, infant and primary schools have implemented the Foundation Phase for 3-7 year olds and our junior, primary and secondary schools have implemented a new skills based curriculum at key stages 2 and 3 (7-14 year olds). Our secondary schools are working together and with other education and training providers to provide a wide range of learning opportunities for 14-19 year olds. We are expanding Welsh-medium provision to meet parental demand. The Council is committed to investing in school buildings to ensure our schools are fit for education in the 21st Century.

I hope you will take every opportunity to find out about your local school. In encouraging this partnership between parents, children, schools and Newport City Council, we look forward to the very best education for our young people and our community. I wish you and your child every success.



**Councillor David Atwell**, Cabinet Member for Education and Young People

# Newport City Council's Aims and Values for Children and Young People

## *Young Newport Children and Young People's Plan 2011-14*

### ***The vision for Newport***

Newport is a City which values all its children and young people whatever their personal circumstances and celebrates the contribution they make to its life. We listen to our children's hopes and aspirations. We work with them to overcome disadvantage and we give them opportunity to fulfill their ambitions. When they need it we provide support. When they don't need it we provide them with the space and information to allow them to make their own choices. Either way our children and young people will enjoy their childhood, will reach their full potential, and will become healthy, responsible citizens.

### ***All children have the potential to succeed***

We have high aspirations for all our children and young people and we are committed to tackling the barriers that sometimes stand in their way. We are committed to ensuring that no child or young person is disadvantaged by their gender, religion, ethnic origin, sexual orientation, disability, illness or which part of Newport they come from. Our school results have shown that our children can be among the best in Wales – regardless of their background.

### ***A range of education and learning opportunities***

All children and young people in Newport will have access to a comprehensive and inclusive range of education, training, learning and employment opportunities. These include the acquisition of basic skills and essential personal/social skills to prepare our young people for the world of work and leisure.

### ***Our priorities for the next three years:***

- Increase attainment levels across all key stages, particularly in literacy and numeracy.
- Increase attainment levels for learners who are from poorer backgrounds
- Increase the number of young people who are in education, employment or training
- Improve the identification of and levels of support provided to young people with Additional Learning Needs
- Improve access to a range of high quality learning pathways to ensure that young people can reach their full potential and are better equipped for life
- Improve the social inclusion and emotional wellbeing of all learners.

## ***Parents, Children and Schools***

As a parent you have a right to an education for your child from the age of three until age eighteen. You also have a right to expect quality, access to information and choice. Before your child starts school you can request information including the school prospectus and governors' annual report.

Once your child starts school you can expect the **school** to provide:

- Governors' annual report
- Invitations to parents' meetings
- Information on national curriculum assessment results for your child and the school
- A written report on your child's progress every year
- Access to published inspection reports on your child's school
- A Home/School Agreement which they will ask you to sign. This will tell you what you can expect from them and what they expect from you.
- A copy of the 'Publication Scheme for the School' as required under the Freedom of Information Act 2000. A publication scheme is a guide to the information that the school commits to make available to the public and states how it can be accessed and whether it is available free or at a charge.

You can expect the **Council** to provide:

- Information on school admission procedures
- Information about criteria for school places, transport and exclusions
- A school place for your child, taking your preference and our criteria into account
- Information about the right to appeal:
  - against the refusal of a place
  - if your child is excluded from school
  - if you feel the national curriculum is not being delivered
  - under the Code of Practice for Special Needs
- Advice on the right to complain
- Free school meals if you meet the eligibility criteria detailed on page 26
- Free school transport for pupils aged 5-16 (subject to policies and regulations, see page 25)
- Assessment (in accordance with regulations) if your child is thought to have special needs (see page 28).

## ***How you can help your child***

You can help your child and his or her school by playing an active role in school life. You have responsibility in law, to ensure your child receives appropriate full-time education through a suitable broad and balanced curriculum - at school or otherwise. Assuming your child is enrolled at a school you can help by:

- ensuring your child gets to and from school or the transport pick up point
- supporting codes of conduct for safety when travelling
- ensuring your child attends school regularly and arrives on time
- raising any concerns you may have about Additional Educational Needs for your child
- ensuring your child has the right equipment with them for the school day
- supporting your school's policy on homework and behaviour
- attending school meetings and playing an active role in events
- joining your school's PSA (Parent Staff Association)
- helping your child at home
- keeping the school informed about where you are living, if this is not with your child
- signing and supporting the Home/School Agreement provided by the school
- taking family holidays in official school holidays.

By being a partner with your child's school you can play an important part in your child's development and achievements.

## **Term Dates 2012/13**

Term	Term begins	Half term begins	Half term ends	Term ends	Number of days
Autumn	Monday 03/09/12	Monday 29/10/12	Friday 02/11/12	Friday 21/12/12	75
Spring	Monday 07/01/13	Monday 11/02/13	Friday 15/02/13	Friday 22/03/13	50
Summer	Monday 08/04/13	Monday 27/05/13	Friday 31/05/13	Monday 22/07/13	70
					195

May Day: Monday 6<sup>th</sup> 2013

These term dates include teacher training days, details of which are available from individual schools.



# Education Provision in Newport

## Nursery education (age 3-4)

All children resident in Newport are entitled to a free part-time education place in the term after their third birthday. This place can be in a Council nursery school/class or in a registered education provider, which may be a playgroup or a private day nursery.

Admission to nursery schools and classes is for a half-day session, either morning or afternoon, 5 days per week. The allocation of morning and afternoon places is the responsibility of the Headteacher of the relevant School.

In certain exceptional circumstances, full-time places may be offered providing that the decision to award a full-time place will not displace any other child who is currently attending part-time. Full-time places are restricted however to:

- Children recommended on specific medical or social grounds by appropriate agencies (including Looked After Children) ;
- Children identified as having exceptional educational needs at the time that the application for admission is made ;
- Children of parents with a disability where there is no other suitable person at home to care for them ;
- Children from single parent homes, where the parent provides evidence that they are working more than 30 hours per week ;
- Children whose parents are undertaking a full-time course of education or training.

Newport City Council has 24 nursery units attached to mainstream schools and 3 stand alone nursery schools, one of which includes Special Educational Needs provision for children with Autistic Spectrum Disorder (ASD) or other related communication difficulties. Details of these nursery schools and units can be found on page 35. The Council maintains these nurseries which provide free part-time early years education for pupils from the term following their third birthday, if there are spaces available.

Qualifying dates for children aged 3 to obtain a place are as follows:

If your child is 3 years old between:	Your child may be accepted during:
1 April and 31 August (inclusive)	the autumn term
1 September and 31 December (inclusive)	the spring term
1 January and 31 March (inclusive)	the summer term

Some nursery schools and units offer the option of wrap-around care for which an additional cost is payable by the parent. Details of those schools offering this option can be obtained from the Family Information Service.

Newport also supports many private day nurseries, playgroups, crèches, and cylochoedd meithrin (playgroups using the Welsh language). These settings are approved providers of early years education and have been inspected by Estyn in the same way as schools. They are expected to undertake a minimum level of training annually provided by the Newport Early Years Partnership. Details of registered provider approved nurseries can be found on pages 40 and 41.

## **Primary school (age 4-11)**

Newport City Council offers a number of primary school educational settings:

- English-medium Infant (Age range 4-7): 6
- English-medium Junior (Age range 7-11): 6
- English-medium Primary Community: 26
- Welsh-medium Primary Community: 3
- English-medium Infant Church in Wales VC: 1
- English-medium Junior Church in Wales VC: 1
- English-medium Primary Roman Catholic VA: 6

Details of these schools can be found on pages 35 - 38. Children can start school in the September following their fourth birthday. The legal requirements confirm that parents are able to delay the admission of their child until the term following their fifth birthday. It is the Council's policy that the child will continue to follow their chronological year group unless exceptional circumstances apply.

Attending a nursery class does not guarantee a place at any primary school as a separate application is required. In Newport, primary education is provided either in a primary school with one complete 3 / 4 – 11 age range or separate infant and junior schools. Attending an infant school does not guarantee transfer to the corresponding junior school. Each school is classed as a separate educational establishment, and therefore a separate application is required.

## **Junior school (age 7-11)**

If your child is in an infant school, when they reach the age of 7 you will be given a form to apply for a place in the junior school. You may express a preference for the local junior school or may opt for another preferred school. This does not apply to pupils in primary schools.



## Secondary school (age 11-19)

All mainstream secondary schools in Newport are mixed comprehensive schools with sixth form provision.

- English-medium Secondary Community Schools: 7
- English-medium Secondary Roman Catholic VA Schools: 1

Details of these schools can be found on page 38.

Children transfer from primary to secondary schools at the start of the school year in which they will reach their twelfth birthday. Every Year 6 pupil will receive, via their primary school, an admissions form from the Council. From October 2011, parents will also be able to make a secondary school application via an on-line admissions facility.

All children living within a **Newport secondary** school's catchment area are entitled to attend that school if parents put it as their first choice on the form. Alternatively, parents may express a preference for a different school. Attendance at a primary or junior school does not guarantee that a place will be made available for your child at the catchment secondary school if you do not live within that school's catchment area.

## Welsh-medium education

There are three Welsh-medium primary schools in Newport, all with nursery units:

- Ysgol Gymraeg Casnewydd, located in Ringland,
- Ysgol Gymraeg Ifor Hael, located in Bettws, and
- Ysgol Gymraeg Bro Teyrnnon, currently located within Maindee Primary School. This school is currently only able to accommodate Nursery, Reception and Year One age pupils.

Newport is within the catchment area for Ysgol Gyfun Gwynllyw, the Welsh-medium secondary school in Pontypool, Torfaen. Newport provides free home to school transport for pupils who live more than 2 miles away from their nearest Welsh-medium school.

Welsh is the official language of these schools in all activities, both formal and informal. All teaching and assessment, with the exception of English as a subject, are through the medium of Welsh at all key stages.

Although some children are from homes with at least one Welsh-speaking parent, the majority are from non-Welsh speaking homes. Welsh is taught using the immersion technique, which attempts to reproduce the process of learning a first language, focusing on content rather than the language itself. Emphasis is placed on understanding before speaking. Children are stimulated to listen, learn and speak in the context of a wide range of activities that are appropriate to their ages and interests. English is introduced to the curriculum at Key Stage 2 (age 7).

The specific aim of Welsh-medium education is to ensure children can speak, read and write in both Welsh and English, reaching the expected levels of attainment across the whole curriculum.

## **Voluntary (faith-based) education**

There are two types of voluntary schools: voluntary aided and voluntary controlled. In Newport there are:

- 4 Church in Wales Primary Schools (2 of which are voluntary aided, and 2 are voluntary controlled),
- 6 Roman Catholic Primary Schools (all voluntary aided schools), and
- 1 Roman Catholic High School (voluntary aided)

Details of these schools can be found on pages 35, 38 and 39.

**Voluntary aided (VA)** schools are usually faith schools. In a voluntary aided school:

- the land and buildings are normally owned by the Anglican Diocese of Monmouth or the Catholic Archdiocese of Cardiff;
- the governing body, the majority of which are appointed by the relevant Diocesan authority, is responsible for running the school;
- the governing body employs the staff;
- the school receives its budget from the local authority along with the same support services available to community schools;
- the local authority provides free transport for pupils who live more than two miles from their nearest voluntary aided school;
- all pupils follow the national curriculum, however religious education and worship are conducted in accordance with the teachings and practices of the founding Church;
- the admissions policy is determined and administered by the governors in consultation with the relevant Diocese, local authority and other voluntary aided schools in the area.

**Voluntary controlled (VC)** schools are usually religious or faith schools. In a voluntary controlled school:

- the land and buildings are owned by a charity, often a religious organisation such as a church;
- the church appoints some of the members of the governing body, however, the local authority is responsible for running the school;
- the local authority employs the staff;
- the school is funded by the local authority;
- the local authority provides support services;
- the pupils have to follow the national curriculum, however, the church sets the religious practices and ethos of the school;
- the admissions policy is usually determined and administered by the local authority.

The admissions policies for each of Newport's voluntary aided and voluntary controlled schools can be found on pages 21 - 24.

## Admission Arrangements

Newport City Council is the Admissions Authority for all Council-maintained schools in Newport. The Newport Admissions Forum is a statutory committee which monitors the Council's compliance with the School Admissions Code and ensures a fair admissions system.

The Council consults on its admission arrangements on an annual basis and attempts where possible to mirror the admission timeframes of neighbouring authorities. Before this consultation, the admission numbers for all schools are determined and form part of the consultation. The admission numbers for schools are derived from the physical capacity of the school to accommodate pupils' learning needs, using a formula set by the Welsh Government.

This section sets out Newport City Council's admission arrangements and provides details on how to apply for a school place. Each year, the date on which all application forms will be issued to parents / carers is set. Similarly, a closing date for completed applications is established. The Authority will ensure that this timeframe between distribution and closing dates is no shorter than six weeks. The offer date, when letters are issued to parents / carers informing them of the outcome of their application, is also established as part of the consultation on admission arrangements.

# How to apply for a school place

## Timetable

	Admissions pack available to parents	Closing date for applications to be returned	Decision letters issued on or by
Nursery (Jan R3)	September 2011	7 October 2011	18 November 2011
Nursery (Apr R3)	January 2012	3 February 2012	16 March 2012
Nursery (Sept)	January 2012	2 March 2012	4 May 2012
Primary	October 2011	20 January 2012	30 March 2012
Secondary	September 2011	18 November 2011	10 February 2012

**Note : First round appeals against decisions to refuse places at a first preference school will be held in April and May 2012.**

## Admission to Council maintained schools

Admissions packs for entry to a Council maintained school or nursery are made available to parents in accordance with the timetable above, and should be obtained and returned in accordance with the schedule detailed on the next page.

Parents have the right to express a preference for their chosen school. Each request will be considered individually and complied with wherever possible. Some schools will however have more requests for places than there are spaces available. Where a school is oversubscribed, preference requests will still be considered, but the priorities set by the Council will be applied. In deciding which children to admit to a school, the Council will apply its oversubscription criteria in order of priority and examine the merits of each case by considering any reasons put forward supporting any expressed preference. Before deciding to apply for a place at a particular school, you will need to consider carefully how your child will travel to school, as you will not necessarily be eligible for transport assistance (see page 25 for details on Home to School Transport).

Admission to:	How to get a pack:	Forms returned to:
Nursery (English medium)	Preferred Nursery	Preferred Nursery
Nursery (Welsh medium)	Preferred Nursery	School Organisation Team, Civic Centre
Reception (English medium)	Preferred School	Preferred School
Reception (Welsh medium)	Preferred School	School Organisation Team, Civic Centre
Junior	Sent home from your child's current school	School Organisation Team, Civic Centre
Secondary	Sent home from your child's current school	School Organisation Team, Civic Centre

Where it is stipulated that application forms should be returned to a school, the Headteacher will make arrangements to pass these to the School Organisation Team at the Civic Centre for processing, as soon as the closing date has been reached.

**The Council requires proof of residency in support of all applications**, and for this purpose it is possible for the Council to refer to your Council Tax record. This can only be done with your consent, and you will be asked to provide your Council Tax reference number when completing your paper application form. It is a condition of the on-line application system that parents / carers give the Council consent to access their Council Tax record. If you are unwilling to give consent for this, you should make a paper application. Physical photocopied evidence (such as a Council Tax Bill or Driving Licence) will be required to verify your home address if you do not or cannot give permission for us to access your Council Tax records.

**Applications for nursery schools and classes** must also be supported by a copy of the child's birth certificate to verify the date of birth.

Allegations of fraudulent claims will be investigated and places may be withdrawn if parents have knowingly provided false information in order to obtain the advantage of a particular school, to which they would not normally be entitled.

It is the parent's responsibility to ensure that the Council receives your completed application safely and on time. If you are posting your application it is recommended that the form is sent by recorded delivery. Any applications that are received after the closing date or applications that remain incomplete (i.e. without proof of residency) as at the closing date, will only be processed after places have been allocated for applications that were received by the closing date, and this may increase the possibility of not achieving a place at your preferred school.

Applications where a change in circumstances have occurred, which have an impact upon the application's status within the admissions criteria, will also result in the application being treated as late if these changes are brought to the Council's attention after the closing date.

Any late applications received will be batch filed and processed together in the first week of the calendar month following receipt, once the relevant offer date has passed.

Filling in the application form and providing the relevant proof of residency does **not** guarantee admission to the chosen school, even if it is the catchment school. If there are more applications than the school's admission number, the admission request may have to be refused. Admission numbers are listed on pages 35 - 39.

Admission will be based on the oversubscription criteria listed on pages 15 and 16. If the Council is unable to offer a place at your preferred school(s), we will offer a place at the nearest school with places available. Parents/carers are entitled to appeal against the decision to refuse a place at your preferred school(s) (see details on page 20). **Please note** that there is no right of appeal for nursery admissions.

Attendance at a nursery class does not guarantee a place at any infant or primary school, nor does attendance at an infant school guarantee transfer to the corresponding junior school. Similarly, attendance at a junior or primary school does not guarantee a place at the catchment secondary school, if you do not live within that school's catchment area.

## **Admission to sixth form (age 16)**

The Council currently delegates responsibility for the determination of admission arrangements for sixth forms to Governing Bodies of community schools. Applications should be made directly to the school. This is under review however. The Council will ensure that any changes in relation to the admission of post-16 pupils are shared with parents / carers at the earliest opportunity.



## Admission to Voluntary (Faith Based) schools

As individual Voluntary Aided Governing Bodies are responsible for admissions, each will have its own admissions policy. For full details of these policies, parents are asked to contact their first preference school. Please note however that since all Admissions Authorities within a Local Authority are required to work together towards a common set of closing dates and offer dates, the Council's agreed timetable will be adhered to in all instances.

In order to comply with the Admissions Code, parents must be allowed to express a preference for their second or even third choice of school. Therefore it may be necessary for parents / carers to complete both a Newport City Council application form and the form supplied by the voluntary aided / faith school to which you are applying. In such instances, the Newport City Council preference form should be returned directly to the School Organisation Team at the Civic Centre.

## Applications from people living outside Newport

Parents of children living in other authorities who want their children to go to a Newport school should make their applications via their home Local Authority, who will forward any applications received to us. Forms should be returned in accordance with the home Local Authority's stipulated closing dates. *For Caerleon Comprehensive School, the catchment area continues to include parts of Torfaen and Monmouthshire. Residents of those parts of Torfaen and Monmouthshire, for example in the Ponthir, Usk and Goytre areas, are treated as catchment area residents.*

## Admission to schools outside Newport

If you would like to apply for a school that is outside Newport then you must send your form to your child's current school or directly to Newport City Council if they are not currently in school. We will then pass on your application to the relevant Authority. It is advisable to state alternative preferences on your form in case the school you have chosen cannot be offered to you. Please note that in instances where parents elect to send their child to a school that is not their catchment school, the responsibility for arranging transport to and from the school lies with the parents and not the Council. *For information, the Llanmartin area is within the catchment area for Caldicot Comprehensive School, falling within Monmouthshire County Council.*

If you are applying for an Independent school you must apply directly to that school. Parents / carers are also advised to apply for a place at a Newport School in case the application to the independent school is unsuccessful, and should state on the application form that a place is being sought at an independent school.

## How we allocate places

The School Standards and Framework Act 1998 gives parents the right to express a preference for their child to be admitted to any school maintained from public funds. Admissions to school are made in accordance with parental choice, subject to availability.

There are two types of admission:

1. **Annual Phase Transfer** (see below) – this takes place in September of each academic year, and relates to entry into Nursery, Reception, Year 3 and Year 7.
2. **In Year Admission or Transfer** (see page 16) – this refers to admissions and transfers between schools during the academic year i.e. outside of the annual phase transfer application process. This is commonly referred to as **Mid Term Transfers** or **Casual Admissions**.

## Annual Phase Transfer

Each request will be considered individually and complied with wherever possible. Some schools will however have more requests for places than there are spaces available. Where a school is oversubscribed, preference requests will still be considered, but the priorities set by the Council will be applied. In deciding which children to admit to a school, the Council will apply its oversubscription criteria in order of priority and examine the merits of each case by considering any reasons put forward supporting any expressed preference. Qualification within a category is determined at the time of application.

## Oversubscription criteria for council maintained school places

All children living within a Newport **secondary** school's catchment area are entitled to attend that school if parents put it as their preferred choice on the form. This guarantee does **not** apply for primary schools. For admission to primary, infant, junior and nursery schools, and out-of-catchment applications to secondary schools, the following oversubscription criteria will apply:

1. Council **Looked After Children** i.e., children in the care of a Local Authority, following consultation on the appropriateness of the placement.
2. Children with a statement of **Special Educational Needs** whose statement specifies a named school.

3. For Primary and Nursery age children, **those pupils residing within the preferred primary school's catchment area** will be given prior consideration over those children living outside the catchment area. The Council will consider the child's home address to be the place where the child permanently resides for the majority of the school week. This would normally be at the same address as the person who has parental responsibility for the child and is the main carer. Where the child spends equal time with both parents / carers, the place of residence of the person who receives Child Benefit will be considered the child's home.
4. **Medical grounds**, supported by a medical consultant's report, obtained by parents, specifying the medical advantage of the child attending the preferred school compared with the catchment school. Please note that reports from family doctors are not accepted for this purpose.
5. Children with **older brothers or sisters at the school** (or in the case of admissions to Infant Schools, children with older brothers and sisters at the corresponding Junior School) after the date of admission will be admitted in preference to those not having brothers or sisters at the school. Where there is more than one such case, priority will be given to those children closest in age to the siblings already attending the preferred school (or Junior school), as at the admission date.
6. After considering the above categories, priority will be based on those residing closest to the preferred school, measured as the "shortest available walking route, accompanied as necessary" between the nearest entrance / front gate of the home and the nearest gate / entrance of the school.

## In Year Admission or Transfer

Newport City Council operates an In-Year Fair Access Policy under which parents can ask to change schools at any stage of their child's education. Indeed there may be a number of valid reasons for doing so, such as moving house etc. However, parents of pupils in either Year 10 or Year 11 in particular should note that with the support of all of Newport's secondary schools, the Council actively discourages requests for transfer at this stage of a child's education. Changing schools is an issue that needs to be given serious consideration as it is not always the answer and can have a detrimental effect on a child's education.

If you are thinking of applying to transfer your child to another school, you are advised to discuss your options with your child's Headteacher in the first instance. There may be strong educational reasons why a transfer should not take place, which you will need to consider. Before deciding to apply for a place at another school, you will need to consider carefully how your child will travel to the school, as you will not necessarily be eligible for transport assistance.

You are strongly advised that where possible, you should not remove your child from their current school until a suitable alternative place can be found. Non-attendance will be recorded as unauthorised absence and could be reported to the Education Welfare Officer.

All applications, whether between Newport schools or from outside the City, must be made on an **In Year Admission or Transfer** application form, which should be obtained from and returned to the School Organisation Team at the Civic Centre. Applications for admissions into all year groups will be processed as per the oversubscription criteria on pages 15 and 16. Preference will be given to those parents who are seeking a place during the current term over those seeking a place in the following academic year.

The Council will try to comply with parents' preference. However, if the admission number of the relevant year group at the chosen school has already been reached, the transfer request would be refused and parents would be advised of their right to appeal against the Council's decision. **All transfers must be approved by the Council, who will endeavor to make a decision within 15 school days from the date the application is received.**

## Other Relevant Information

### Armed Forces

Children of UK Service Personnel will be treated as in catchment if their application form is accompanied by an official Ministry of Defence letter declaring a definite return date and confirmation of the new address.

### Domestic Violence Agencies

Children temporarily housed under the protection of approved Domestic Violence agencies will be treated as in catchment if the refuge falls within a school's designated catchment area, and the application form is accompanied by an official letter from the relevant agency.

### Gypsy and Traveller Children

The Council is obliged, by statute, to ensure that all children of compulsory school age receive education that is appropriate to their age, abilities and any special educational needs, and promotes high standards in the provision of education and the welfare of children. These obligations apply to all children whether or not they are permanent residents in the area. Therefore, admission applications made in respect of these families will be dealt with in conjunction with the Gwent Education Minority-Ethnic Support Service (GEMS), with a view to placing these children as quickly as possible at the nearest available and appropriate school.

## **Children with English as an Additional Language**

Children with English as an Additional Language (EAL), and those who are newly arrived in Newport, have the opportunity of a home visit facilitated by the Gwent Ethnic Minority Service (GEMS) to aid completion of admission documentation, supported by a Home Language Support Worker if required, to aid communication through their first language. Parents can also request first language support to assist in the Admission Appeals process if required.

## **Multiple Birth Children**

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

## **Siblings**

Brothers and sisters, whether half, full, step, 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.

## **Catchment Areas**

The catchment area is the term used to describe the geographical area served by a school. For information on your local catchment schools, please contact the School Organisation Team at the Civic Centre on telephone number 01633 656656 or by emailing [school.admissions@newport.gov.uk](mailto:school.admissions@newport.gov.uk)

## **Waiting lists for oversubscribed schools**

### ***Phased Transfer***

During a phased transfer, should your child be refused a placement at your preferred school(s), your child's name will remain on a waiting list for this school until the end of the academic year (31st August) in which the application is made. If additional places become available, they will be allocated to children on the waiting list on the basis of the published oversubscription criteria.

Waiting lists do **not** give priority to children based on the date the application was added to the list. Once the 31<sup>st</sup> August has passed, parents will be contacted and asked to confirm whether or not they wish to remain on the waiting list for another academic year, after which time a new application may be made.

### ***In-Year Admission or Transfer***

Where an application made under the In-Year Fair Access Policy is refused, the child's name will remain on a waiting list for the preferred school until the end of the academic year (31st August) in which the application is made, at which time a new application may be made. If additional places become available, they will be allocated to children on the waiting list on the basis of the published oversubscription criteria. Waiting lists do **not** give priority to children based on the date the application was added to the list.



## Some reasons why we may refuse admission

The School Standards and Framework Act 1998 gives parents the right to express a preference for their child to be admitted to any school maintained from public funds. However, there are reasons why that preference may have to be refused, as the Council also has to have regard to:

- The infant class size initiative which is committed to ensuring that no child aged 5, 6, and 7 years will be in a class of more than 30 pupils for every one qualified teacher. The statutory infant class size limit of 30 pupils applies to reception, year 1 and year 2 classes.
- The physical limitations of the school and the site buildings. This may result in a class size of fewer than 30 pupils.
- Any other factors which may prejudice the provision of efficient education and/or the efficient use of resources.

## Class size exceptions

Welsh Assembly Government regulations require Councils to limit infant class sizes to no more than 30 pupils and to ensure junior class sizes do not exceed 30 pupils. There are, however, exceptions to these regulations (called "excepted pupils") which may allow the 30 pupils per class limit to be exceeded. These pupils are:

1. Children whose statements of special needs specify that they should be educated at the school concerned, and who are admitted to the school outside a normal admissions route.
2. Looked After Children admitted outside the normal admission round.
3. Children initially refused admission to a school, but subsequently offered a place outside a normal admissions round by direction of an admissions appeal panel, or because the person responsible for making the original decision recognises that an error was made in implementing the school's admission arrangements.
4. Children who cannot gain a place at any other suitable school which could accommodate them within the 30 pupil class size target and which is within a reasonable distance of their home because they move into the area outside a normal admission round.
5. Children who are admitted to a school after the end of the normal admission round where the admission number relevant to a child's particular year group has not previously been reached.
6. Children temporarily housed under the protection of approved Domestic Violence agencies. (Under the discretion of the Chief Education Officer)
7. Children for whom education at a school which is Welsh speaking is desired where the school concerned is the only such school within a reasonable distance of their home.



8. Children who are registered pupils at special schools, but who receive part of their education at a mainstream school.
9. Children with special educational needs who are normally educated in a special unit in a mainstream school, but who receive part of their lessons in a non-special class.

Pupils in categories 1 – 6 are only to be treated as exceptions for the school year when they are first accepted into the school.

## Appeals

If the Council is unable to allocate a place at the preferred school, an alternative school place will be offered. It is then for parents/carers to decide whether to accept the place at the alternative school or to appeal against the Council's decision. Please note that there is no right of appeal against the decision to refuse a nursery place. Where places become vacant before admission appeals are heard, the vacancies will be filled following an assessment of the waiting list maintained by the Council and any pending applications, against the Authority's published over-subscription criteria.

The appeal will be determined by an independent appeals panel who must consider each case individually on its merits and they cannot limit themselves, in advance, to the admission of any particular number of pupils. Consideration by an appeal panel should be in two distinct stages:

1. The Factual Stage, where the panel decides as a matter of fact whether there was a lawful reason to refuse admission; if there was not, the child must be admitted; if there was, the committee must move on to:
2. The Balancing Stage, where the panel exercises its judgement to balance the degree of prejudice to efficient education which would result from admitting the child, and the strength of the parents' case, so as to arrive at a decision which is binding on the admissions authority.

The decision to appeal does not prevent the parent accepting a place at an alternative school whilst the hearing is convened as the panel will determine the appeal on the basis of application. In the event that your next nearest available school is situated more than 2 miles from your home address, you would be eligible to apply for free home to school transport. Please see page 25 for more information on home to transport entitlement.

In a situation where an appeal has been unsuccessful, a second application within that academic year can only be presented and accepted for consideration if there is evidence of additional or material change of circumstances.

# Admissions Arrangements for Voluntary Schools

## Malpas Church Infant and Junior Schools

When applying to Malpas Church Infant or Junior School, preference at this stage would be given to those parents expressing a preference on denominational grounds and who themselves are regular communicants of the church. An application on these grounds would have to be supported in writing by the vicar of St Mary's Church, Malpas.

## Caerleon Endowed Infant School

The Governing Body will apply the following over subscription criteria should there be more applications than places available:

1. Looked After Children (LAC) living within the school's catchment area.
2. Children who are resident within the school's catchment area.
3. Children with medical, social, compassionate or religious grounds. Independent evidence would be required (e.g. a doctor's certificate, reference from the appropriate body)
4. Children with siblings in the infant school at the time of the application
5. Children with siblings in the junior school at the time of the application.

In the event of there being more applicants who satisfy one particular criterion than there are places available, priority will be given to those who children who live closest to the school. The distance from home to school will be measured using the nearest available walking route.

Applicants will be notified in writing of the governing body's decision. Parents of unsuccessful applicants have the automatic right of appeal against the decision of the Admissions Committee. 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. The decision of the Independent Appeal Panel is binding on the School's Governing Body.

## Caerleon Endowed Junior School

Pupils transfer to the Junior School at the beginning of the academic year in which their eighth birthday falls. The Governing Body will apply the following over subscription criteria should there be more applications than places available:

1. Looked After Children (LAC) living within the school's catchment area.
2. Children who have ended their infant school education in Caerleon Endowed Infant School
3. Children who are resident within the school's catchment area.
4. Children with medical, social, compassionate or religious grounds. Independent evidence would be required (e.g. a doctor's certificate, reference from the appropriate body)
5. Children with siblings in the infant school at the time of the application
6. Children with siblings in the junior school at the time of the application.

In the event of there being more applicants who satisfy one particular criterion than there are places available, priority will be given to those who children who live closest to the school. The distance from home to school will be measured using the nearest available walking route.

Applicants will be notified in writing of the governing body's decision. Parents of unsuccessful applicants have the automatic right of appeal against the decision of the Admissions Committee. 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. The decision of the Independent Appeal Panel is binding on the School's Governing Body.

### **Newport Roman Catholic Primary Schools**

The following admissions policy applies to:

- St David's RC Primary School
- St Gabriel's RC Primary School
- St Patrick's RC Primary School
- St Joseph's RC Primary School
- St Mary's RC Primary School
- St Michael's RC Primary School.

### ***Admission criteria and order of priority***

Should there be more applications than places available, then the following over-subscription criteria will apply. In each category, priority will be given to siblings of children already attending the preferred school.

1. Looked After Children who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church.
2. Children who are baptised as Roman Catholics or have been formally accepted into the Roman Catholic Church.
3. Looked After Children who are not of the Roman Catholic Faith.

4. Children of other Christian denominations whose parents have demonstrated a wish for a Catholic education.
5. Children of other Faith traditions whose parents have demonstrated a wish for a Catholic education.
6. Other children.

Applications from children who are to be considered under criteria 1 or 2 are asked to provide evidence of baptism or reception into the Roman Catholic Church. Applications from children to be considered under criteria 4 and 5 are asked to provide a letter of support from their Minister or Faith Leader. For Christian applicants a Baptismal Certificate should be provided wherever possible. Some schools may give priority to children who can demonstrate regular attendance at their place of worship. A letter confirming this will be required from their priest, minister or faith leader.

Where places are available for some but not all applicants in any particular category then preference shall be given to the children whose home address is closest to the school gate (when measured by the shortest walking distance), or those furthest away from an alternative suitable school with a place available. The Headteacher of your preferred school can provide further information on this.

### **St Joseph's Roman Catholic High School**

The Education Act 1980, Section 6 gives parents the right to express a **preference as to which school their children attend**. Admission to the school will be made in accordance with parental choice, **subject to the order of priority listed below**.

The catchment area for St Joseph's RC High School covers the Roman Catholic parishes of Newport City Council, plus the parish of St Mary's Chepstow and St Paul's Caldicot with the following **designated primary schools** :

St David's (Newport),      St Gabriel's (Newport)

St Joseph's (Newport)      St Mary's (Newport)

St Michael's (Newport)      St Patrick's (Newport)

St Mary's (Chepstow)

plus pupils attending St David Lewis (Newport) in June 2007.

### **Admission criteria and order of priority**

Where the number of applicants for admission exceeds the Admission Number, places will be awarded to applicants in the categories and order of priority shown overleaf:

- a) Looked After Children will be given highest priority.
- b) Siblings will be given second highest priority.

*Siblings are: Brothers and sisters, whether half, full, step, 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.*

1. Baptised Roman Catholic children from the above Catholic primary schools
2. Baptised Roman Catholic children from other Catholic primary or secondary schools
3. Baptised Roman Catholic children not educated in a Catholic school
4. Non-Catholic children educated in a Catholic Primary school, whose parents seek a specifically Christian education, supported by a letter from the Headteacher. \*1
5. Christian children not educated in a Catholic primary school, whose parents seek a specifically Christian education: please supply a letter stating why you wish your child to attend St Joseph's, together with a supporting letter from your Minister of Religion. \*2
6. Children of other faiths not educated in a Catholic primary school, whose parents seek a specifically Christian education: please supply a letter stating why you wish your child to attend St Joseph's, together with a supporting letter from your Minister of Religion/Faith Leader. \*2
7. Children for whom application is made in special circumstances may be admitted at the Governor's discretion. Each application must be accompanied by a letter from the appropriate professional person. The supporting evidence should set out the particular reasons why St Joseph's is the most suitable school and the difficulties that would be caused if the child had to attend another school. Please supply full details concerning the application.

Notes:

- \*1 The letter of recommendation from the Headteacher should detail your support for Roman Catholic education.
- \*2 The supporting letter must show participation in the faith of which this minister/ faith leader is giving advice.

Where there are more applications from children within a criterion than the available capacity, then priority will be given to those furthest from an alternative school (i.e. a RC VA school) with a place available. The governors will treat all information as confidential.

## **Voluntary Aided School Appeals**

Parents have a right of appeal against a refusal by the Governing Body to admit their child, and should put their appeal in writing to the Clerk of the Governors at the school, within 14 days (10 working days) from the date of notification that their application was unsuccessful. Appeals will be arranged, with an independent panel and conducted in accordance with the School Admission Appeals Code, Statutory Code no. 003/2009.

## **Home to School Transport**

Free transport is provided to pupils who live more than **2 miles** from their catchment school or nearest available school (including Welsh medium and faith schools). The Newport scheme is currently more generous than the law requires.

It is for the Council to determine the shortest available walking route, which may not necessarily be the route chosen by the child. For the purposes of determining eligibility for free home to school transport applications, distances are measured by the shortest available walking route between the nearest entrance / front gate of the home and the nearest entrance / gate of the school. The Council deems that a route is 'available' if a child, accompanied as necessary, can walk to school in reasonable safety.

Sometimes we need to arrange pick up points for children when it is not possible for vehicles to pass close by all homes. The pickup point should normally be less than one mile away from home.

## **Safe Routes to Schools**

Free transport may also be provided in exceptional cases where the Council determines that there is no suitable available route to school. The degree of risk involved would need to be such that the individual accompanying the child would be at significant risk from the particular traffic situation.

## **Other information**

- Free transport is arranged and administered by Newport City Council and parents will not be reimbursed for individual local arrangements where Council transport is available.
- Pupils who move home to an address outside the catchment area of their school will not normally continue to be provided with free transport to that school if the move takes place during the first or second year of education. Applications for pupils moving home in the third or subsequent year will be considered only if transport can be provided by existing services within Newport.



- Free transport may be provided, in exceptional circumstances, on medical grounds in respect of pupils who reside within the catchment area of their school. Applications must be supported by a Medical Consultant's report recommending special transport for a specified period.
- Free transport is not provided for pupils attending private schools.
- Free transport is not provided for pupils/students aged 19 and over unless continuing, without a break, a course of study which started before reaching 19 years of age.

## Other Services and Benefits

### School Meals

Newport City Council aims to ensure that pupils receive a high quality, affordable school meal, made from local products where possible and with high nutritional value. There is growing evidence to support the fact that providing children with healthy food contributes to academic achievement and improved behavioural standards in schools. Newport's school meals menu demonstrates a significant step towards meeting the recommendations for the standards for school food under the Welsh Government's Appetite for Life agenda.

### School Meal Charges

From September 2011, the standard school meal price charged by the Local Authority will remain as £1.90 for pupils of primary school age and £2.20 for pupils of secondary school age.

### Free School Meals

Free School Meals are available to pupils whose parents are in receipt of one of the following:

- Income Support **or** Income Based Jobseekers Allowance
- Income Related Employment Support Allowance
- 2011/2012 Child Tax Credit (your annual household income must be less than £16,190)  
Note: if you are receiving working tax credit you will **not** be eligible
- Guarantee Element of State Pension Credit (M1000 Award Notice)
- National Asylum Seekers Support Benefit.

Pupils who qualify for free school meals but who prefer to use the snack bar service are allowed an amount equivalent to the cost of the main meal, to be offset against the cost of the items purchased.

It is the parent's responsibility to apply for free school meals each academic year. Forms are available from schools, the Education Business Support Team, the City Contact Centre, the Face-to-Face Centre, or can be downloaded from [www.newport.gov.uk/learning](http://www.newport.gov.uk/learning).

## **School Milk**

All pupils in nursery and infant schools and classes can receive one third of a pint (189ml) of free milk daily.

## **Year 7 School Uniform Grant**

A school uniform grant is available for 11 year old pupils entitled to free school meals who will be entering year 7 of their education in September.

The scheme is administered by the Council and eligible pupils are identified from the information provided by parents on their completed free school meals application forms. The amount of grant available is reviewed annually and is paid directly to parents. For 2011/12, the grant is £105.

You do not need to complete a separate form for this grant if you have already completed a free school meals application form.

# Additional Educational Needs

Each child and young person is unique, and all need support to develop effectively. Some children find learning easier than others. Some children will have difficulties and these may include educational, physical, sensory, emotional and behavioural difficulties. The Council provides a wide range of support for children who experience such difficulties. This can begin before a child reaches school age.

## How can the school support my child?

The Special Educational Needs Code of Practice for Wales came into effect in April 2002. The Code places emphasis on inclusion i.e. the expectation that in most cases a child's local school will provide for any special needs that the child may have.

The majority of pupils with Additional Educational Needs will be taught at their local school and therefore will be educated with their peer group and within their community. This supports the Council's commitment to inclusion.

Each school has an AENCo (Additional Educational Needs Co-ordinator) who will help all teachers to provide suitable programmes of study to support a child's learning. The AENCo will also ensure that an Individual Educational Plan (IEP) is drawn up based on the child's individual needs. All staff will be aware of this programme and you, as parents, will be informed of this and asked to attend regular reviews to update the programme. Some children will only require extra support for a short period of time. This level of support is called Early Years Action/School Action. However, a small percentage will require support for longer periods.

If the AENCo feels that additional advice/support is required, it may be necessary to seek help from outside professionals such as Educational Psychologists. This will be discussed with you and only with your permission will any outside experts be able to assess your child. At this stage, the Council will have delegated funding to the school to enable them to continue to support your child. This level of support is called Early Years Action Plus/School Action Plus.

For a small number of pupils, it may be necessary for the Council to conduct a Statutory Assessment of the child's needs.

## **What is a Statutory Assessment?**

A statutory assessment is a full and detailed investigation to find out what a child's special educational needs are and what special help may be needed. A request can be made in writing by a parent, school or health professional and sent to the special educational needs team. The SEN team has six weeks to consider the request and decide whether or not to carry out the statutory assessment.

If it is decided that a statutory assessment is required, the needs of the child will be very carefully assessed by the school, educational psychologist, a range of medical professionals and social services where relevant. Parents are also asked for their views on their child's progress.

The SEN Team will supply the name of an officer who can liaise with parents through the process of formal assessment and further information will be given to the parents as appropriate.

The Code of Practice specifies strict timescales for the completion of the statutory assessment process, although there are some exceptions which may delay the completion of the assessment, i.e. missed appointments, school holidays.

If it is decided that a statutory assessment is not required and that the child's needs can be met at Early Years Action Plus / School Action Plus, then the parents are informed of this decision in writing. Parents are entitled to make representations to the education service and discuss their concerns. They are also able to access free and independent parental support as well as a free and independent disagreement resolution service. Parents are also given the right to appeal to the Special Educational Needs Tribunal for Wales which is a legal tribunal for considering appeals when parents disagree with the education service.

Once a statutory assessment has been completed, a decision will be made as to whether to issue a statement of special educational needs or a note in lieu. If a note in lieu is issued, or if the parents are not happy with the wording or support recommended in the statement then they are again entitled to make representations to the SEN Team as well as access the independent parental support service and the disagreement resolution service. Parents are again given the right to appeal to the Special Educational Needs Tribunal for Wales.

## **Specialist provision**

Newport has a wide range of provision for ensuring that the needs of children with identified additional educational needs are met. Although most children with statements of special educational needs will be educated at their local school in mainstream classes with additional support, a number will need a higher level of support. Newport therefore offers a number of special resource bases attached to mainstream schools that can cater for a wide range of needs. There is also a specialist resource base for pupils with Autistic Spectrum Disorder.

For a small number of children it will be necessary to make more specialist provision. Newport therefore has a special school for children with severe difficulties. The Council is responsible for allocating places at the special school and within the resource bases. Where a placement is agreed at a specialist provision the Council will, wherever possible, offer a placement at the nearest available base to the child's local school.

Where pupils are allocated places at resource bases, it will be the Council's aim to integrate them into mainstream classes wherever possible.

Some pupils with additional educational needs of a very complex nature are placed in non-maintained schools and in independent schools, where there is clear evidence that placement in these schools is necessary owing to the nature of the additional educational needs and where local provision is not appropriate to meet these needs.

## **Admission to school for pupils with Additional Educational Needs**

For pupils with additional educational needs, admission to school is influenced by parents' preference of school, in a way broadly similar to other pupils. However, individual circumstances relating to pupils and schools may need to be taken into account. Ultimately, the placement process is governed by procedures identified in the Special Educational Needs Code of Practice. This process might give special priority of admission for a pupil to a particular school. It might also be a reason for refusing a parent's stated preference. The list of schools in this booklet indicates where schools have special facilities for pupils with additional educational needs.

## **Transport for Pupils with Disabilities and/or Additional Educational Needs**

Free contract transport is arranged for pupils with Statements of Special Educational Needs where the education service has determined that they require transport to access their recommended placements. This generally applies in respect of children who attend either special schools or unit/resource base provision attached to mainstream schools, other than their local schools. Such conveyance would be tailored to needs and escorted wherever necessary.

## **Where can I get further information on Additional Educational Needs?**

If you would like to receive further information regarding additional educational needs and /or the provision available within Newport please contact:

**Special Educational Needs Section**, Newport City Council, Education Inclusion, Civic Centre, Newport, NP20 4UR Telephone: 01633 656656.  
e-mail: [SEN.enquiries@newport.gov.uk](mailto:SEN.enquiries@newport.gov.uk)

**Educational Psychology Service**. Newport City Council, Education Inclusion, Civic Centre, Newport, NP20 4UR Telephone: 01633 656656.  
e-mail: [education.psychology@newport.gov.uk](mailto:education.psychology@newport.gov.uk)

**SNAP Cymru**. Ty Derwen, Church Road, Newport, NP19 7EJ.  
Telephone: 01633 246897



# Other Useful Information

## The School Curriculum

The school curriculum comprises all the activities designed and encouraged within the school's organisation to promote the intellectual, personal, social, physical and spiritual development of pupils. The curriculum consists of all the learning opportunities provided by the school, many of which take place in the classroom under the direct control of the teacher, supplemented by a range of activities outside the classroom including educational visits and field studies.

The purpose of the curriculum offered in each school is to enable all pupils to achieve their full potential. All schools are required to offer a curriculum which complies fully with legal requirements. Schools also provide additional activities to extend and complement the formal curriculum. Governing bodies should have had regard to any curriculum statements produced by the Council in preparing individual school curriculum policies.

## The National Curriculum

The National Curriculum sets out the subjects and skills that children must learn. The curriculum is divided into different stages:

Foundation Phase:	3-7 years old
Key Stage 2:	7-11 years old
Key Stage 3:	11-14 years old
Key Stage 4:	14-16 years old

A baseline assessment is undertaken on entry into the Foundation Phase and specified assessments are undertaken at the end of each stage.

## Foundation Phase

The Curriculum consists of 7 areas of learning:

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

## **Key Stages 2, 3 and 4**

The curriculum for these stages comprises English, Welsh, Mathematics, Science, Information Technology, Design and Technology, History, Geography, Music, Art, and Physical Education. A Modern Foreign Language is added in key stages 3 and 4.

In addition schools must also teach the key skills of Thinking, Communication, ICT and Number, as well as Personal and Social Education and Religious Education. Parents are allowed to withdraw their children from religious education and collective worship by writing to the school.

## **School Governors**

Each school has a governing body which plays an important part in the life of the school. It has a general responsibility for the conduct of the school, and a range of specific responsibilities, including monitoring performance and standards, the school's finances, and the appointment of staff.

Governing bodies are made up of local people. They include parents, persons appointed by the Council, teachers, headteachers, support staff and may include representatives of the local business community and the Church. The number of members depends on the size of the school. If you are interested in becoming a school governor you should talk to the Headteacher at the school.

## **School Inspections**

Schools in Wales are formally inspected generally every 6 years. A team of inspectors visit the school to observe lessons and talk to staff, governors, pupils and parents. Inspections give parents an opportunity to comment on the school and each parent receives a summary of the inspection report and a copy of the action that the school proposes to take as a result of the report. Parents who wish to see full copies of inspection reports can obtain them from the school, and from the Estyn website ([www.estyn.gov.uk](http://www.estyn.gov.uk)).

## **Complaints**

Regulations introduced under the Education Act 2002 require 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. There are also statutory processes for complaints and appeals relating to the curriculum, religious worship, admissions, additional educational needs, exclusions, staff grievance, staff disciplinary and teacher capability.

Complaints about schools should be referred to the school's Headteacher. If the complaint is about the Headteacher, then the complaint should be referred to the Chair of Governors. If your concern or complaint is about the level of service offered by a section within the Council, you should follow Newport City Council's complaints policy (available on the Newport website [www.newport.gov.uk](http://www.newport.gov.uk) or by calling 01633 656656). Further information is available from individual schools or on Newport's website [www.newport.gov.uk/learning](http://www.newport.gov.uk/learning)

### **Education Welfare Service**

The Education Welfare Service exists primarily to promote attendance at school. Welfare Officers are attached to schools and work with them to check on cases of non-attendance. Extreme cases may lead to parents being prosecuted and fined or, ultimately, imprisoned.

### **Education Other than at School (EOTAS)**

All children in Wales are required to receive education in accordance with their age, aptitude, ability and any additional educational needs they may have. Children reach statutory school leaving age at 16. The majority of pupils will be educated in school but it may be necessary for some children to receive an alternative curriculum for part of their school career. Schools remain responsible for providing such packages of support and will discuss these pathways with the young person and their family.

### **Gwent Education Minority-Ethnic Support Service (GEMS)**

The core work of the service is to provide

- Provide support for English as an Additional Language (EAL); and
- Promote Race Equality

GEMS works closely with schools, parents and Governors to enable identified pupils to access the National Curriculum by improving their English language skills.

GEMS also provide advice, support and guidance on race equality for schools and governing bodies. Where possible, GEMS will also provide bi-lingual assessments to establish language support requirements, and to clarify issues during the statementing process for appropriate pupils.

GEMS staff make home visits to ensure that good communications between minority ethnic parents and the school are established. Essential school information is passed to the parents in their home language. The concerns and questions of the parents are passed back to the school.

## LIST OF SCHOOLS

This list gives contact points for schools and indicates their language (English-medium or Welsh-medium) and denominations where relevant (Church in Wales or Roman Catholic (RC)). The admission number indicated is the number of pupils which can be admitted in any age group before applications may be refused.

NURSERY SCHOOLS					
<i><b>Name of school</b></i>	<i><b>Address</b></i>	<i><b>Tel.</b></i>	<i><b>Headteacher</b></i>		
Don Close (Bettws)	Monnow Way, Bettws, NP20 7RT	01633 855282	Mrs H M Day		
Fairoak	Church Road, NP19 7EJ	01633 259415	Ms H Morgan		
Kimberley	Blaenypant Crescent, NP20 5QB	01633 855848	Mrs H M Day		
COMMUNITY PRIMARY SCHOOLS					
<i><b>Name of school</b></i>	<i><b>Address</b></i>	<i><b>Tel.</b></i>	<i><b>Headteacher</b></i>	<i><b>Admission Number</b></i>	<i><b>Age Range</b></i>
*#Alway Primary	Aberthaw Road, NP19 9QP	01633 277905	Mr R Hughes	49	3-11
#Brynglas Primary	Brynglas Drive, NP20 5QS	01633 858862	Mrs L Facey (Acting)	28	4-11
^*Caerleon Endowed Infant	High Street, Caerleon, NP18 1AZ	01633 421237	Mrs A Sweeting	72	3-7
^oCaerleon Endowed Junior	High Street, Caerleon, NP18 1AZ	01633 420411	Mrs S Jones	83	7-11
*Caerleon (Lodge Hill) Infant	Roman Way, Caerleon, NP18 3DY	01633 421735	Mrs H Power (Acting)	34	3-7
Caerleon (Lodge Hill) Junior	Lodge Hill, Caerleon, NP18 3BY	01633 422322	Mrs H Power	57	7-11
Clytha Primary	Bryngwyn Road, NP20 4JT	01633 265266	Ms A Reese	30	4-11

\* Nursery Class attached # Host school for Special Needs Centre ^ Voluntary Aided school o Voluntary Controlled School, denominational admission criterion applies for out-of-catchment applications

COMMUNITY PRIMARY SCHOOLS - continued

<b>Name of school</b>	<b>Address</b>	<b>Tel.</b>	<b>Headteacher</b>	<b>Admission Number</b>	<b>Age Range</b>
#*Crindau Primary	Ailesbury Street, NP20 5ND	01633 858268	Mrs S Davies	56	3-11
*Duffryn Infant	Partridge Way, Duffryn, NP10 8WP	01633 815032	Mrs R M Jones	60	3-7
Duffryn Junior	Partridge Way, Duffryn, NP10 8WP	01633 817161	Mr N Kelland	60	7-11
*Eveswell Primary	Chepstow Road, NP19 8GX	01633 272142	Mrs C Barnett	60	3-11
* Gaer Infant	Melfort Road, NP20 3FP	01633 265620	Mrs M Biddle	51	3-7
#Gaer Junior	Gaer Road, NP20 3GY	01633 263407	Mr J Webb	65	7-11
* Glan Usk Primary	Bank Street, NP19 7HF	01633 259445	Mr J Beecher	90	3-11
Glasllwch Primary	Melbourne Way, NP20 3RH	01633 266398	Mrs C Jackson	30	4-11
High Cross Primary	High Cross Drive, Rogerstone, NP10 9AB	01633 895472	Mr C Sherlock	30	4-11
Langstone Primary	Old Roman Road, Langstone, NP18 2JU	01633 412200	Mrs B Cole	45	4-11
*# Llanmartin Primary	Waltwood Road, Llanmartin, NP18 2HB	01633 412660	Mrs J Baxter	30	3-11
* Lliswery Primary	Nash Road, , NP19 4NG	01633 277015	Mrs S Saunders	75	3-11
* Maesglas Primary	Maesglas Road, NP20 3DG	01633 816047	Mr P Harry	35	3-11
* Maindee Primary	Rodney Road, NP19 0AP	01633 263309	Mrs C Wadsworth	65	3-11
*# Malpas Court Primary	Whittle Drive, Malpas, NP20 6NS	01633 855005	Mrs D Guy	28	3-11
Malpas Park Primary	Wavell Drive, Malpas, NP20 6LE	01633 675900	Mrs K Guest (Acting)	29	4-11

\* Nursery Class attached # Host school for Special Needs Centre ^ Voluntary Aided school ° Voluntary Controlled School, denominational admission criterion applies for out-of-catchment applications

COMMUNITY PRIMARY SCHOOLS – continued

<b>Name of school</b>	<b>Address</b>	<b>Tel.</b>	<b>Headteacher</b>	<b>Admission Number</b>	<b>Age Range</b>
Marshfield Primary	Marshfield Road, Castleton, CF3 2UW	01633 680303	Mrs L S Goss	60	4-11
Millbrook Primary	Parrett Road, Bettws, NP20 7DQ	01633 855100	Mrs L Watkins	30	4-11
*Milton Infant	Hendre Farm Drive, NP19 9HB	01633 273505	Mrs S Wilson	88	3-7
Milton Junior	Hendre Farm Drive, NP19 9HB	01633 273507	Mr P Cornelious	65	7-11
# Monnow Primary	Darent Close, Bettws, NP20 7SQ	01633 852636	Mrs M Echeverry	56	4-11
Mount Pleasant Primary	Ruskin Avenue, Rogerstone, NP10 0AB	01633 894820	Mr A Northgrave-Williams	30	4-11
Pentrepoeth Primary	Bryn Hedydd, Cwm Cwddy Drive, Bassaleg, NP10 8JN	01633 896101	Mrs A Cartlyle	60	4-11
* Pllgwenlly Primary	Capel Crescent, NP20 2FT	01633 265268	Mrs K Bevan	78	3-11
*# Ringland Primary	Dunstable Road, NP19 9LU	01633 272308	Ms L Bowden	37	3-11
*# Rogerstone Primary	Ebenezer Drive, High Cross Estate, Rogerstone, NP10 9YX	01633 894591	Mrs S Yeoman	60	3-11
*Somerton Primary	Hawthorne Fosse, NP19 9AB	01633 272504	Mrs S Harvey	24	3-11
*St. Andrew's Infant	Milner Street, NP19 0GS	01633 257262	Mrs D Lambert	66	3-7
St. Andrew's Junior	Corporation Road, NP19 0GP	01633 257261	Mr D V Thomas	72	7-11
*St. Julian's Primary	Beaufort Road, NP19 7UB	01633 259563	Mr D Rees	83	3-11
*St. Woolos Primary	Stow Hill, NP20 4DW	01633 265792	Miss H Vaughan	36	3-11

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DENOMINATIONAL PRIMARY SCHOOLS						
<b>Name of school</b>	<b>Address</b>	<b>Tel.</b>	<b>Headteacher</b>	<b>Admission Number</b>	<b>Age Range</b>	
° Malpas Church in Wales Infant	Yewberry Close, Malpas, NP20 6WJ	01633 854425	Mrs A James	58	4-7	
° Malpas Church in Wales Junior	Yewberry Close, Malpas, NP20 6WJ	01633 855998	Mr R J Jones	52	7-11	
ROMAN CATHOLIC PRIMARY SCHOOLS						
^St. David's R.C. Primary	Park Crescent, NP20 3AQ	01633 816027	Mrs B Ellsworth	30	4-11	
^St. Gabriel's R.C. Primary	Ringland Circle, NP19 9PQ	01633 273937	Mrs C Russell (Acting)	26	4-11	
^St. Joseph's R.C. Primary	Fairoak Avenue, NP19 8FW	01633 258801	Mr P Knight	30	4-11	
^St. Mary's R.C. Primary	Queen's Hill, NP20 5HJ	01633 840490	Mrs N Gould	56	4-11	
^St. Michael's R.C. Primary	Baldwin Close, NP20 2LW	01633 262078	Mrs H Quigley	30	4-11	
^St. Patrick's R.C. Primary	Fairfax Road, NP19 0HR	01633 272488	Mr S Dunford	27	4-11	
WELSH-MEDIUM COMMUNITY PRIMARY SCHOOLS						
*Ysgol Gymraeg Bro Teyrn	Rodney Road, NP19 0AP	01633 264037	Mrs L Jones-Campbell (Acting)	27	3-6	
*Ysgol Gymraeg Casnewydd	Hartridge Farm Road, NP18 2LN	01633 290270	Mrs G Roberts	49	3-11	
*Ysgol Gymraeg Ifor Hael	Meon Close, Bettws, NP20 7DU	01633 414694	Mrs B Parry-Jones	28	3-11	

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COMMUNITY SECONDARY SCHOOLS					
<b>Name of school</b>	<b>Address</b>	<b>Tel.</b>	<b>Headteacher</b>	<b>Admission Number</b>	<b>Age Range</b>
Bassaleg School	Forge Lane, Bassaleg, Newport, NP10 8NF	01633 892191	Mrs E Thomas	247	11-18
Caerleon Comprehensive	Coldbath Road, Caerleon, Newport, NP18 1NF	01633 420106	Mr T Pratt	241	11-18
Duffryn High	Lighthouse Road, Newport, NP10 8YD	01633 654100	Mr J Wilson	223	11-18
#Hartridge High	Hartridge Farm Road, Newport, NP18 2YE	01633 412487	Mr P Jenkins	203	11-18
Llisbury High	Nash Road, Newport, NP19 4RP	01633 277867	Mrs A Mills	212	11-18
Newport High School	Bethws Lane, Newport, NP20 7YB	01633 820100	Mrs K Keane	191	11-18
#St. Julian's School	Heather Road, Newport, NP19 7JZ	01633 224490	Mrs D Richards	242	11-18
ROMAN CATHOLIC SECONDARY SCHOOLS					
^St. Joseph's R.C. High	Pencarn Way, Tredegar Park, Newport, NP10 8XH	01633 653110	Miss S M Jenkins	215	11-18
WELSH-MEDIUM COMMUNITY SECONDARY SCHOOLS					
Ysgol Gyfun Gwynllyw	Folly Road, Treveithin, Pontypool, Torfaen. NP4 8JD	01495 750405	Mr H E Griffiths	162	11-18
NEIGHBOURING AUTHORITIES' SCHOOLS WITH ARRANGEMENTS FOR NEWPORT PUPILS					
Caldicot Comprehensive School	Caldicot, NP26 5XA	01291 426436	Mrs S Gwyer-Roberts	273	11-18
COMMUNITY SPECIAL DAY SCHOOL					
Maes Ebbw School	Maesglas Road, Newport, NP20 3DG	01633 815480	Mrs M L Meyrick		3-19

# Host school for Special Needs Centre ^ Voluntary Aided school

# Registered early years education providers

Some parents may choose to place their child in a playgroup or private day nursery, especially if the child is already in attendance at one. The playgroup or day nursery must be registered as an education provider following an Estyn inspection for payment to be made for a part-time place (term time only) instead of a Council nursery place. Applications for a nursery place should be made directly to the early years education provider. The child will be expected to attend for a minimum of three sessions on separate days to be eligible for funding. The funding will be paid directly to the playgroup or nursery. Please be aware that this funding may not cover the usual charge of the playgroup or nursery, therefore you may still incur a charge. Please speak to individual playgroups and nurseries to discuss this in more detail. Funding is generally only provided for placements in Newport. However, where there are some children who live on the borders of the city and if there is a very good reason for that child to go to a setting in the neighbouring county, a payment may be made but only if the setting is registered as an education provider with the county in which it sits. Approval must be sought from the Council before accepting a place. Here is a list of Newport registered education providers as at July 2011:

<b>Playgroup</b>	<b>Telephone Number</b>	<b>Area</b>
Bassaleg Nursery Playgroup	01633 894084	Bassaleg
Caerleon Cherubs Playgroup	07791135926	Caerleon
Clytha Early Years Unit	01633 265266	Clytha
Sunflower Tots Playgroup	01633 815032	Duffryn
Jack in The Box Playgroup High Cross	01633 891882	High Cross
Langstone Playgroup	01633 412203	Langstone
Little Angels St Gabriel's	01633 273937	Ringland
Jack in the Box Playgroup	01633 891243	Rhiwderin
Rhiwderin Village Meithrin	07974 386108	Rhiwderin
Ty Du Playgroup	07731 918567	Rogerstone
Castleton Baptist Church Playgroup	01633 680047	St. Brides
Rainbow Sunbeams	07971 684091	St Julians
Cylch Meithrin Baneswell	01633 264363	Stow Hill
Babes in the Wood Playgroup	01633 413221	Underwood

Nursery	Telephone Number	Area
Kites Nursery Newport	01633 222269	Allt-yr-yn
Chuckles Nursery	01633 852373	Bettws
Tiny Tots Nursery UWN	01633 432297	Caerleon
Kites Caerleon	01633 423361	Caerleon
Osborne Children's Nursery	01633 282100	Chepstow Rd
Burleigh House Nursery	01633 223458	Clytha
Norfolk House	01633 840243	Clytha
Tiny Tots Nursery Clytha	01633 222832	Clytha
Buzzy Bees Nursery	01633 666418	Gaer
Greenfields Nursery Langstone	01633 411043	Langstone
Tiny Tots Nursery Malpas	01633 857979	Malpas
Appletree Day Nursery	01633 880023	Redwick
Greenfields Nursery Rogerstone	01633 895141	Rogerstone
Archway Court Day Nursery	01633 255379	St Julians
Sunnybank Day Nursery	01633 244032	Stow Park
Acorns ONS Nursery	01633 840243	Tredegar Park

Further settings may become registered during the year, so please check with the Family Information Service. Full details of these settings can be found on the Family Information Website or by contacting the Family Information Service as follows :

free phone number: **0800 328 8483** (with 24 hour answer machine)

email: [family.information@newport.gov.uk](mailto:family.information@newport.gov.uk)

write to: **Family Information Service,**  
Newport City Council,  
Civic Centre, Newport, NP20 4UR

visit [www.newport.gov.uk/fis](http://www.newport.gov.uk/fis)

where you can access a searchable database of childcare providers in Newport such as playgroups, day nurseries, parent and toddler groups and information about childminders. The site also provides tips on choosing childcare and other general information on a range of subjects, such as activities for children.

# Satisfaction Survey

The School Organisation Team aims to provide you with an efficient and courteous service. Your views are very important to us in planning and improving future procedures. We are, therefore, asking parents/carers to spare a few minutes to complete the questionnaire below.

1 The Starting School booklet provides detailed and helpful information on the Council's admission policies and procedures.

Agree  Disagree  Don't Know

2 The annual arrangements for the distribution of the booklet, letter and admission form have allowed parents sufficient time to make enquiries and decisions.

Agree  Disagree  Don't Know

3 The admission form attached to the explanatory letter was easy to understand and complete.

Agree  Disagree  Don't Know

4 School Organisation Team staff have been considerate and courteous in responding to enquiries.

Agree  Disagree  Don't Know

Any additional comments: \_\_\_\_\_

Please enclose completed questionnaire either with your admission form or post separately to the School Organisation Manager, Room 425w, Civic Centre, Newport, NP20 4UR.

If you wish to be contacted regarding the comments you have made above, please complete your contact details:

Name: \_\_\_\_\_ Telephone number: \_\_\_\_\_