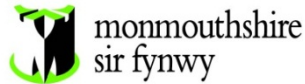


# Public Document Pack



Neuadd y Sir  
Y Rhadyr  
Brynbuga  
NP15 1GA

County Hall  
Rhadyr  
Usk  
NP15 1GA

Tuesday, 26 March 2019

## Notice of Reports Received following Publication of Agenda.

### Cabinet

Wednesday, 3rd April, 2019 at 2.00 pm,  
Steve Greenslade Room, County Hall, Usk

Attached are reports that the committee will consider as part of the original agenda but were submitted to democratic services following publication of the agenda.

Item No	Item	Pages
3.6	<p>SCHOOL ADMISSION POLICY 2020/21 - SCHOOL CATCHMENT AREAS <u>Division/Wards Affected:</u> All</p> <p><u>Purpose:</u> This report seeks to provide Members with an update on the recently concluded public consultation to review Monmouthshire's Secondary School catchment areas as part of the September 2020/21 School admission arrangements.</p> <p>This report also seeks to provide members with a copy of the consultation report analysing the responses received from consultees towards proposed changes.</p> <p><u>Author:</u> Matthew Jones, School and Student Access Manager</p> <p><u>Contact Details:</u> matthewdjones@monmouthshire.gov.uk</p>	1 - 132

**Paul Matthews**  
**Chief Executive**

This page is intentionally left blank

<b>SUBJECT:</b>	<b>SCHOOL ADMISSIONS POLICY 2020/21 – SCHOOL CATCHMENT AREAS</b>
<b>MEETING:</b>	<b>CABINET</b>
<b>DATE:</b>	<b>3<sup>RD</sup> APRIL 2019</b>

## 1. PURPOSE:

This report seeks to provide Members with an update on the recently concluded public consultation to review Monmouthshire's Secondary School catchment areas as part of the September 2020/21 School admission arrangements.

This report also seeks to provide members with a copy of the consultation report analysing the responses received from consultees towards proposed changes.

## 2. RECOMMENDATIONS:

- 2.1 That Members review and agree the full content of this report, the attached consultation report (appendix 1) and the proposed School Admissions Policy 2020/21 (appendix 2).
- 2.2 On reviewing section 2.1, that Members agree to implement the following changes to determine the secondary catchment school for the affected areas as per the Council's school admission arrangements 2020/21:
  - Review area 1 - Amend the catchment area for Monmouth Comprehensive School to align with the Primary catchment area for Usk Church in Wales Primary School (appendix 3)
  - Review area 2 - Amend the catchment area for King Henry VIII Comprehensive School to align with the Primary catchment area for Goytre Fawr Primary School (appendix 4)
  - Review area 3 - Amend the catchment area for Monmouth Comprehensive School to align with the catchment area for Trellech Primary School (appendix 5)
  - Review area 4 - Amend the catchment area for Monmouth Comprehensive School to align with the catchment area for Llandogo Primary School (appendix 6)

The Authority will implement the changes as part of the Council's determined School Admission arrangements for academic year commencing September 2020/21.

- 2.3 For Members to acknowledge that, in line with Newport City Council's admission arrangements, review areas 1 and 2 will remain within catchment for Caerleon School

until such time that proposals are brought forward to amend these arrangements. This will not form part of the admission arrangements for Monmouthshire County Council as per 3.12 and 3.13 of this report.

- 2.4 Members commission officers to undertake a review of the home to school transport policy to be concluded in such time to allow for implementation in line with the changes to the catchment areas as set out above i.e. the start of the academic year 2020. At this time, the policy review will not include transportation affecting faith or Welsh medium schools.

### **3. KEY ISSUES:**

- 3.1 The majority of school catchment areas within Monmouthshire have existed in their current form since the reorganisation of Local Government in 1996, it is understood that they have been in place for many years prior to this.
- 3.2 School catchment areas were last reviewed in November 2014, where the local authority consulted on changes to secondary school catchment areas, as well as the formation of catchment areas for Welsh Medium provision within the County.
- 3.3 The findings of this consultation were presented to Cabinet in March 2015. At this meeting, Members elected to implement catchment areas for Welsh Medium Provision. However, they concluded at that time that the proposed changes to secondary school catchment areas within the county would not be implemented. Instead, it was determined that a further consultation exercise should be completed.
- 3.4 To reflect the above, the local authority's agreed corporate plan identifies 22 priorities to be completed by 2022. A review of the school admissions policy, including catchment areas, is a priority action.
- 3.5 The adopted corporate plan places a key theme behind Monmouthshire families having the opportunity to be educated within the County. The levels of transition between Monmouthshire Primary and Secondary Schools is significantly lower than comparable authorities. This is due to a high number of children accessing schools outside of the County. The current secondary school catchment arrangements contribute to this and reinforce the issues caused by three of the four secondary schools being placed at the corners of the County with nearby settlements also offering secondary education.
- 3.6 A Member panel of cross party representation was called to consider the feasibilities of taking forward some of identified anomalies that required consideration under this review, and agreed the principles and approach on how the proposals were to be taken forward.
- 3.7 On 5<sup>th</sup> December 2018, Cabinet gave approval for the local authority to engage in a public consultation process, seeking the views of key consultees on proposed amendments to Secondary School catchment areas determined in line with the Council's School Admission arrangements.

3.8 The proposals on which we consulted were:

- *To amend the catchment boundary for King Henry VIII Comprehensive School to align entirely with Goytre Fawr Primary School. The affected area currently falls within the catchment area for Caerleon Comprehensive School*
- *To amend the catchment boundary for Monmouth Comprehensive School to align entirely with Usk CIW Primary School. The affected area currently falls within the catchment area for Caerleon Comprehensive School*
- *To amend the catchment boundary for Monmouth Comprehensive School to align entirely with Trellech Primary School. The affected area currently falls within the catchment area for Chepstow School*
- *To amend the catchment boundary for Monmouth Comprehensive School to align entirely with Llandogo Primary School. The affected area currently falls within the catchment area for Chepstow School*

3.9 The Council engaged in an extensive consultation with all affected parties including schools, governing bodies, parents and other interested parties to seek views on amending the secondary school catchment boundaries for Monmouth and King Henry VIII Comprehensive Schools.

3.10 The consultation commenced on 18<sup>th</sup> January 2019 and lasted for a period of 6 weeks, concluding on 1<sup>st</sup> March 2019. A consultation document was produced and targeted towards those directed affected by the proposals.

3.11 During the consultation, the Authority held eleven public consultation sessions in venues throughout the County to allow consultees to ask any questions and raise any concerns on the proposals.

3.12 A response received from Newport City Council (the admission authority for Caerleon Comprehensive School) offers overwhelming support for the implementation of the proposals put forward during this consultation. However, their response confirms an intention to retain the existing catchment area for Caerleon Comprehensive School for September 2020/21, thus resulting in the Goytre and Usk areas remaining within catchment in line with Newport City Council' admission arrangements. Newport City Council have registered an intention to review these arrangements, with a view of consulting to remove the identified areas from the catchment area for implementation in September 2021/22.

3.13 Should recommendations outlined under 2.2 of this report be agreed, Monmouthshire's admission arrangements would determine the catchment schools for the affected areas to be King Henry VIII (Goytre) and Monmouth Comprehensive School (Usk). Free Home to School transport is available to the either the catchment school or nearest suitable school as identified by the local authority.

- 3.14 On conclusion of the formal consultation, Officers produced consultation reports setting out all of the consultation methodology together with the consultation response on each of the individual proposals. These reports are available under appendices 1-6 of this report for Members perusal.
- 3.15 Members are asked to review the content of the consultation reports, acknowledging the key themes of support and concern towards each of the proposals. The consensus drawn from the consultation response on review areas 1 (Usk), 3 (Trellech) and 4 (Llandogo) offers sufficient support to justify the implementation of proposals in readiness for September 2020/21 admission arrangements.
- 3.16 The responses received to review area 2 (Goytre) suggests that the majority responding to the consultation were not in favour of proposals. However, the level of response to these proposals was low, with only 40 responses received against 140 parties identified as affected by proposals over the next 5 years.
- 3.17 The recommendation under 2.2 of this report to proceed with the Goytre proposals is formed on the basis of the feedback received during the public consultation session, the views of children and young people, as well as increasing levels of preferences for King Henry VIII Comprehensive School from families residing within the affected areas.
- 3.18 In addition to the above, it is concluded that the majority of concerns raised by the consultees falling within the Goytre and Usk proposals can be mitigated in light of section 3.12 of this report. It is further concluded that the majority of concerns raised to these proposals would be brought into fruition through any future decision taken by Newport City Council to remove the affected areas from Caerleon Catchment area, and not through the proposals brought forward by Monmouthshire County Council.
- 3.19 The themes of concern relating to the Trellech and Llandogo proposals at large relate to a concern that children from within the affected area would be unable to attend the current catchment school of Chepstow School. The consultation report offer reassurance that Chepstow School has sufficient capacity to accommodate requests from the affected area, and that transport would continue to be offered where it is identified to be the nearest suitable school.

#### **4. OPTIONS APPRAISAL**

The options considered are to implement the proposed changes as presented, or maintain the status quo. The results of the consultation suggest that the Council would be acting reasonably should proposals be implemented.

#### **5. EVALUATION CRITERIA**

This is included in appendix 7.

## **6. REASONS:**

The consultation process was undertaken to allow the Council to receive a public view on the concerns received over recent years relating to Secondary School catchment areas in their current form.

The response received has enabled the council to consider an amendment to existing policy based on an informed consultation.

The recommendations put forward would achieve alignment between Primary and Secondary School catchment areas, and provide the Monmouthshire families residing in the affected areas with Secondary School catchment within the county.

Education in Wales is going through a period of unprecedented change, the Authority wants to maximise the opportunities that exist through working in a collective manner in Monmouthshire clusters; these changes support that ambition.

There was also feedback at the public consultation events that the alignment of accountability frameworks being reinforced by the changes. Some respondents valued the ability to scrutinise and hold to account 'their' elected members that they elected for the performance of their local school. The current arrangements would not allow this.

## **7. RESOURCE IMPLICATIONS:**

The Council's home to school transport policy offers free home to school transport to the catchment or nearest suitable school. These proposals will affect home to school transport costs if implemented.

At this moment in time, it is envisaged that the full, maximised annual pressure that could amount because of these changes has been modelled at circa. £150,000 per annum. However, the impact of these proposals during the 2019/20 financial year will be zero, for financial year 2020/21 the impact would be £87,500, and financial year 2021/22 will be £62,500 with a cumulative pressure of £150,000 expected to run until 2023/24.

This figure is at a moment in time and will be subject to future events. Moreover, if recommendation 2.4 is agreed there is the potential for this to change substantially. All financial considerations will be assessed through the process of reviewing the home to school transport policy which will be subject to public and member scrutiny.

## **8. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING):**

This is included in appendix 8.

## **9. CONSULTEES:**

CYP DMT

Cabinet Member for Education  
All parties directly affected by these proposals  
Children and Young People's Select Committee

**10. BACKGROUND PAPERS:**

School Admissions Code Wales (July 2013)

**11. AUTHOR:**

Matt Jones

**12. CONTACT DETAILS:**

**Tel: 01633 64408**

**E-mail: [matthewdjones@monmouthshire.gov.uk](mailto:matthewdjones@monmouthshire.gov.uk)**





This page is intentionally left blank



monmouthshire  
sir fynwy

# CONSULTATION REPORT

Review of Secondary School catchment  
areas in Monmouthshire

Consultation period:

18<sup>th</sup> January 2019 to 1<sup>st</sup> March 2019

## Contents

---

1. Introduction .....	2
2. Distribution of the Consultation Report .....	3
3. Background to the review of school catchment areas.....	4
4. Reminder of the Proposals.....	4
5. Consultation Arrangements.....	6
Background .....	6
Methodology .....	6
Public Consultation Meetings .....	7
Consultation with children and young people .....	8
6. Consultation results.....	8
Appendix 1 - List of Consultees .....	8

## 1. Introduction

---

On 18<sup>th</sup> January 2019, the Local Authority commenced the first stage of its ongoing review of school catchment areas across the county. The consultation was open for a period of 6 weeks, concluding on 1<sup>st</sup> March 2019.

The areas affected by this review were confirmed as:

- Review area 1 – Goytre and immediate surrounding areas
- Review area 2 – Usk and immediate surrounding areas
- Review area 3 – Trellech and immediate surrounding areas
- Review area 4 – Llandogo and immediate surrounding areas

This consultation report now seeks to inform consultees and other interested parties of the outcome of the consultation by means of firstly summarising each of the responses received by consultees, and secondly responding to these by means of clarification, amendment to the proposal, or rejection to the concerns with supporting reasons.

## **2. Distribution of the Consultation Report**

---

This consultation report has been published on the Monmouthshire Council Council website [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk). The following consultees and interested parties will be contacted and advised of the availability of this report

### **The governing body of the relevant schools**

- Governing bodies of All secondary schools in Monmouthshire
  - Caldicot School
  - Chepstow School
  - King Henry VIII Comprehensive School
  - Monmouth Comprehensive School
- Governing bodies of any other secondary schools affected by the proposals:
  - Caerleon Comprehensive School
- Governing bodies of Primary Schools affected by the proposals:
  - Llandogo Primary School
  - Trellech Primary School
  - Goytre Fawr Primary School
  - Usk Church in Wales Primary School

### **Neighbouring Local Authorities affected by the proposals**

- Newport City Council
- Gloucestershire County Council
- Herefordshire County Council

#### **Parents of Children Likely to be affected**

- Monmouthshire Parents of pupils living in the affected areas with children on roll in Reception to Year 5

#### **Other key parties**

- Members of the School Admission Forum
- County Councillors
- Ward Members for the affected areas
- Any other interested parties responding to the consultation

### **3. Background to the review of school catchment areas**

The majority of catchment areas within Monmouthshire have been in place in their current form since the reorganisation of local government in 1996, and it is thought that they have been in place for many years prior to this. In many cases the catchment areas do not seem to follow a specific rationale, they are not in all cases based on nearest school and they do not in all cases follow transition arrangements. Some primary school catchment areas also show trends of regular overpopulation.

A review of School Catchment Areas was last undertaken in 2015. The local authority entered into a formal consultation to seek views on the proposed changes to secondary school catchment areas, however, the significance of the proposed changes led to a Cabinet decision to re-engage in a more intensive consultation with the Monmouthshire community prior to implementing any changes.

In February 2018, the Council adopted a new corporate plan that sets out the 22 priorities to be completed by 2022. A review of school catchment areas has been identified within the corporate plan as one of the priorities to be revisited.

### **4. Reminder of the Proposals**

The Council entered into a consultation with affected and interested parties, which proposed to make the following amendments to secondary school catchment areas for implementation in September 2020:

### **Review area 1 – Goytre and immediate surrounding areas**

The Council consulted on proposals to align the catchment area for Goytre Fawr Primary School with King Henry VIII Comprehensive School. The affected area is currently split, with some areas falling within the catchment area for King Henry VIII Comprehensive School (Abergavenny) and others falling within the catchment area for Caerleon Comprehensive School (Newport).

Children and young people affected by these proposals have been identified as being those who currently reside within the village of Goytre, Penperlleni, Nantyderry, Little Mill, Monkswood and Glascoed.

Full details of the proposal on which the Council consulted can be viewed via [Review area 1](#)

### **Review area 2 – Usk and immediate surrounding areas**

The Council consulted on proposals to align the catchment area for Usk Church in Wales Primary School with Monmouth Comprehensive School. The current position is that the affected area largely falls within the catchment area for Caerleon Comprehensive School (Newport), with some small areas falling within the catchment area for Monmouth Comprehensive and Chepstow Schools.

Children and young people affected by these proposals have been identified at large as being those who currently reside within the town of Usk and surrounding villages including (but not exclusive to) Llancayo, Monkswood, Gwehelog, Llangybi and Gwernesney

Full details of the proposal on which the Council consulted can be viewed via [Review area 2](#)

### **Review area 3 – Trellech and immediate surrounding areas**

The Council consulted on proposals to align the catchment area for Trellech Primary School with Monmouth Comprehensive School. The current position is that the affected area largely falls within the catchment area for Monmouth Comprehensive School, however, there are some areas that fall within the catchment area of Chepstow School.

Full details of the proposal on which the Council consulted can be viewed via [Review area 3](#)

### **Review area 4 – Llandogo and immediate surrounding areas**

The Council consulted on proposals to align the catchment area for Llandogo Primary School with Monmouth Comprehensive School. The current position is that the affected area largely falls within the catchment area for Monmouth Comprehensive School, however, there are some areas that fall within the catchment area of Chepstow School.

Full details of the proposal on which the Council consulted can be viewed via [Review area 4](#)

## 5. Consultation Arrangements

---

### Background

---

The School Admissions Code Wales (July 2013) confirms that Local Authorities must consult on the admission arrangements for those schools for which it is the admissions authority. Where changes to existing arrangements are proposed, including school catchment areas, consultation must be undertaken with those likely to be affected by the proposals.

The Council is required to undertake this consultation by 1<sup>st</sup> March 2019 and determine the outcome of the proposals by 15<sup>th</sup> April 2019 should it wish to implement the proposals for September 2020 onwards.

### Methodology

---

On 5<sup>th</sup> December 2018, the Council's Cabinet approved proposals to engage with key stakeholders on proposed changes to the School admissions Policy, namely a review of the oversubscription criteria and school catchment areas.

On 18<sup>th</sup> January 2019, the council engaged in the first stage of its review of school catchment areas, which focussed on reviewing the Secondary School catchment areas for those that reside in the areas listed under section 4 of this report. The formal consultation period lasted for 6 weeks, concluding on 1<sup>st</sup> March 2019.

The consultation document and key information was either circulated to or made available to the consultees listed under appendix 1 of this report. The document was also published on the Council's website via [www.monmouthshire.gov.uk/catchmentconsultation](http://www.monmouthshire.gov.uk/catchmentconsultation)

The Council raised awareness of the consultation through a marketing campaign, which included regular publications via the Councils' social media networks.

Consultees were advised of the following opportunities to respond to the consultation proposals:



- 1) Attending one of the dedicated public consultation sessions.
- 2) Completing the consultation questionnaire, which was made available on our website at [www.monmouthshire.gov.uk/catchmentconsultation](http://www.monmouthshire.gov.uk/catchmentconsultation)

Consultees were also advised that they could contact us via 01633 644508 or by emailing [acesstolearning@monmouthshire.gov.uk](mailto:acesstolearning@monmouthshire.gov.uk) if they had any questions on the proposals.

### Public Consultation Meetings

During the consultation process, the Council facilitated public consultation sessions with the communities likely to be affected by these proposals. The purpose of the sessions were to engage with the community who may wish to hear more about the proposals, ask any questions or share their views.

The public consultation sessions took place on the following dates:

Review Area	Date	Venue
Goytre and surrounding areas	5 <sup>th</sup> February 2019 at 6pm	Goytre Fawr Primary School
Trellech and surrounding area	12 <sup>th</sup> February 2019 at 6pm	Trellech Primary School
Llandogo and surrounding area	18 <sup>th</sup> February 2019 at 6pm	Llandogo Primary School
Usk and surrounding area	20 <sup>th</sup> February 2019 at 6pm	Usk Church in Wales Primary School
All areas day time drop in session	14 <sup>th</sup> February 2019 9.30am to 11.30am	County Hall, Usk

All of the consultation meetings were attended by senior officers of the councils' directorate for children and young people, and provided interested parties with an opportunity to learn more about the proposals and ask any questions / raise any concerns.

Officers in attendance at the consultation meetings provided reassurance that any comments / concerns raised would be recorded and feed into the consultation outcomes. However, consultees were also encouraged to submit their formal responses through one of the preferred available methods.

Copies of the full consultation document and feedback proformas were made available at each of the consultation sessions.

The comments and key themes of concerns raised during the consultation meetings have been summarised and included as part of the overall consultation results for each of the individual proposals, found under the appendices to this document.

### Consultation with children and young people

The Council engaged with a children and young people in years 5 and 6 who are residing within the affected areas. The focus of this engagement was to hear their voice in which secondary school they would like to attend at the appropriate time. The results of this exercise is summarised and included as part of the overall consultation results for each of the individual proposals, found under the appendices to this document.

## 6. Consultation results

The proposals as consulted on by the Council form four separate review areas. The results to this consultation have therefore been prepared and analysed on this basis and can be found under:

- Appendix 2 – Results of review area 1 (Goytre and surrounding areas)
- Appendix 3 – Results of review area 2 (Usk and surrounding areas)
- Appendix 4 – Results of review area 3 (Trellech and surrounding areas)
- Appendix 5 – Results of review area 4 (Llandogo and surrounding areas)

### Appendix 1 - List of Consultees

### **The governing body of the relevant schools**

- Governing bodies of All secondary schools in Monmouthshire
  - Caldicot School
  - Chepstow School
  - King Henry VIII Comprehensive School
  - Monmouth Comprehensive School
- Governing bodies of any other secondary schools affected by the proposals:
  - Caerleon Comprehensive School
- Governing bodies of Primary Schools affected by the proposals:
  - Llandogo Primary School
  - Trellech Primary School
  - Goytre Fawr Primary School
  - Usk Church in Wales Primary School

### **Neighbouring Local Authorities affected by the proposals**

- Newport City Council
- Gloucestershire County Council
- Herefordshire County Council

### **Parents of Children Likely to be affected**

- Monmouthshire Parents of pupils living in the affected areas with children on roll in Nursery to Year 5

### **Other key parties**

- Members of the School Admission Forum
- County Councillors
- Ward Members for the affected areas

This page is intentionally left blank

2020/21

# DRAFT School Admissions Policy



## Contents

---

1. INTRODUCTION .....	3
1.1 <i>Summary of proposed changes</i> .....	3
1.2 <i>Consultation process</i> .....	4
1.3 <i>Admission Numbers</i> .....	5
2. PROVISION OF EDUCATION IN MONMOUTHSHIRE .....	5
2.1 <i>Nursery Education</i> .....	5
2.2 <i>Primary School provision (4-11)</i> .....	5
2.3 <i>Special Primary Education</i> .....	6
2.4 <i>Secondary School Provision (11-19)</i> .....	6
2.5 <i>Special Secondary Education</i> .....	6
2.6 <i>Welsh Medium Secondary Education</i> .....	6
3. EXPRESSING A PREFERENCE FOR A COMMUNITY / VOLUNTARY CONTROLLED SCHOOL OR NURSERY IN MONMOUTHSHIRE .....	7
3.1 <i>Timetable for the Normal Admission Round</i> .....	8
3.2 <i>Distribution of application forms</i> .....	9
4. ALLOCATION OF NURSERY SCHOOL PLACES .....	9
4.1 <i>Oversubscription criteria - Nursery</i> .....	10
5. ALLOCATION OF SCHOOL PLACES - COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS .....	11
5.1 <i>Oversubscription criteria - community and voluntary controlled schools</i> .....	12
6. ALLOCATION OF SCHOOL PLACES - COMMUNITY SECONDARY SCHOOLS .....	13
6.1 <i>Oversubscription criteria - community secondary schools</i> .....	14
7. PROCESS FOR VALIDATING APPLICATIONS .....	15
7.1 <i>Home address validations</i> .....	15
7.2 <i>Parents in the process of moving property</i> .....	16
7.3 <i>Unexpected change of home address</i> .....	16
7.4 <i>Shared residency</i> .....	17
7.5 <i>Applications on the grounds of medical needs</i> .....	17
7.6 <i>Siblings</i> .....	17

7.7	<i>School Catchment Areas</i> .....	18
7.8	<i>Feeder Schools</i> .....	18
7.9	<i>Distance between Home and School</i> .....	19
8.	ADMISSION OF MULTIPLE BIRTH CHILDREN (E.G. TWINS OR TRIPLETS) .....	20
9.	LOOKED AFTER CHILDREN .....	20
10.	CHILDREN OF ARMED FORCES PERSONNEL AND CROWN SERVANTS.....	21
11.	GYPSY, ROMA AND TRAVELLER CHILDREN .....	21
12.	DEFERRED ENTRY INTO PRIMARY SCHOOL.....	21
13.	SUMMER TERM BIRTHS .....	22
14.	LATE APPLICATION ARRANGEMENTS .....	22
15.	NOTIFYING PARENTS .....	23
16.	ACCEPTANCE OF A SCHOOL PLACE.....	24
17.	ADMISSION INTO OTHER YEAR GROUPS - SEPTEMBER 2020.....	24
18.	IN YEAR TRANSFERS (ADMISSIONS OUTSIDE THE NORMAL ADMISSION ROUND .....	25
19.	REQUEST FOR ADMISSION OUTSIDE OF CHRONOLOGICAL YEAR GROUP .....	26
20.	REFUSAL OF ADMISSION TO PREFERRED SCHOOL .....	26
21.	WAITING LISTS .....	27
22.	APPEALS.....	27
22.1	<i>Time frame for hearing appeals</i> .....	28
23.	INFANT CLASS SIZE INITIATIVE.....	28
23.1	<i>Exceptions to the Infant class size initiative</i> .....	29
24.	KEY STAGE 2 CLASS SIZE LIMITS .....	30
	Appendix A - Coordinated Admission Scheme Primary Schools .....	31
	Appendix B - Coordinated Admission Scheme Secondary Schools.....	34
	Appendix C - Admission Authorities.....	37
	Appendix D - Admission Numbers for Schools .....	38

## 1. INTRODUCTION

---

The School Admissions Code (2013) gives parents the right to express a preference for their child to be admitted to any school maintained from public funds. The Authority's admission policy sits within the parameters of the School Admissions Code of Practice and School Admissions Appeals Code of Practice July 2013

This policy is in place to cover the following:

- i) Admission Round applications
  - The application process to be followed for children that are eligible to start Nursery
  - The application process to be followed for children that are eligible to start Primary School
  - The application process to be followed for children eligible to transfer from Primary to Secondary School.
- ii) In year transfers between Schools

The application process to be followed for children that are already of school age, but wish to transfer from one school to another.

### 1.1 Summary of proposed changes

---

The Local Authority is required to consult on its admission arrangements on an annual basis. The content of this policy is proposed for implementation for the 2020/21 academic year. The proposed changes on which we wish to consult are:

- a) A review of Secondary School catchment areas. Full consultation document available via [www.monmouthshire.gov.uk/catchmentconsultation](http://www.monmouthshire.gov.uk/catchmentconsultation)
- b) A review of the criteria used to award places in the event of oversubscription Full consultation document available via [www.monmouthshire.gov.uk/admissionconsultation](http://www.monmouthshire.gov.uk/admissionconsultation)

To comment on this consultation please write to Matthew Jones, Access Unit Manager, PO Box 106, Caldicot, NP26 9AN or email [matthewdjones@monmouthshire.gov.uk](mailto:matthewdjones@monmouthshire.gov.uk)

Please ensure all comments are returned no later than **5pm on 1<sup>st</sup> March 2019**



## 1.2 Consultation process

---

In accordance with the School Admissions Code of practice (2013) the Local Authority consults upon its admission arrangements on an annual basis, attempting where possible to mirror the admission round timescales of neighbouring admission authorities.

The coordinated admission arrangements will determine the date at which application forms are sent to parents as well as the publication of an agreed closing date. The Authority will ensure that this timeframe between distribution and closing date is no shorter than six weeks.

Consultation will take place between 1<sup>st</sup> September and 1<sup>st</sup> March beginning two years before the school year in which the arrangements will apply. The arrangements will then be confirmed by 15<sup>th</sup> April and published with 14 days of this date.

The Local Authority will ensure that the following information is provided during the consultation process:

- i) Admission numbers for each school
- ii) Application procedures and the timetable for the admission process
- iii) The criteria to be applied to applications in the event that there are more applications than places for a School
- iv) Arrangements for waiting lists and how they operate
- v) Arrangements for the processing of late applications
- vi) Details of how parents will be notified of a decision on their application, as well as appeal procedures should their application be unsuccessful.

The Local Authority will consult with the following parties on its admission arrangements:

Governing body of relevant Schools	All governing bodies of community Schools in Monmouthshire
All neighbouring Local Authorities within the area	Torfaen County Council Newport City Council Powys County Council Blaenau Gwent County Council Gloucestershire County Council Herefordshire County Council
Admission Authorities for all other schools in the area	All governing bodies of voluntary Aided schools in Monmouthshire Brynmawr Foundation School St Albans RC School

	St Joseph's RC School
In the case of Schools with a religious character, such body or person representing the religion or religious denomination in question	Diocesan Director, Church in Wales Diocesan Director, Roman Catholic

### **1.3 Admission Numbers**

---

Prior to the consultation, the admission numbers for all schools are determined and form part of this consultation. The admission numbers for the schools are derived from the physical capacity of the school which is calculated in accordance with the Welsh Government's 'Measuring the Capacity of Schools in Wales'.

## **2. PROVISION OF EDUCATION IN MONMOUTHSHIRE**

---

The Local Authority offers the following provision for children and young people wishing to be educated within the County:

### **2.1 Nursery Education**

---

The Local Authority has eleven nursery units attached to mainstream Schools. The Authority maintains these nurseries that provide free part time early years education for pupils from the term following their third birthday, if there are spaces available. Monmouthshire also supports many private day nurseries, prep schools, Playgroups, crèches and cylchoedd meithrin (playgroups using the medium of Welsh). These settings are approved providers of early year's education.

### **2.2 Primary School provision (4-11)**

---

The Local Authority offers a number of educational establishments at Primary level:

Primary Community (English) - 20  
 Primary Community (Welsh) - 2  
 Primary Church in Wales VC - 4  
 Primary Church in Wales VA - 2  
 Primary Roman Catholic VA - 2

The Local Authority is the admitting authority all Primary Community Schools (English and Welsh) and Voluntary Controlled Schools within Monmouthshire, and responsible for the admission arrangements at each of these Schools.

The Governing Bodies of the 5 Voluntary Aided Schools in Monmouthshire are responsible for the admission arrangements within their schools.

### ***2.3 Special Primary Education***

---

Overmonnow Primary School (Monmouth), Pembroke Primary School (Chepstow), and Deri View Primary School (Abergavenny) have Additional Educational Needs Units to accommodate those children whose needs cannot be met in mainstream education.

Admission to these settings will be determined via the child's Statement of Special Educational Needs

### ***2.4 Secondary School Provision (11-19)***

---

All mainstream secondary schools in Monmouthshire are mixed Comprehensive Schools and serve 11 – 19 year olds. These are situated close to the four major towns in Monmouthshire.

### ***2.5 Special Secondary Education***

---

Mounton House Special School is located in Chepstow and accommodates 11-16 year old boys with Additional Learning and Behavioural Needs. Caldicot Comprehensive School has an Additional Educational Needs Unit to accommodate those children whose needs cannot be met in mainstream education.

Admission to these settings will be determined via the child's Statement of Special Educational Needs

### ***2.6 Welsh Medium Secondary Education***

---

Monmouthshire have developed close links with neighbouring Authorities, in particular Torfaen County Council with Ysgol Gyfun Gwynllyw and Newport City Council with Ysgol Gyfun Gwent Iscoed, to ensure that Welsh Medium Education is available at Secondary level to the children within our County.

### 3. EXPRESSING A PREFERENCE FOR A COMMUNITY / VOLUNTARY CONTROLLED SCHOOL OR NURSERY IN MONMOUTHSHIRE

---

In line with the School Admissions code of practice (2013), parents must complete an application form in order to obtain a nursery / school place. Parents / carers will have the opportunity to complete an application online or alternatively via a paper application. The local authority will only accept an application request submitted by the person(s) that hold responsibility for the child concerned.

All parents will be invited to express a preference on a common application form, regardless of the status of the schools for which they wish to apply and whether the school is in/out of county. The form will provide an opportunity for parents to give reasons for their preferences. All completed forms should be sent directly to the School & Student Access Unit (SSAU). **An exception to this is if parents wish to apply for a School that resides within Newport City Council – in such circumstances the parent is required to apply directly to Newport City Council under their admission arrangements.**

Although individual school admission authorities (Voluntary Aided) may require you to complete their own admission forms, all applicants must also complete a “Common Application Form”.

The Local Authority operates an equal preference scheme, which means that all preferences are considered equally in line with the Local Authority’s oversubscription criteria, and not on the basis of the order in which they are listed on the application. In the event that more than one preference can be met, the highest rank preference as declared on the application form will be offered.

### 3.1 Timetable for the Normal Admission Round

The Local Authority will consult and agree on a timetable for the Admission Round intake on an annual basis. This will outline the date by when application forms will be made available to parents, the closing date for applications, as well as the date by when parents will be informed of a decision on their application.

The dates for the September 2020 Admission Round will be:

Admission Phase	Application packs available to parents	Closing Date	Local Authority Allocation Period	Parents informed by
Primary to Secondary	25 <sup>th</sup> September 2019	27 <sup>th</sup> November 2019 at midnight	26.09.19 – 28.02.20	1 <sup>st</sup> March 2020
Reception	6 <sup>th</sup> November 2019	15 <sup>th</sup> January 2020 at midnight	16.01.20 – 15.04.20	16 <sup>th</sup> April 2020
Nursery	10 <sup>th</sup> July 2019	4 <sup>th</sup> September 2019 at midnight	5.09.19 – 31.10.19	1 <sup>st</sup> November 2019 (September 2020)  1 <sup>st</sup> November 2019 (Rising 3 place eligible for January 2020)  6 <sup>th</sup> March 2020 (Rising 3 place eligible for April 2020)

### **3.2 Distribution of application forms**

---

#### Nursery

Applications for admission into a Local Authority nursery will be made available to parents in line with the dates specified in the above table. Parents will have the opportunity to apply via our online application system or alternatively request a paper application form from The School and Student Access Unit.

When submitting your application, you will be asked to provide a copy of your child's birth certificate to verify your child's date of birth and eligibility for a nursery place.

In addition to the above, parents / carers can request admission into one of our approved non maintained settings, details of which can be found via [www.monfis.org.uk](http://www.monfis.org.uk). Applications will need to be made directly to the provider(s) in this instance.

#### Primary / Secondary School

The Local Authority will distribute application packs directly to home addresses on the dates published above. Parents/ carers will be given the opportunity to choose to apply on line or to complete a paper form. Details of how to apply online will be included in the application pack circulated to parents.

Whilst the Authority endeavours to capture the details of those parents / carers who have children that are eligible for admission to school, it still remains the parent's / carer's responsibility to obtain an application pack to apply for a school place within the required timescales.

### **4. ALLOCATION OF NURSERY SCHOOL PLACES**

---

Children will be admitted to nursery in the September of the academic year in which they become four years old. This place can be in a school or in a non-maintained setting, which may be a playgroup or a private day nursery. The Council is responsible for admission to community nursery schools but for a nursery place in a voluntary aided school or non maintained setting, enquiries should be made directly to the school or provider.

The local authority is unable to consider nursery applications for only part of a school week and therefore admission to nursery schools is offered for a half-day session, either morning or afternoon, 5 days per week. Schools expect pupils attending the nursery to take up all the sessions available to them. If parents do not wish their child to attend all five sessions each week, it might be preferable to seek a place at a non-maintained setting that can more easily accommodate these flexible arrangements.

Once allocated a September nursery place, children born between 1 September and 31 March may be offered an early start in the term following their third birthday, if places are available. This is commonly referred to as a **Rising 3** place. Children born between 1 April and 31 August are not eligible for a Rising 3 place.

If Rising 3 places are available, eligible pupils will be offered an early start at their allocated nursery as follows:

- On 1st November 2019 for January 2020 Rising 3 places
- On 6th March 2020 for April 2020 Rising 3 places

#### **4.1 Oversubscription criteria - Nursery**

---

It is the Council's policy to meet parental preference where possible; however in some cases there may be more applications for a particular setting than there are places. In determining which children should be admitted to nursery, the Council will apply the following oversubscription criteria in order of priority.

Priority rank	Criteria
<b><i>Children in receipt of a Statement of special educational needs (statutory requirement for admission)</i></b>	
1.	Looked after children or previously looked after children i.e. children that are in the care of or have previously been in the care of a local authority, will be afforded priority over those fulfilling points 2-4 below. <b>(Please see section 9.0)</b>
2.	Medical or social grounds highlighted by appropriate agencies will be afforded priority over those fulfilling points 3-4 below. <b>(Please see section 7.5)</b>
3.	Children who have relevant sibling in attendance at the preferred nursery (not main school) at the point of admission, will be afforded priority over those fulfilling point 4 below. <b>(Please see section 7.6)</b>
4.	After applying the categories above, or should the school continue to be in a position of over-subscription in any of the above categories, priority will be based on closeness to the preferred school, measured using the shortest safe walking route. <b>(Please see section 7.9)</b>

**Please note:**

- 1) There is no right of appeal against the Council's decision to refuse a nursery place
- 2) Nursery age pupils do not qualify for free home to school transport
- 3) The allocation of morning and afternoon sessions is the responsibility of the Headteacher of the relevant school.
- 4) A child's start date at nursery may be delayed if they are not fully toilet trained. This can be discussed with the nursery once a place has been allocated to the child.
- 5) Attending a nursery class does not guarantee admission nor give any advantage to the child's application for Reception. Parents must make a separate application for admission to Reception at the appropriate time

## **5. ALLOCATION OF SCHOOL PLACES - COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS**

---

The Authority will admit a child to a maintained primary/infant school at the start of the academic year in which he/she will turn 5 years old. The legal requirements confirm that parents are able to delay the admission of their child until the term following their 5th birthday; however, it is a Local Authority Policy that the child will continue to follow their chronological year group unless exceptional circumstances apply.

When considering admission into the Reception year group as part of the admission round, parents should be aware that attendance at a nursery provision within the preferred School does not exclude the need for parents to make an application for a Reception place. The Local Authority is unable to guarantee that children within the nursery can be guaranteed a place in Reception.

When the number of applications received for a preferred School is less or equal to the number of available places, all children will be admitted assuming that the school concerned can meet the needs of the children concerned.

However, when there are more applications than places in a school, the admission number is exceeded and the over subscription criteria will be applied to select which children are to be offered places at the School concerned. For children with a Statement of Special Educational Needs, the Authority must admit the child concerned to the School specified on their statement.

When applying the oversubscription criteria to determine who is to be awarded places, all parental preferences will be considered equally and allocated in line with the criteria below. The highest preference school, as listed on the application form, will be offered in the event that one or more preferences can be met.



## 5.1 Oversubscription criteria - community and voluntary controlled schools

---

When considering the remaining available places, the following criteria will be used to determine the children that are to be offered places:

Priority rank	Criteria
<b><i>Children in receipt of a Statement of special educational needs (statutory requirement for admission)</i></b>	
1.	Looked after children or previously looked after children i.e. children that are in the care of or have previously been in the care of a local authority, will be afforded priority over those fulfilling points 2-8 below. <b>(Please see section 9.0)</b>
2.	Children with exceptional medical circumstances, will be afforded priority over those fulfilling points 3-8 below <b>(please see section 7.5)</b>
3.	Children residing within the catchment area for the preferred school who have relevant siblings will be afforded priority over those fulfilling points 4-8 below <b>(please see sections 7.6 and 7.7)</b>
4.	Children residing outside of the catchment area for the preferred school, but with relevant siblings who will continue to be in attendance at the preferred school due to being unsuccessful in their application for a place at their catchment school. will be afforded priority over those fulfilling points 5-8 below <b>(please see explanatory notes below, and section 7.6)</b>
5.	Children residing outside of the catchment area, but with relevant existing siblings enrolled at the preferred school by September 2019, will be afforded priority over those fulfilling points 6-8 below <b>(please see explanatory notes below, and section 7.6)</b>
6.	Children residing inside the catchment area for the preferred school will be afforded priority over those fulfilling points 7-8 below <b>(please see section 7.7)</b>
7.	Children residing outside of the catchment area for the preferred school, with a relevant sibling (who will be in attendance at the preferred school at time of admission) that does not meet criteria points 4 and 5 above <b>(please see section 7.7)</b>
8.	After applying the categories above, or should the school continue to be in a position of over-subscription in any of the above categories, priority will be based on closeness to the preferred school, measured using the shortest safe walking route.

To clarify, any over-subscription in the above criteria will result in the final determination of the allocation of a place being made on distance. So for example, if there are more

applications than places available after applying point 6 above, places will be allocated to those children whose home address is determined to be closer to the preferred school.

### **Explanatory Notes**

Priority rank 4 - This criteria would apply only in the event that a parent has been unsuccessful in obtaining a place for their child at their catchment school, and is subsequently attending an alternative school with a younger sibling eligible to attend.

Priority rank 5 - This criteria would be relevant for existing siblings only, placed on roll at the preferred school by September 2019, with younger siblings eligible to start Primary School (Reception) in September 2020, September 2021, September 2022, September 2023, and September 2024.

## **6. ALLOCATION OF SCHOOL PLACES - COMMUNITY SECONDARY SCHOOLS**

---

Attendance at a Primary or Junior school does not guarantee that a place will be made available for your child at the feeder Comprehensive school. Although every effort will be made to accommodate parental preference, where the number of applications for a school exceeds the number of available places, the over-subscription criteria will be applied.

When the number of applications received for a preferred School is less or equal to the number of available places, all children will be admitted assuming that the school concerned can meet the needs of the children concerned.

However, when there are more applications than places in a school, the admission number is exceeded and the over subscription criteria will be applied to select which children are to be offered places at the School concerned. For children with a Statement of Special Educational Needs, the Authority must admit the child concerned to the School specified on their statement.

When applying the oversubscription criteria to determine who is to be awarded places, all parental preferences will be considered equally and allocated in line with the criteria below. The highest preference school, as listed on the application form, will be offered in the event that one or more preferences can be met.

## 6.1 Oversubscription criteria - community secondary schools

---

Priority rank	Criteria
<b><i>Children in receipt of a Statement of special educational needs (statutory requirement for admission)</i></b>	
1.	Looked after children or previously looked after children i.e. children that are in the care of or have previously been in the care of a local authority, will be afforded priority over those fulfilling points 2-9 below. <b>(Please see section 9.0)</b>
2.	Children with exceptional medical circumstances, will be afforded priority over those fulfilling points 3-9 below <b>(please see section 7.5)</b>
3.	Children residing within the catchment area for the preferred school who have relevant siblings will be afforded priority over those fulfilling points 4-9 below <b>(please see sections 7.6 and 7.7)</b>
4.	Children residing outside of the catchment area for the preferred school, but with relevant siblings who will continue to be in attendance at the preferred school due to being unsuccessful in their application for a place at their catchment school. will be afforded priority over those fulfilling points 5-9 below <b>(please see explanatory notes below and section 7.6)</b>
5.	Children residing outside of the catchment area, but with relevant existing siblings enrolled at the preferred school by September 2019, will be afforded priority over those fulfilling points 6-9 below <b>(please see explanatory notes below, and section 7.6)</b>
6.	Children residing inside the catchment area for the preferred school will be afforded priority over those fulfilling points 7-9 below <b>(please see section 7.7)</b>
7.	Children residing outside of the catchment area for the preferred school, with a relevant sibling (who will be in attendance at the preferred school at time of admission) that does not meet criteria points 4 and 5 above, will be afforded priority over those fulfilling points 8-9 <b>(please see section 7.6)</b>
8.	Children currently on roll at a primary school that is designated to be a feeder school for the preferred secondary school will be afforded priority over those fulfilling point 9 <b>(please see section 7.8)</b>
9.	After applying the categories above, or should the school continue to be in a position of over-subscription in any of the above categories, priority will be based on closeness to the preferred school, measured using the shortest safe walking route. <b>(please see section 7.9)</b>

To clarify, any over-subscription in the above criteria will result in the final determination of the allocation of a place being made on distance. So for example, if there are more applications than places available after applying point 6 above, places will be allocated to those children whose home address is determined to be closer to the preferred school.

### **Explanatory Notes**

Priority rank 4 - This criteria would apply only in the event that a parent has been unsuccessful in obtaining a place for their child at their catchment school, and is subsequently attending an alternative school with a younger sibling eligible to attend.

Priority rank 5 - This criteria would be relevant for existing siblings only, placed on roll at the preferred school by September 2019, with younger siblings eligible to transfer from Primary to Secondary in September 2020, September 2021, September 2022, September 2023, and September 2024.

## **7. PROCESS FOR VALIDATING APPLICATIONS**

---

The local authority will undertake thorough checks against the information declared on an application request for school / nursery admission.

### ***7.1 Home address validations***

---

Parents / Carers must submit their application using their child's permanent home address. Parents / Carers are required to submit their Council Tax reference number on their child's admission application form. The Local Authority will use this information to validate that the address submitted on the application form coincides with the information held on the Local Authority's Council Tax database.

If the information provided by the parent does not coincide with the council tax database, a further check will be undertaken using the electoral register. If this does not verify the address, the Local Authority will contact the parent.

Any decision on the offer of a nursery / school place will be based upon the applicant being resident at the address declared on the application form, as at the published offer date.

Any offer of a nursery / school place could be withdrawn if it is found that a parent / carer has moved from the address declared on the application form without notifying the Local Authority, if a place has been offered on the basis of home address.

## ***7.2 Parents in the process of moving property***

---

Parents / Carers who are in the process of moving property will be required to notify the Local Authority **at the time of application** of the proposed move and submit evidence to validate their new address, in order for this address to be considered. Suitable evidence would be a copy of the exchange of contracts (for purchases) or long term tenancy agreement (for rental arrangements). The application and notification of an intended change of address must be submitted prior to the published closing date in order to be considered as an in time application. Failure to notify the Local Authority of an intended move to a new address prior to the published closing date will result in the application being determined as a “late application” if this change impacts on their position within the oversubscription criteria.

Parents/ Carers who are in the process of moving, but are not able to validate the move prior to the closing date, will need to ensure that their completed application is submitted prior to the published closing date, and that the application provides information on the intention to move. The Local Authority will liaise with parents/carers regarding the proposed move in order to obtain confirmation that residence at the new property has been secured. However, parents will need to provide the Local Authority with evidence that secures their change of address no later than 6 weeks prior to the published offer date in order for the new address to be considered for allocation purposes.

Where the Local Authority accepts evidence to validate a property move and uses the new property for allocation purposes, the offer of a school place will be based on the applicant and child being resident at this property at the time of the child’s entrance into the School. Any offer of a school place could be withdrawn if it is found that the applicant is not resident at the property at the time of child’s entrance into the school.

Any offer of a nursery / school place could be withdrawn as a result of non-compliance with the above.

## ***7.3 Unexpected change of home address***

---

Should a parent, who has submitted an application prior to the published closing date, notify us of an unexpected change of address that has occurred since submission of their application, the Local Authority will consider on a discretionary basis the circumstances of the unexpected change of address prior to determining the application as being late. Unfortunately, such discretion can only be exercised if notification and evidence of the change of address is provided no later than 6 weeks prior to the published offer date in order for the new address to be considered for allocation purposes.

It is a parent's responsibility to notify the Local Authority of a change of address that takes place during the application process. Failure to do so could result in any offer of a school place being withdrawn.

#### ***7.4 Shared residency***

---

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

However, if the residency with both parents during the school week is equal, the address for where the child benefit is paid will be used for allocation purposes.

#### ***7.5 Applications on the grounds of medical needs***

---

Applicants wishing for their application to be prioritised on the basis of their child's medical needs must provide evidence to support their application under this criteria e.g. a medical consultant's report (obtained by the parents at the time of application).

The Local Authority will only offer priority to applications under this criteria where it can be evidenced that the preferred School is the only viable option when compared with other Schools that the Authority may be able to offer.

#### ***7.6 Siblings***

---

Brothers and sisters, whether half, full, step or foster, will be considered relevant siblings where living in the same household and where they will still be registered at the school when the applicant is eligible to attend.

The sibling criteria is considered relevant in years Reception to year 12 only. The admission of a child to a school does not guarantee that a place will be available at a later date for other children in the family.

For admission into Nursery, a sibling is only considered relevant where the child concerned is permanently resident at the same address and attending the nursery (not main school).

## 7.7 School Catchment Areas

---

Whilst residing within the catchment area for a School forms an element of the oversubscription criteria, it does not guarantee a placement on this basis. The Local Authority will refuse to admit above the School's admission number, unless the application complies with the permitted exceptions listed on page 19.

The Local Authority offers a priority within its oversubscription criteria to children whose home address is within the Schools catchment area. The child's home address is considered to be the place where the child resides for the majority of the School week. Please refer to section 3.4 for information concerning applications where shared residency arrangements are in place.

Details of your school catchment areas can be found by visiting [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk)

## 7.8 Feeder Schools

---

The Local Authority offers a priority within its Secondary School oversubscription criteria for children who are in attendance at a feeder Primary School for the preferred secondary school.

Feeder schools are determined as being the schools that have formal transitional arrangements with a secondary school. The details of the feeder schools for each secondary school in Monmouthshire can be found below:

### King Henry VIII Comprehensive School

Cantref Primary School  
Deri View Primary School  
Gilwern Primary School  
Goytre Fawr Primary School  
Llanfoist Primary School  
Llanvihangel Crucorney Primary School  
Llantilio Pertholey CIW Primary School  
Our Lady and St Michaels RC Primary School  
Ysgol Gymraeg Y Fenni

### Caldicot School

Archbishop Rowan Williams CIW  
Castle Park Primary School  
Dewstow Primary School  
Durand Primary School  
Magor CIW Primary School  
Rogiet Primary School  
Undy Primary School  
Ysgol Gymraeg Y Ffin

### Chepstow School

Pembroke Primary School  
Shirenewton Primary School  
St Marys RC Primary School  
The Dell Primary School  
Thornwell Primary School  
Ysgol Gymraeg Y Ffin

### Monmouth Comprehensive School

Cross Ash Primary School  
Kymin View Primary School  
Llandogo Primary School  
Overmonnow Primary School  
Raglan Primary School  
Trellech Primary School  
Osbaston CIW Primary School  
Usk CIW Primary School

## ***7.9 Distance between Home and School***

---

Within each set of oversubscription criteria (section 4), if the number of applications in any one category exceeds the published admission number, priority will be based on those residing closest to the preferred school.

The distance between home and school is measured as the shortest available walking route, determined using official routes known to the Local Authority and highways agencies. The Local Authority deems that a route is 'available' if a child, accompanied as necessary, can walk to school in reasonable safety.

In assessing its availability the council will follow the guidelines prescribed in Welsh Government's Learner Travel Statutory Provision and Operational Guidance June 2014 and will look at the risks and other relevant safety factors a child, accompanied as necessary, might encounter along the prescribed route (including for example, canals, rivers, ditches, street lighting, pavements and the speed of traffic along roads, etc.).

The Local Authority will calculate the distance of the route using its' own specific Geographical Information Systems (GIS) routing software, Routefinder and MapInfo Desktop Solutions. In order to ensure fairness and consistency for all applicants, this is the only measurement tool that is used by the Local Authority.



The starting point of the calculated route will be determined as being the nearest network point to the main entrance of the home address. The main entrance of the home address is determined by the Local Authority to be where the property receives post. The finishing point of the calculated route will be determined as being the nearest official open gate adopted for use by the school.

The coordinates of an applicant's address will be determined using the LLPG and Ordnance Survey Address base data.

Where the Local Authority is unable to identify a safe walking route from the home address to the preferred School, the shortest driving route will be used to calculate home to school distances.

Where two or more applicants are being considered for the last available place, and their home to school distance calculations are exactly the same, a trundle wheel will be used to undertake an additional assessment of the distance to the main entrance of the home address.

Where two or more applicants are being considered for the last available place, and the addresses fall within the same building, i.e. a block of flats, a trundle wheel will be used to calculate the distance from the front door of the home to the main communal entrance of the property to the nearest entrance of each flat, where possible.

## **8. ADMISSION OF MULTIPLE BIRTH CHILDREN (E.G. TWINS OR TRIPLETS)**

---

If when applying the over-subscription criteria to applications received requesting admission into the normal year of entry (Reception and Year 7), and the last child to be admitted is one of a multiple birth, then the Local Authority will admit the other sibling(s).

Where multiple birth applications are received for year groups other than the normal year of entry, where there is only one remaining place in the relevant year group before the Admission Number is met, the Local Authority will consider each case individually before deciding whether the admission number is exceeded. Particular consideration will need to be given to the capacity of the school and the likelihood of causing prejudice to the effective education and efficient use of resources at the preferred school.

## **9. LOOKED AFTER CHILDREN**

---

Applications for looked-after children (children in public care) [as defined by Section 22 of the Children Act 1989] are given priority for School placement. This priority can also be given to previously looked-after children although the person making the application must provide evidence to confirm the previous care status, such as an Adoption Certificate.

Where applications are made for year groups other than the normal year of entry for a year group that has already met its admission number, the Local Authority will require suitable evidence as to why the preferred School is the most suitable school in comparison to other available schools.

## **10. CHILDREN OF ARMED FORCES PERSONNEL AND CROWN SERVANTS**

---

Children of returning UK Service Personnel and other Crown Servants (including diplomats) moving to Monmouthshire will be determined as meeting the residency criteria for the relevant catchment school if their application form is accompanied by an official proof of posting declaring a definite return date with confirmation of the new address wherever possible.

Where the relevant catchment school has already met its admission number in the relevant year group at the time of application, the Local Authority will exceed the admission number.

## **11. GYPSY, ROMA 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, applications made in respect of such families will be dealt with in conjunction with the *Gwent Education Minority-ethnic Service* (GEMS), with a view to placing these children as quickly as possible at the nearest available and appropriate school.

## **12. DEFERRED ENTRY INTO PRIMARY SCHOOL**

---

The Local Authority will admit a child to a maintained primary/infant school at the start of the academic year in which he/she will turn 5 years old. However, the legal requirements confirm that parents are able to delay the admission of their child until the term following their 5th birthday. The Local Authority is obliged to ensure that any offer of a school place is held for parents who wish for their child's admission into Reception to be deferred until later in the academic year.

A parent, however, is not able to defer entry beyond the term following the child's fifth birthday, nor beyond the school year for which the application was made.

### 13. SUMMER TERM BIRTHS

---

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

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

### 14. LATE APPLICATION ARRANGEMENTS

---

Any application that is received after the published closing date, or applications that remain incomplete as at the closing date, will be dealt with under the late application arrangements.

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

Applications where a change in circumstances have occurred, which have an impact upon the application's status within the oversubscription criteria (i.e. change of address), could also result in the application being treated as late if these changes are brought to the Authority's attention after the closing date. The Local Authority will consider on a discretionary basis the circumstances an unexpected change of address prior to determining the application as being late. Unfortunately, such discretion can only be exercised if notification of the change of address is provided no later than 6 weeks prior to the published offer date in order for the new address to be considered for allocation purposes.

Late applications are collated and processed monthly, with prioritisation given based on the month in which they are received. A timetable for the processing of late applications for the 2019/20 admission round can be found below:

	Month application Received	Decision issued to Parents
Applies to Secondary only	December 2019	
	January 2020	31 <sup>st</sup> March 2020
Applies to Primary and Secondary	14 <sup>th</sup> January 2020 (after 12 midday) – 31 <sup>st</sup> January 2020	24 <sup>th</sup> April 2020 (Primary only)
	February 2020	6 <sup>th</sup> April 2020 (Secondary) 1 <sup>st</sup> May 2020 (Primary)
	March 2020	13 <sup>th</sup> April 2020 (Secondary) 8 <sup>th</sup> May 2020 (Primary)
	April 2020	29 <sup>th</sup> May 2020
	May 2020	5 <sup>th</sup> June 2020
	June 2020	3 <sup>rd</sup> July 2020
	July 2020	7 <sup>th</sup> August 2020
	1 <sup>st</sup> to 7 <sup>th</sup> August 2020 8 <sup>th</sup> to 14 <sup>th</sup> August 2020	14 <sup>th</sup> August 2020 21 <sup>st</sup> August 2020
	16 <sup>th</sup> August onwards	Within 1 week

In the event that the preferred School is oversubscribed, places will be allocated in line with the oversubscription criteria during the first week of the month following the month of receipt. Parents will be informed of the outcome of their applications by the end of this week.

The arrangements for late applications continue up until the last week of August. After this date, any admissions received are then processed within 1 week.

## 15. NOTIFYING PARENTS

---

Parents will be notified of a decision on their application on the published offer date. For the 2020/21 admission round, the date by when parents will be informed of decisions on their applications will be 1<sup>st</sup> March 2020 (Secondary) and 16th April 2020 (Primary).

Any offer of a school place will be based on the applicant being resident at the address declared on the application form as at the published offer date. Parents who are aware prior to the offer date that they are unlikely to remain resident at the address declared on their application must inform us so that their application can be amended. Any offer of a school place could be withdrawn if it is later found that this is not the case.

Where parents advise us, at the time of application, that they are moving property and provide the Local Authority with evidence to validate this move, any offer of a school place on this basis would be under the circumstance that the applicant is resident at the new property at the time the child concerned commences School. Any offer of a school place could be withdrawn if it is later found that this is not the case.

## **16. ACCEPTANCE OF A SCHOOL PLACE**

---

On receipt of an offer of a school place, parents are required to confirm their acceptance of this school place in writing within 14 days of notification of the school place offer. Failure to do so could result in the offer of a school place being withdrawn.

## **17. ADMISSION INTO OTHER YEAR GROUPS - SEPTEMBER 2020**

---

Where requests are received for a change of school in September 2020, into year groups other than the normal year of entrance, these will not be considered until the start of the second half of the summer term i.e. after the Whitsun break. Parents will be notified no earlier than 4 weeks prior to the end of the 2020 academic year.

These requests will be collated on a monthly basis and are processed as per the oversubscription criteria, in the event that the number of applications received exceeds the number of available places. However it should be noted that preference will be given to those parents who are seeking a place during the current term as opposed to the new academic year.

## 18. IN YEAR TRANSFERS (ADMISSIONS OUTSIDE THE NORMAL ADMISSION ROUND)

---

In Year Transfers refer to requests from parents to transfer their children between schools outside of the normal admission round. The Local Authority will not consider applications until the requested start date is no more than a term in advance.

All In Year Transfers are dealt with in date order of receipt, and where more applications are received on the same day than the number of places available, the Local Authority's over subscription criteria will be applied to determine the child(ren) to be offered places.

Applications are usually processed within 7 working days of receipt. However in certain circumstances, for example where the child has been identified as having specific needs, it may not be possible to process the admission within the timeframe. The parent will be advised of this.

As part of the consideration process, the Local Authority will contact the child's current school to obtain information to share with the receiving school. This is to ensure that the preferred School is in a position to support appropriate transition between schools.

On occasions where the admission request to transfer Schools is not one that arises from a move into the area, or where perhaps there is no immediate need for transfer, the Local Authority will consider admission from the beginning of a school term to minimise the potential disruption their own and other Childrens education.

Allocated places will be held open for a period of 1 term from the date of authorised admission, after which time the place may be withdrawn if the child has not taken up their place during this time. Once a school place has been offered, School's will have 7 working days to arrange the enrolment of the child concerned, where an immediate start is required.

If an application is received for a Looked After Child (LAC), in accordance with the protocol that has been agreed with schools, a LAC meeting will be arranged, to which all interested parties are invited. In advance of this meeting the placing authority is required to share relevant information including the Personal Education Plan, School records and Statement of Educational Needs, if the child has one.

Where the request for admission into school is as a result of a move into the county the parent is required to send proof of residence. Until this evidence is received the application will not be processed or considered as complete. Suitable evidence would be a copy of the exchange of contracts or long term tenancy agreement. This is to ensure that parents do not apply too far in advance of their move and subsequently deny others a place requiring a more instant admission.

## 19. REQUEST FOR ADMISSION OUTSIDE OF CHRONOLOGICAL YEAR GROUP

---

It is the Local Authority's policy that children are admitted into their chronological year group. It is only in exceptional circumstances that the Local Authority will support admission into a year group that is not within the chronological year, for example, where there is an appropriate evidence base (e.g. report from an Educational Psychologist) that suggests the chronological year group is not suitably able to meet the needs of the child concerned.

Parents submitting an application requests for admission into a year group that is not within the chronological year for the child will be given the opportunity to share their reasons for the application with the Local Authority. The Headteacher of the preferred school will also be consulted during the process and their views considered as part of the decision making process.

Parents refused a place at the preferred school will have a statutory right of appeal against the decision that has been made; however, there is no appeal against a decision to offer a place in the preferred school but not within the desired year group

## 20. REFUSAL OF ADMISSION TO PREFERRED SCHOOL

---

The majority of pupils in Monmouthshire are allocated a place at the parents' first choice of school. A refusal for admission to a school is made in line with the School Admissions Code of Practice 2013 and is based on the following decisions;

- Whether to admit a child would prejudice the provision of efficient education or the efficient use of resources
- Where an Admission Number has been met
- Welsh Government Class size regulations

If it is not possible to allocate a place at the preferred school, an alternative school place will be offered. This will either be an alternative preference (as declared on the application form) or the next nearest available school. It is then for parents to decide whether or not to accept the place at the alternative school.

If a place is offered at the next nearest available school, the child concerned may be entitled to free home to school transport should the distance criteria between home and school address be met. For more information on home to school transport entitlement please refer to the home to school transport policy.

However, it is recognised that parents may not want a place at the next nearest available school and will be provided with details of other schools with available places within the area. In these circumstances, free home to school transport would not normally be provided

Following refusal of a school place, the child's details will be held on a waiting list until 31 August of the academic year for which they are applying. If any places are handed back during this time places will be allocated from the waiting list as per the oversubscription criteria.

## 21. WAITING LISTS

---

For those applicants that have been unsuccessful in obtaining a place at their preferred school(s), waiting lists will be held up until the end of the academic year for which the application is made. After such time, the existing waiting lists will be cleared and a fresh application will be required. The child's details will automatically be added onto the waiting list for the preferred school(s) at the time of refusal.

Waiting lists will be prioritised as per the oversubscription criteria and not based upon the date that the application was submitted. **It is the responsibility of the applicant to inform The School and Student Access Unit of any change in circumstances which impacts on the oversubscription criteria and therefore their child's place on the waiting list. An example of this would be a change of address.**

Should a place become available at the preferred school(s), the waiting list will be "frozen" in order to allow the School and Student Access Unit to fill the vacancy. The date at which the waiting list is frozen shall be determined as the date that the Local Authority is satisfied that the place becomes available.

The parent concerned will be contacted by the School and Student Access Unit within 7 working days of the place becoming available, if their child qualifies for consideration of the place. The parent will be given 7 days to formally accept or decline the offer of the school place in writing. After such time, the child's name will be withdrawn from the waiting list, and the place will be offered to the next child on the waiting list, as the Local Authority will assume that the place is no longer required.

## 22. APPEALS

---

In accordance with the School Admissions code of practice and the School Admission appeals code of practice 2013, the Local Authority will make arrangements to enable the parent of a child to appeal against a decision to refuse a place at the preferred School.



The appeal will be determined by an Appeals Panel established in accordance with School Admission Appeals code 2013. The panel must consist of three to five members appointed by the Local Authority from the following categories:

- People who are eligible to be lay members (persons without personal experience in the management of a school or the provision of education in any school, disregarding experience as a governor or in any other voluntary capacity).
- People who have experience in education; who are familiar with educational conditions in the LA's area or who are parents of registered children at a school (other than the school at which the appeal is made).

Independent Appeal Panels 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:

- A) 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:
- B) 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 of the appeal panel will be binding on the Local Authority.

### **22.1 Time frame for hearing appeals**

---

Parents will receive a letter refusing admission and will be advised of their right of appeal. The decision to appeal does not prevent the parent / carer accepting a place at an alternative school whilst the hearing is convened, as the panel will determine the appeal on the basis of application.

Appeal Hearings are convened by the Chief Executive Officer's representative, and will be heard within 30 School days of the date of application for appeal.

## **23. INFANT CLASS SIZE INITIATIVE**

---

The Welsh Government is committed to ensuring that no child in Key Stage 1 will be in a class where the pupil teacher ratio is more than 1:30. The Infant Class Size Initiative was a phased programme between September 1999 and September 2001 thus

ensuring that all children up to the age of 7 will be taught in classes containing no more than 30 pupils.

Two main changes arose from the class size legislation. Firstly, admission authorities must not to admit a child to an infant class if in doing so would result in a class operating at a greater than 30:1 pupil/teacher ratio.

An admission authority can refuse to admit a child to a school where to do so would require the school to take 'qualifying measures' (i.e. employing an additional teacher, building an additional classroom) to meet the statutory class size limit.

Secondly, when dealing with admission appeals under class size legislation, Appeal Panels do not follow the two stage process as outlined above.

Instead, an Appeal Panel will be able to uphold a parental appeal only if the decision to not admit the child was due to the admission arrangements being incorrectly implemented or the decision of the admission authority was not one which a reasonable admission authority would make in that particular case.

### ***23.1 Exceptions to the Infant class size initiative***

---

Welsh Government Regulations require Authorities to limit infant class sizes to no more than 30 pupils and to ensure that junior classes do not exceed 30 pupils. There are however exceptions to these regulations (called "excepted pupils") which may allow the 30 pupil class limit to be exceeded. Excepted pupils are:

1. Children whose statements of SEN specify that they should be educated at the school concerned, and who were admitted to the school outside a normal admission round.
2. Children who are looked after by local authorities (looked after children), or who have ceased to be looked after (previously looked after children) as a result of being adopted or being placed with a family or given a special guardian and are admitted to the school outside a normal admissions round.
3. Children initially refused admission to a school, but subsequently offered a place outside a normal admission round by direction of an admission 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 admitted outside the normal admission round who:
  - the maintaining local authority confirmed cannot gain a place at any other suitable school within a reasonable distance of their home because they have moved into the area outside a normal admission round, or

- they desire a religious education, or a Welsh speaking education and the school in question is the only suitable school within a reasonable distance.
- 5. Children who were admitted to the school outside the normal admission round after which the school has arranged its classes, and after the first day of the school year, the effect of which would mean that the school would have to take a relevant measure if such children were not excepted pupils.
- 6. Children of armed forces personnel who are admitted outside the normal admission round.
- 7. Children whose twin or other sibling from a multiple birth are admitted as non-excepted pupils, as the final pupil(s) allocated a place before the admission number is reached.
- 8. Children who are registered pupils at special schools, but who receive part of their education at a mainstream school.
- 9. Children with SEN who are normally educated in a special unit in a mainstream school, who receive part of their lessons in a non-special class.

## 24. KEY STAGE 2 CLASS SIZE LIMITS

---

Whilst there are no regulations to limit class sizes to 30 in Key Stage 2, the Local Authority is committed to complying with the Welsh Government target to ensure that the 1:30 pupil teacher ratio in Key stage 2 is maintained.

## Appendix A - Coordinated Admission Scheme Primary Schools

### MONMOUTHSHIRE COUNTY COUNCIL

#### DIRECTORATE FOR CHILDREN AND YOUNG PEOPLE

#### CO-ORDINATED ADMISSION SCHEME FOR SEPTEMBER 2020 PRIMARY SCHOOLS

#### INTRODUCTION

This scheme applies to all admission authorities, (Local Authority (LA) and Voluntary Aided Schools (VA), in the area with regard to parents with children wishing to join the normal year of entry at a maintained primary school in Monmouthshire from September 2020. (A glossary of terms is also shown in Appendix C).

All parents will be invited to express a preference on a common application form, regardless of the status of the schools for which they wish to apply and whether the school is in/out of county. The form will provide an opportunity for parents/carers to give reasons for their preferences. All completed forms should be sent directly to the School & Student Access Unit (SSAU). **An exception to this is if parents wish to apply for a School that resides within Newport City Council – in such circumstances the parent is required to apply directly to Newport City Council under their admission arrangements.**

Although individual school admission authorities (Voluntary Aided) may require you to complete their own admission forms, all applicants must also complete a “Common Application Form”.

Pupils with a Statement of Special Education Needs will be admitted to the school named on their Statement.

#### **1. Consideration of Applications and Allocation of Places (Normal Admission Round)**

When applying the oversubscription criteria to determine who is to be awarded places, all parental preferences will be considered equally and allocated in line with the criteria below. The highest preference school will be offered in the event that one or more preferences can be met.

If none of the preferences can be met, the Local Authority will ensure that as far as is reasonably possible, an offer can be made.

The closing date for the first stage of applications is **midnight on 15th January 2020** and written notification of the outcome of each application will be given via the School & Student Access Unit by **16th April 2020**.

If a parent applies for a place outside Monmouthshire, the Authority to which they have applied will inform the parent and Monmouthshire of the decision to offer or refuse.

Late applications or changes to the order of preference will be considered after the first stage has been completed. Where a parent expresses a preference within the first stage and then changes a preference after midnight on 15th January 2020, this will be deemed as a late application.

Similarly, applications where a change of circumstance have occurred, which have an impact upon the application's status within the oversubscription criteria, will result in the application being treated as late if these changes are brought to the Authorities attention after the closing date.

## **TIMETABLE FOR PRIMARY CO-ORDINATED ADMISSIONS FOR SEPTEMBER 2020**

### **PRIMARY SCHOOL (including Voluntary Aided Schools)**

#### **2.1 Stage 1**

Applications made available to parents	6th November 2020
Applications received either paper or on line	By 15th January 2020
Details of applications sent to Voluntary Aided Schools and other LAs, as appropriate. Details of applications made to Voluntary Aided Schools returned to School and Student Access Unit	By 17th January 2020
Voluntary Aided Schools and neighbouring LAs return ranked lists of pupils to School & Student Access Unit indicating the over-subscription criterion that each child has been considered under and identifying refusals	By 21st February 2020
School & Student Access Unit / Voluntary Aided Schools allocate the highest preference place available and notifies other LA's, as appropriate	By 28th March 2020
School & Student Access Unit allocates places to Monmouthshire children without an offer	By 4 <sup>th</sup> April 2020

School & Student Access Unit sends list of pupils to be offered places to each Monmouthshire School	By 10 <sup>th</sup> April 2020
School & Student Access Unit / Voluntary Aided Schools send notifications to parents/carers	On 16 <sup>th</sup> April 2020
Appeals	May – July 2020

## Stage 2

Following the first stage of allocations, late applications will be considered and slotted in where possible using the admissions criteria. However there is no guarantee that late applications will be dealt with before **16th April 2020**.

At this stage, parents/carers will be able to apply for reconsideration to a school they placed as a higher preference to the one offered.

The processing of late applications will be done on a monthly basis, so, for example, applications received in April 2019 will be collated and processed during the first full week in May 2020 with schools and parents being notified by the end of the second full week. These will be processed as per the over-subscription criteria.

## Appendix B - Coordinated Admission Scheme Secondary Schools

### **INTRODUCTION**

This scheme will apply to all schools in the area for parents with children wishing to join the normal year of entry at a secondary school in Monmouthshire from September 2020.

All parents will be invited to state three preferences on a common application form, regardless of the status of the schools for which they wish to apply and whether the school is in/out of county. The form will provide an opportunity for parents/carer to give reasons for their preferences. All completed secondary transfer forms should be returned directly to the School & Student Access Unit. **An exception to this is if parents wish to apply for a School that resides within Newport City Council – in such circumstances the parent is required to apply directly to Newport City Council under their admission arrangements.**

Pupils with a Statement of Special Educational Needs will be admitted to the school named on their statement.

### **Consideration of Applications and Allocation of Places (Normal Admission Round)**

When applying the oversubscription criteria to determine who is to be awarded places, all parental preferences will be considered equally and allocated in line with the criteria in Appendix 1. The highest preference school will be offered in the event that one or more preferences can be met.

If none of the preferences can be met the Local Authority will ensure, as far as is reasonably possible, that an offer can be made at the next nearest available School.

The closing date for the first round of applications is **midnight on 27<sup>th</sup> November 2019** and written notification of the outcome of each in county application will be given via the School & Student Access Unit on **1st March 2020**.

For preferences to attend a School outside of Monmouthshire, written notification on the decision to offer / refuse a place at the chosen School will be given by the relevant Local Authority / Admission Authority in line with their offer date.

Monmouthshire will have regard to any offer made by another Local Authority. If the other Local Authority can offer a higher preferred school, Monmouthshire will not make an offer.

Late applications or changes of order of preference will be considered after the first stage has been completed. Where a parent expresses a preference within the first

stage and then changes a preference after **27<sup>th</sup> November 2019**, this will be deemed as a late application.

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

**TIMETABLE FOR CO-ORDINATED ADMISSIONS FOR SEPTEMBER 2020**  
**SECONDARY SCHOOLS**

Stage 1

Applications available to Parents	25 <sup>th</sup> September 2019
Applications received	By 27 <sup>th</sup> November 2019
Details of applications sent to Monmouthshire schools and other LA's, as appropriate	By 4 <sup>th</sup> December 2019
Consultation with neighbouring LAs on cross border preferences	By 13 <sup>th</sup> December 2019
School & Student Access Unit allocates the highest preference place available and notifies other LA's, as appropriate	By 7 <sup>th</sup> February 2020
School & Student Access Unit allocates places to Monmouthshire children without an offer	By 14 <sup>th</sup> February 2020
School & Student Access Unit sends list of pupils to be offered places to each Monmouthshire school	On 21 <sup>st</sup> February 2020
School & Student Access Unit sends notifications to parents/carers	On 1 <sup>st</sup> March 2020
Appeals	May – July 2020

Stage 2

Following the first round of allocations, late applications will be considered and slotted in where possible using the admissions criteria. There is no guarantee that late applications will be dealt with before the **1<sup>st</sup> March 2020**.

The processing of late applications is undertaken on a monthly basis, so applications received in April 2020 will be collated and processed during the first full week in May



2020 with schools and parents/carers being notified by the end of the second full week. These will be processed as per the over-subscription criteria.

Consultation

## Appendix C - Admission Authorities

---

- Monmouthshire County Council
- Voluntary Aided Schools (Monmouthshire)
  - Archbishop Rowan Williams Church in Wales Primary School
  - Magor Church In Wales Primary School
  - Our Lady & St Michaels Roman Catholic Primary School
  - St Mary's Roman Catholic Primary School, Chepstow
- Blaenau Gwent County Borough Council
- Gloucestershire County Council
- Herefordshire County Council
- Newport City Council
- Powys County Council
- Torfaen County Borough Council
- Brynmawr Foundation School
- St Albans RC School
- St Joseph's RC Schools

### Glossary

Normal Year of Entry	The year in which a pupil is scheduled to commence / change school
Maintained School	A school maintained either by the LA or the Diocese
Common Application	Pre-printed form with pupil details and unique pupil reference Number

## Appendix D - Admission Numbers for Schools

---

### Secondary

SCHOOL	Capacity	AN
Caldicot Comprehensive	1500	253
Chepstow Comprehensive	1282	193
King Henry VIII Comprehensive	1290	216
Monmouth Comprehensive	1700	270

SCHOOL	Capacity	AN
Archbishop Rowan Williams C in W Primary	210	30
Cantref Primary	210	30
Castle Park Primary	210	30
Cross Ash Primary	210	30
Deri View Primary	330	47
Dewstow Primary	210	30
Durand Primary	210	30
Gilwern Primary	210	30
Goytre Fawr Primary	210	30
Kymin View Primary	210	30
Llandogo Primary	111	15
Llanfoist Fawr Primary	210	30
Llantilio Pertholey C in W Primary	210	30
Llanvihangel Crucorney Primary	77	11
Magor C in W Primary	388	55
Osbaston C in W Primary	210	30
Our Lady & St. Michael's RC Primary	210	30
Overmonnow Primary	417	59
Pembroke Primary	210	30
Raglan C in W Primary	210	30
Rogiet Primary	210	30
Shirenewton Primary	210	30
St. Mary's RC Primary	210	30

The Dell Primary	420	60
Thornwell Primary	357	51
Trellech Primary	180	25
Undy Primary	359	51
Usk C in W Primary	300	40
Ysgol Gymraeg Y Fenni	257	36
Ysgol Y Ffin	180	25
	7024	

Consultation



---

**Review Area 1**  
**Usk & the Surrounding Areas**

---

# Consultation Report

## Contents

---

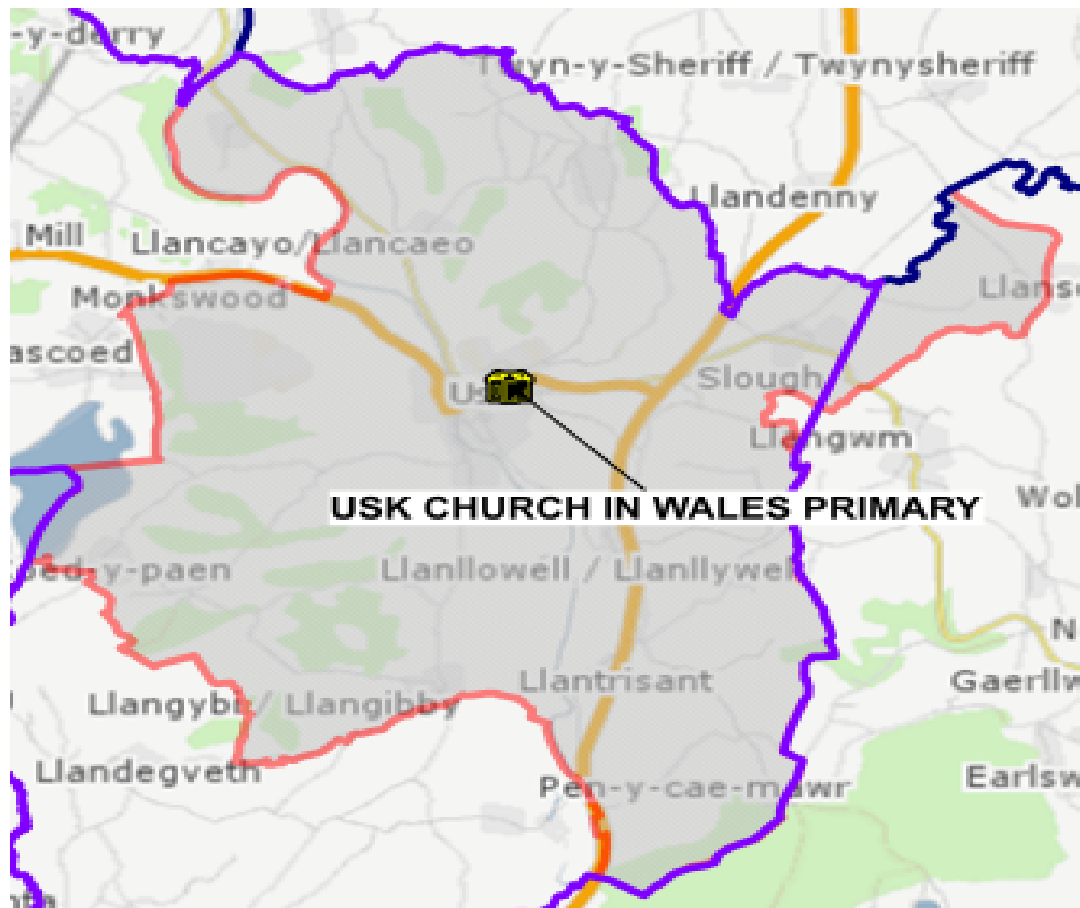
1. The Proposal .....	3
2. Why did we consult on this proposal? .....	4
3. Formal responses to this Consultation .....	6
4. Public Consultation session .....	7
5. Consultation with Newport Local Authority .....	13
6. Consultation with Caerleon Comprehensive School .....	13
7. Consultation with Children and Young People .....	14
8. What has the consultation told us? .....	15
9. Home to School Transport.....	19
10. General overview on consensus .....	20

## 1. The Proposal

---

The Council consulted on amending the secondary school catchment area for children and young people currently residing within the village of Usk and the immediate surrounding areas.

The areas identified currently form part of the catchment area for Usk CIW Primary School, and Caerleon Comprehensive School. The map below illustrates the affected areas, which were subject to this consultation.



Through this consultation, the Council sought the views of consultees and interested parties on whether the secondary school catchment boundary should be amended for the specified areas (area identified above), to form part of the catchment area for Monmouth Comprehensive School, thus aligning the entire catchment area for Usk CIW Primary to a single secondary school.

The below table identifies the number of children and young people residing within the affected area who would be affected by the proposals over the next 6 years, should they proceed.

<b>Current year group</b>	<b>Admission to Secondary</b>	<b>Numbers affected</b>
Year 5	September 2020	32
Year 4	September 2021	28
Year 3	September 2022	38
Year 2	September 2023	35
Year 1	September 2024	36
Reception	September 2025	33
<b>Total</b>		<b>202</b>

## 2. Why did we consult on this proposal?

### **No designated secondary catchment school within Monmouthshire.**

One of the identified aims of our catchment review was to consider the areas of Monmouthshire that do not currently have a designated Secondary catchment School that falls within Monmouthshire. The secondary catchment school is presently one that falls within the city of Newport. The proposed changes to the affected areas would allow children resident in Monmouthshire to access a secondary school that is within the county in which they live.

### **Transitional arrangements between Primary and Secondary School.**

Usk Church in Wales Primary School is the designated primary school for the affected area and is a feeder school for Monmouth Comprehensive School. The proposed changes would see complete alignment between the catchment area for Usk Church in Wales Primary School and Monmouth Comprehensive school, lending support to the existing transitional arrangements, and enabling the cohorts of children to remain together when entering into that daunting transition between Primary to Secondary School.

### **Access to School places**

The parents of children and young people currently residing within the affected area have the opportunity to express a preference for a school at which they wish for their child to attend. This preference does not need to be for the designated catchment school, however, children residing within the catchment area for a preferred school receive a priority in the event of oversubscription.



Those residing within the affected area are not afforded with the above priority for a Monmouthshire school as they do not have a designated secondary catchment school within the county in which they live.

Monmouth Comprehensive School is the nearest Monmouthshire school for the majority of children and young people residing within the affected area. Parental preference together with the feedback from residents of the affected community suggest that there is a keen interest for their children to remain within the Monmouthshire education system as they transition to Secondary School.

Over recent years, the Council has experienced an increasing number of application requests for children and young people from within the affected area to attend Monmouth Comprehensive School. Many of these applications have been unsuccessful at times of oversubscription due to the area not forming part of the catchment area for the preferred school. It has also been suggested that many parents would apply for a place at Monmouth Comprehensive school if they felt their application would have a high chance of being successful.

The proposals outlined would help in addressing this matter.

### **Provision of Home to School Transport**

A further consideration of the proposed change is the current provision for home to school transport that currently serves the affected area. The council's current policy provides free home to school transport to the nearest or catchment school if residing 2 miles or more from the home address.

The majority of affected area sees home to school transport provision offered to Caerleon Comprehensive School only, as this is both the nearest and catchment school. There is no free home to school transport entitlement for children and young people residing within the affected area that wish to attend a Monmouthshire Secondary School.

Should the proposals be supported and agreed, it would see free home to school transport becoming available to those in the affected area to Monmouth Comprehensive as the newly formed catchment school

### 3. Formal responses to this Consultation

The Council have received a number of formal responses to this proposal, submitted either via the online survey or via email / letter. The table below offers a broad profile of the consultees responding to the consultation, together with a view on whether they are in support of or against the proposals.

Respondent category	Total number of responses	Total number in support of proposals	Total number not in support of proposals
Parent / Carer	221	105	118
School Governor	4	2	2
Staff Member	20	0	20
Pupil	3	0	3
Other	23	7	18
<b>Total</b>	<b>275</b>	<b>114</b>	<b>161</b>

Having reviewed the detail of the consultation responses, it was identified that the above table included many duplicate entries from the same households.

<b>Total number of duplicate household entries</b>	<b>35</b>
--	-----------

For the purposes of this consultation, the Council has counted the duplicate responses as a single household response. However, all comments raised have been recorded and included in identifying the themes of support / concern towards the proposals.

In addition to the duplicate entries, the results have also identified a number of responses that have been submitted by parties who are not considered to be directly affected by the proposals i.e. they do not reside within the affected area and in some cases who do not reside within Monmouthshire:

Respondent category	Total number of responses identified	Reason identified
Parent / Carer	26	Consultee resides in Newport / area of Monmouthshire not affected by proposal
School Governor	1	
Staff Member	20	
Pupil	0	
Other	3	
<b>Total</b>	<b>50</b>	

The responses received from those detailed in the above table have been removed from the results of this consultation. The Council has received an individual response from both Newport City Council and Caerleon Comprehensive School which is detailed later in this report, and is assumed to incorporate the views of staff and governors at Caerleon Comprehensive School.

The below table reflects the results of the formal responses received to this consultation based on the views of those considered to be directly affected by the proposals.

Total number of responses received	Number in favour of the proposals	Number not in favour of the proposals
Parent / Carer	99	67
Pupil	1	3
Governor	2	1
Other	6	11
<b>Total</b>	<b>108</b>	<b>82</b>
<b>Percentage</b>	<b>57%</b>	<b>43%</b>

#### 4. Public Consultation session

The Council facilitated a public consultation session at Usk CIW Primary School on 20<sup>th</sup> February 2019. There were 62 consultees present who, following a very useful debate, offered mixed opinions on whether the proposals to amend the secondary school catchment area should proceed. The consensus drawn was supportive of proposals, although there has been a need to reflect on a number of concerns were raised during the session.

In addition to the above, the Council facilitated a “drop in” session on 14<sup>th</sup> February 2019 at County Hall Usk. There were 7 consultees in attendance.

During the two sessions, the key comments / concerns / questions relating to the proposals:

Consultee Question	Summary of LA Response
If the catchment changes to Monmouth, will children with sibling already in Caerleon get priority for places and still get free transport.	<p>Newport Local Authority is the admission authority for Caerleon Comprehensive School and are therefore responsible for awarding places at this school. However, the Council is aware that Newport City Council offer priority to in catchment children over those residing out of catchment but with relevant siblings.</p> <p>Current policy confirms that free home to school transport would continue to be awarded to Caerleon Comprehensive in the event that it is identified by the Council as being the nearest suitable school.</p>

<p>If we choose for our children to go to Monmouth, do we get free transport.</p>	<p>If the proposals are approved and Monmouth Comprehensive School becomes the catchment School, free home to school transport will be awarded if residing in excess of 2 miles from the school.</p>
<p>I live equidistant between Caerleon and Monmouth Schools, would my children get transport to either as you cannot determine my nearest school.</p>	<p>The Council undertakes detailed assessments utilising GIS software as and when required to identify the nearest suitable school. There would be a need to apply discretion behind any individual cases whereby two or more schools are agreed to be equidistant.</p>
<p>How do you measure distances? We live in Tredunnoch and Caerleon is much closer.</p>	<p>Distances are measured by calculating the shortest, safe walking route. Where it is identified that there is not a safe walking route, distances are calculated using the shortest driving route.</p>
<p>We have children already in Caerleon. Will they continue to get free transport if the proposal goes ahead.</p>	<p>Free Home to school transport arrangements will continue for any children and young people that are already accessing the provision and are currently on roll at Caerleon Comprehensive School.</p>
<p>How many children have gone to Monmouth and Usk in the last five years.</p>	<p>The Council has seen an increase in the number of children and young people from the affected area wishing to attend Monmouth Comprehensive School. In September 2018, 9 children transitioned to Monmouth Comprehensive and 20 to Caerleon. However, of the 20 that went to Caerleon, 6 would have gone to Monmouth had their applications been successful. Page 7 of the consultation document relating to these proposals provides information on the numbers transitioning to Monmouth and Caerleon Schools from Usk Primary School. The numbers do not reflect those that have been unsuccessful in obtaining places at Monmouth Comprehensive School.</p>
<p>Are you looking at building a new secondary school in the Usk area due to all the ongoing new builds and the proposed new builds. Also removing the tolls on the bridges is having an impact on schools numbers so what are you going to do.</p>	<p>The Council does not have any proposals to build a secondary school in the Usk area. Monmouth Comprehensive School is the proposed new catchment school for the affected area. Our most recent projections include any developments that are known to have received permission to build, and provide us with confidence that Monmouth Comprehensive School is sufficiently sized to accommodate the proposed changes. The Education department will be consulted on any new developments falling outside of this process and school capacity considered.</p>
<p>What is the capacity at Monmouth and how many more children can it take</p>	<p>From September 2019, Monmouth Comprehensive School will have a capacity for 270 children per year group. Whilst the school sees oversubscription annually, the</p>

	oversubscription does not come from within the catchment area. If the proposals are approved, the number of children from within the catchment area will increase, however, it is likely that those residing outside of the new catchment area will be the ones at risk of not obtaining places
Positive point – Monmouth have been great with my children and the proposal is welcomed.	Thank you, the Council is pleased that your children are happy at Monmouth Comprehensive School
Do you think the timescale for implementing the changes is too short?	The timescales associated with changes to school admission arrangements (including catchment areas) are set within the requirements of the School Admissions Code Wales (July 2013). This requires admission authorities to determine its admission arrangements by 15 <sup>th</sup> April 2019 for September 2020.
Why can't we have a joint catchment.	The Council proposes to align the catchment area for Usk CIW Primary to Monmouth Comprehensive. However, it will not discount any feedback on alternative proposals received throughout this consultation process.
What would be the impact on Usk / Goytre children if the admissions policy is changed to stop OOC children attending.	The Council is not proposing to stop children from outside of Monmouthshire attending Monmouth Comprehensive School. The proposals are for Usk to form part of the catchment area for Monmouth Comprehensive school, which would afford priority for admission over those residing outside of the catchment area
Without changing the catchment, but changing the admission policy to include the feeder school, would Usk children be prioritised over OOC children when applying for Monmouth.	<p>If the catchment areas were to remain the same, but the proposed changes to the oversubscription criteria relating to feeder schools is agreed, children attending Usk Primary School would receive a priority for places prior to applying any distance assessment to those applicants residing outside of the catchment area.</p> <p>However, the families from the affected area would not be afforded the same level of priority as those residing within the catchment area, and would not receive free home to school transport to Monmouth Comprehensive School.</p>
What happens if we apply for Caerleon but don't get a place and don't apply for Monmouth. Where will my child end up.	Parents are encouraged to include more than one preference on their application form in case the application for the preferred school is unsuccessful. The Council operates an equal preference scheme that means parents are not disadvantaged for the order in which they list their preferences. For example, an application that lists Monmouth Comprehensive as a second

	preference will continue to be considered pending an outcome to the first preference application.
Is there anyway we could have a joint catchment for a transition period before changing it completely.	The School Admission Code Wales (July 2013) confirms that admission arrangements (which include catchment areas) must be determined by 15 <sup>th</sup> April 2019 for implementation in September 2020. The requirements do not allow for a phased implementation.
It is good to know that there will be alignment with schools within Monmouthshire and glad that there will be accountability when it comes to decision making within the schools.	Thank you for your comments. The proposals put forward for consultation aim to enable families within Monmouthshire to attend a school within County.
Fluidity on the changes would be appreciated. Is parental preference still going to be taken into account.	The School Admissions Code Wales (July 2013) confirms that parents must be able to put forward a preference for a school in which they would like their child to attend. The Council will continue to comply with this requirement, with no requirements being placed on parents to apply for the catchment school.
Capacity at Monmouth is 1600 as you have said. If Usk children go there, wouldn't this create space within Caerleon so that those with parental preference would have a better chance of going there.	Thank you for your comments. In theory if more Usk families opt to apply for places at Monmouth Comprehensive, there will be less application requests for Caerleon. However, the Council is unable to comment on any other pressures Caerleon receives from out of catchment application requests.
Are Newport going to change their catchment areas.	The Council is unable to predict whether Newport City Council will change their school catchment areas going forward.
With Monmouth appeals for September 19, are we going to prioritise children who will have a sibling due to start secondary in September 2020 or later.	The proposed changes to catchment areas is for implementation in September 2020. The appeals process is one that is undertaken by an independent panel and therefore the outcome of the appeals process is not at the discretion of the council.
Who has the final say on the consultation.	The findings of this consultation will be presented to the Council's Cabinet who will determine how the proposals move forward.
Do any cabinet members have a vested interest on the proposals going ahead.	The Council has sought legal advice on this matter and its has been confirmed that all Cabinet Members are appropriately placed to make a decision on this matter.
How long will the catchment areas last? I have a child in year 1. What is the likelihood that they will change again by the time he reaches year 6.	School catchment areas form part of the local authorities admission arrangements, and have not been subject to any significant change since prior to 1996. If a decision is made following this consultation to implement the changes to

	secondary school catchment areas, it would be on the basis that they are sustainable.
How far ahead have we got projected figures for children in catchment for Usk and Monmouth.	The projections for Monmouth Comprehensive School are currently undertaken up as far as 2024/25, but are reviewed annually.
How are the proposals going to keep peer groups together.	The proposals are to align the catchment area for Usk Primary School with Monmouth Comprehensive School. If implemented, the proposals will enable greater opportunity for peer groups who wish to attend a Monmouthshire School to remain together.
Having learnt this evening that Monmouthshire residents have a say in the way our children are schooled within Monmouthshire, but no say in Caerleon issues as it is a different LEA, are those negative comments sibling based and have they thought about what happens if Newport decide to change their policy and remove the Usk area from their catchment.	Thank you for your comments. The Council acknowledges that many concerns towards these proposals relate to existing sibling links and a concern that they may be separated.
With regards to transition, there are strong links to Caerleon and it is a very robust system. Monmouth doesn't seem to provide this. How is this going affect the transition for children and how do we know its right in and in their best interest.	The Council is confident that the transitional arrangements between Monmouth Comprehensive School and Usk Church in Wales Primary school are robust, with children settling very quickly following their move into secondary education.
My child has SEN and the Alenco came and discussed everything with us and our child. The transition was very smooth with no problems and he is now doing brilliantly. I can't thank them enough.	Thank you for your comments. We are pleased to hear of your positive experiences with Monmouth Comprehensive School, and that your child is doing well.
When my child moved, the Head Teacher came to speak to the children and parents of those who were moving. Teachers came to see the children and visits to the school were arranged. Transition again went very smoothly.	Thank you for your comments. We are pleased to hear of your positive experiences with the transitional arrangements to Monmouth Comprehensive School.

When the decision is made, is it going to be made as one decision or will each area of the catchment review and the admissions policy review be decided on as individual cases.	The Council is consulting on changes in 4 areas of the county. The proposals are individual and will be considered as such when determining how they progress.
Will the decision on this definitely be made in Cabinet in April or is there a possibility that it could be deferred.	The admission arrangements for September 2020 must be determined by 15 <sup>th</sup> April 2019. Any decision on the proposals that is not taken within this timeframe will not be implemented for September 2020
If a family already has children in Caerleon, at the moment they get free home to school transport. Will they still receive free transport if the proposal goes ahead and if so, for how long.	Children and Young People who already attend Caerleon Comprehensive and who qualify for free home to school transport will continue to do so and are not affected by these proposals.
Why were the proposals shelved in 2015?	The proposals brought to consultation in 2015 did not receive sufficient response to ascertain whether the proposals were supported or not supported. It was felt that a further consultation should be undertaken before such significant changes are made
Are these proposals about saving on transport costs	The proposals put forward are not financially driven. However, if implemented are likely to come at cost to the Council.
The oversubscription criteria for Newport and Monmouthshire is not aligned. How is that fair?	Monmouthshire County Council and Newport City Council are separate admission authorities and determine their own admission arrangements based on the requirements of their area needs.
Can you speak to Newport to ask if a transitional period for existing siblings can be put into their policy?	The Council is liaising with Newport City Council as part of this consultation.

All interested parties in attendance at the consultation session were advised of the need to put their individual views forward by responding to this consultation either via email or via the online survey.



## 5. Consultation with Newport Local Authority

The Council consulted with Newport City Council as a key party affected by these proposals. Newport City Council are the maintaining local authority and admission authority for Caerleon comprehensive School.

On 18<sup>th</sup> February 2019, the Council received a formal response from Newport City Council, which offered clear support for the proposals put forward by the Council.

The key aspects of the response can be summarised into the following points:

### Air quality Management

A desire to reduce the levels of traffic in the area of Newport. Caerleon has been designated as an air quality management area due to the elevated levels of pollution caused by road traffic. Any reduction in the number of vehicles travelling through Caerleon will help elevate some of the pressures causing the high pollution levels.

### Pressure on school places

Newport City Council have confirmed that there has been a challenge across the city in terms of primary school places in recent years, and from September 2019 this will manifest in the secondary sector. Given this position, and the fact that this is likely to be the case for some years, the LA requires as many secondary school places as possible to support the education of Newport children.

### Current catchment arrangements

Newport City Council have confirmed that, as the admissions authority for Caerleon Comprehensive School, they would not be seeking to remove the affected areas from the catchment area for Caerleon Comprehensive School for September 2020. They may, however, seek to bring forward proposals in future to remove the affected areas from Caerleon Comprehensive School, subject to consultation. The earliest opportunity to implement such proposals would be September 2021.

## 6. Consultation with Caerleon Comprehensive School

The Council consulted with Caerleon Comprehensive School as a key party affected by these proposals. Caerleon comprehensive School is the current catchment school for the affected areas.

On 21<sup>st</sup> February 2019, the Council received a formal response from the Headteacher at Caerleon Comprehensive school, which offered a clear objection against the proposals put forward by the Council.

The concerns raised by the Headteacher of Caerleon Comprehensive School are included under the consultation themes found under section 8 of this report.

## 7. Consultation with Children and Young People

During the consultation, the Council engaged with the children and young people in years 5 and 6 at Usk CIW Primary School. When referring to the pupils affected by these proposals over the next 5 years, 77% attend Usk CIW Primary School.

The purpose of this consultation was to find out which secondary school they would like to go to and the reasons why. The results of this consultation are detailed below:

Preferred School	Number of year 6 pupils	Number of year 5 pupils	Total	%
Monmouth	12	18	30	45
Caerleon	17	9	26	39
Other	5	6	11	16
<b>Total</b>	<b>34</b>	<b>33</b>	<b>67</b>	

A summary of the reasons children and you people tell us they wish to attend Monmouth Comprehensive School are:

- Live in Monmouthshire so wish to attend a school in Monmouthshire.
- Friendship groups with children in Monmouth due to out of school activities.
- A preference for the school environment.
- Offers an excellent education and facilities.
- Very supportive school and teachers are great.
- The new school offers greater opportunities for learning.
- Logistical arrangements of the new school are less daunting and it's easier not to get lost.

A summary of the reasons children and you people tell us they wish to attend Monmouth Comprehensive School are:

- Caerleon is closer to my home.
- My brother / sister attends Caerleon.
- Great facilities at Caerleon.
- Friendship groups / Know lots of people that go to Caerleon.
- Lovely teachers.
- Offers excellent education.

## 8. What has the consultation told us?

The Council has studied the formal responses received in relation to this proposal and has extracted the key themes for consideration in determining how the proposal moves forward.

The themes coming through from those in favour of the proposals are:

Theme	Comment
1. Aligning Primary and Secondary catchments	A view that aligning primary and secondary catchments it's the right thing to do, as it keeps peer groups together and forms robust transitional arrangements.
2. Cluster arrangements	A view that the affected school forms part of the Monmouth cluster arrangements so should be able to transition to Monmouth Comprehensive School.
3. Democracy	A view that Monmouthshire children should be able to access a Monmouthshire School where as residents they have a say in the education offer within the county.
4. Journey times	A view that, for many of the affected areas, journey times are quicker to Monmouth Comprehensive School despite the distance being further
5. Transitional arrangements	A view that the transitional arrangements to Monmouth Comprehensive School are excellent
6. Parental Preference	A view that the proposals reflect the increasing wish of parents residing within the affected areas.
7. Standards of education and facilities	A view that the standards of education at Monmouth Comprehensive School are far better, who offer greater opportunities and facilities.

The themes coming through from those not in favour of the proposals are:

Theme	Concern summary	LA Response
1. Travel times and distance to school.	A concern that Caerleon is the closest school for the majority of the affected area and therefore proposals will	The Council is aware that for the some of the affected areas, Caerleon Comprehensive School is the nearest school. The opportunity for parents to

	result in increased journey times distances travelled	<p>express a preference for Caerleon Comprehensive School will remain.</p> <p>There is evidence of an increasing trend of children and young people residing within the affected area applying for places at Monmouth Comprehensive School. The Council is not aware of any existing concerns in relation to travel times from those currently attending Monmouth Comprehensive School from within the affected areas.</p>
2. Home to school transport concerns	A concern that removing free home to school transport to Caerleon Comprehensive school removes the long established principle of parental preference	In line with current policy, the Council provide free home to school transport to the catchment school or nearest suitable school as determined by the Council
3. Impact on Parental preference	A concern that proposals remove the rights of parents/carers to choose the most appropriate education establishment for their children.	<p>The Council receives regular concerns from families residing within the affected areas who feel that the status quo deprives parents of the right to choose the most appropriate education establishment for their children, as they are unable to access Monmouth Comprehensive School.</p> <p>This consultation seeks the views of those residing within the affected areas and will be key to determining how proposals progress.</p> <p>However, regardless of the outcome of this review, parents will continue to have the opportunity to put</p>

		forward a preference for their child's school place.
4. Joint catchment	A view that parents should be provided with a choice of which school they would like facilitated via a joint catchment.	The Council is not responsible for determining the catchment area for Caerleon Comprehensive School. Monmouthshire's admission arrangements will confirm that, if proposals are taken forward, the affected areas will fall within the catchment area for Monmouth Comprehensive School. Newport City Council's admission arrangements determine the affected areas to be part of the catchment area for Caerleon Comprehensive and this will remain to be the case for September 2020. Newport have, however, indicated an intent to consult on amending Caerleon's catchment area, possibly for September 2021.
5. Quality of education	A concern that the proposals place the affected areas in a worse performing school, as Caerleon is a better performing school and achieves better results.	The Council understands that each parent will have a preference for their child's school. The Council is very pleased with the current performance of both Monmouthshire schools affected by these proposals, both receiving a "Green" categorisation status in line with Welsh Government's assessment.
6. Transitional arrangements	A view that transitional arrangements are far better between Usk and Caerleon than they are with Monmouth	The Council accepts that each parent will have a view on which school is most appropriate for their child. However, are content that the transitional arrangements between Monmouth Comprehensive

		School and Usk Primary School are robust
7. Sibling links	A concern that families with older siblings educated at Caerleon will not be able to send younger siblings to the same school	The response received by Newport City Council confirms that they are not seeking to remove the affected areas from Caerleon's catchment area for September 2020. In line with Newport's admission arrangements, this will result in the affected area remaining within catchment for Caerleon Comprehensive. Any changes to these arrangements would be subject to consultation and implemented no earlier than September 2021.
8. Decision making	A concern that proposals are politically and financially motivated and run contrary to the best interest of families.	The Council has conducted and open and honest consultation, and has confirmed its intent to evidence community support for any proposals taken forward. Any decision taken to implement these changes are likely to be at cost to the Council.  The Council has sought legal advice on this matter and its has been confirmed that all Cabinet Members are appropriately placed to make a decision on this matter.
9. No reason for change	A concern that the proposals provide no clear justification for change.	The Council accepted that each parent will have a view on the proposals put forward. The Council is content that the reasons for the proposals have been clearly explained within the consultation document.
10. Capacity concerns	A concern that the proposed new catchment school (Monmouth Comprehensive) does not	The Council's projections for Monmouth Comprehensive School (which include the known

	have sufficient capacity due to oversubscription.	developments to have obtained planning permission) provide us with reassurance that the capacity of Monmouth Comprehensive School can support these proposals. Whilst the school is regularly oversubscribed, it is not subject to oversubscription from in catchment applicants.
11. Implementation timescales	A concern that proposals are rushed and should be phased in or implemented in future years.	The timescales under which the Council are able to implement changes to its admission arrangements are determined under the School Admissions Code Wales (July 2013). September 2020 admission arrangements must be determined by 15 <sup>th</sup> April 2019.

## 9. Home to School Transport

---

The Council currently provide free home to school transport to the catchment or nearest suitable school.

The impact of these proposals proceeding to implementation would be that free home to school transport would either be provided to Monmouth Comprehensive School as the catchment school, or the nearest suitable school as determined by the Council.

## **10. General overview on consensus**

---

The consultation process undertaken by the Council has without question been a useful exercise, providing a full and open opportunity to test and critic the proposals to changes the secondary school catchment area.

Through analysis of the feedback received from the formal consultation responses, public consultation sessions, as well as the voice of the children and young people affected, the Council can confidently draw an overall conclusion of general support for the following proposal:

***To amend the secondary school catchment area for Monmouth Comprehensive School so that it aligns with the primary catchment area for Usk CIW Primary School***

Whilst this consultation has been able to evidence much support from those residing within the affected areas, the Council acknowledges that there were many themes of concern towards the proposals as identified under section 8 of this report. However, the Council is confident that it has been able to sufficiently address most themes of concern raised by consultees.

The response to this consultation received from Newport City Council confirmed that they would not be seeking to amend their admission arrangements for Caerleon Comprehensive School for September 2020 and, therefore, they will continue to determine the affected areas to remain within catchment for Caerleon Comprehensive School. This decision is seen to mitigate the vast majority of concerns raised by those not in favour of the proposals, should they proceed to implementation.

However, in recognising the above, we must also recognise that Newport City Council have shared an intent to review the catchment area for Caerleon Comprehensive, which could result in proposals to remove the affected areas from its catchment area. If proposals for change are brought forward, they would be subject to consultation by Newport City Council and could not be implemented any earlier than September 2021.

Should proposals proceed in the form on which we consulted, Monmouthshire's admission arrangements would determine the catchment school for the affected area to be Monmouth Comprehensive School and not Caerleon Comprehensive School.





This page is intentionally left blank



---

**Review Area 1**  
**Goytre & the Surrounding Areas**

---

# Consultation Report

## Contents

---

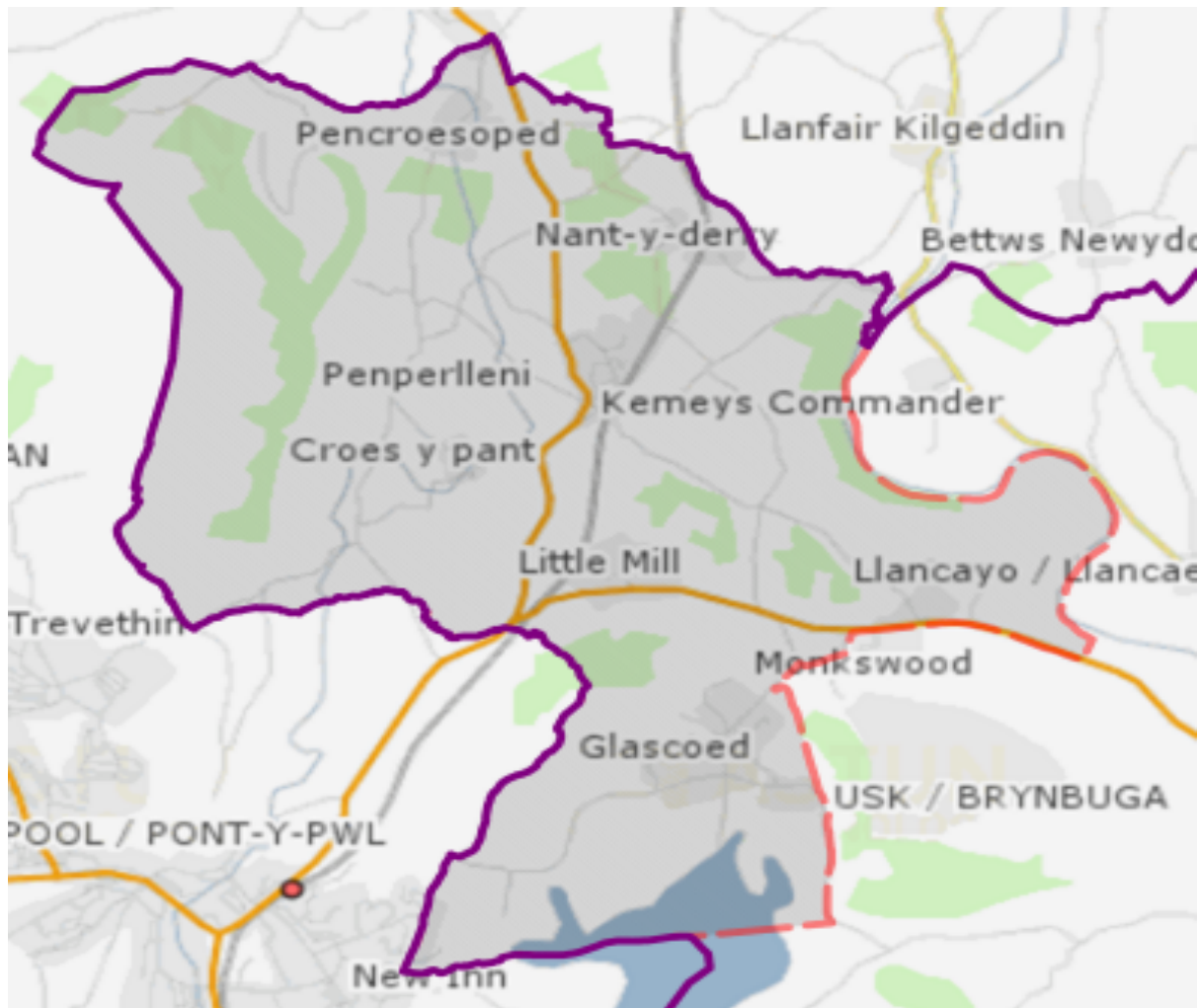
1. The Proposal .....	3
2. Why did we consult on this proposal? .....	4
3. Formal responses to this Consultation .....	5
4. Public Consultation session .....	7
5. Consultation with Newport Local Authority .....	10
6. Consultation with Caerleon Comprehensive School .....	10
7. Consultation with Children and Young People .....	11
8. What has the consultation told us? .....	12
9. Home to School Transport.....	16
10. General overview on consensus .....	17

## 1. The Proposal

---

The Council consulted on amending the secondary school catchment area for children and young people currently residing within the village of Goytre and the immediate surrounding areas. The main areas affected by this proposal were identified to be Goytre, Penperlleni, Nantyderry, Little Mill, Monkswood and Glascoed.

The areas identified currently form part of the catchment area for Goytre Fawr Primary School, and Caerleon Comprehensive School. The map below illustrates the affected areas which formed part of this consultation



Through this consultation, the Council sought the views of consultees and interested parties on whether the secondary school catchment boundary should be amended for the specified areas (area identified above), to form part of the catchment area for King Henry VIII Comprehensive School, thus aligning the entire catchment area for Goytre Fawr Primary to a single secondary school.

The below table identifies the number of children and young people residing within the affected area who would be affected by the proposals over the next 6 years should they proceed.

Current year group	Admission to Secondary	Numbers affected
Year 5	September 2020	28
Year 4	September 2021	32
Year 3	September 2022	17
Year 2	September 2023	17
Year 1	September 2024	28
Reception	September 2025	18
<b>Total</b>		<b>140</b>

## 2. Why did we consult on this proposal?

### **No designated secondary catchment school within Monmouthshire.**

One of the identified aims of our catchment review was to consider the areas of Monmouthshire that do not currently have a designated Secondary catchment School that falls within Monmouthshire. The secondary catchment school is presently one that falls within the city of Newport, and is not one that is considered to be the nearest school. The proposed changes to the affected areas would allow children resident in Monmouthshire to access a secondary school that is within the county in which they live.

### **Transitional arrangements between Primary and Secondary School.**

Goytre Fawr Primary School is the designated primary school for the affected area and is a feeder school for King Henry VIII Secondary School. The proposed changes would see complete alignment between the catchment area for Goytre Fawr Primary School and King Henry VIII Secondary school, lending support to the existing transitional arrangements, and enabling the cohorts of children to remain together when entering into that daunting transition between Primary to Secondary School.

### **Access to School places**

The parents of children and young people currently residing within the affected area have the opportunity to express a preference for a school at which they wish for their child to attend. This preference does not need to be for the designated catchment school, however, children residing within the catchment area for a preferred school receive a priority in the event of oversubscription.

Those residing within the affected area are not afforded with the above priority for a Monmouthshire School as they do not have a designated secondary catchment school within the county in which they live. The proposals would address this matter.

### **Provision of Home to School Transport**

A further consideration of the proposed change is the current provision for home to school transport that currently serves the affected area. The council's current policy provides free home to school transport to the nearest or catchment school if residing 2 miles or more from the home address.

The affected area sees home to school transport provision offered to multiple secondary schools for some of those children and young people residing in affected area, dependent on parental preference:

- **Caerleon Comprehensive School** as the designated catchment school for most of the affected areas, although not considered to be the nearest school.
- **West Monmouth School** as the nearest school for the majority of the affected area
- **King Henry VIII School** – discretionary transport on the basis of being the nearest Monmouthshire Secondary School serving parts of the affected area.

The offer of transport to multiple secondary schools is financially unsustainable and would be addressed through these proposals.

### 3. Formal responses to this Consultation

The Council have received a number of formal responses to this proposal, submitted either via the online survey or via email / letter. The table below offers a broad profile of the consultees responding to the consultation, together with a view on whether they are in support of or against the proposals.

Respondent category	Total number of responses	Total number in support of proposals	Total number not in support of proposals
Parent / Carer	55	15	40
School Governor	2	0	2
Staff Member	2	0	2
Pupil	4	0	4
Other	9	4	7
<b>Total</b>	<b>74</b>	<b>19</b>	<b>55</b>

Having reviewed the detail of the consultation responses, it was identified that the above table included many duplicate entries from the same households.

<b>Total number of duplicate household entries</b>	<b>16</b>
--	-----------

For the purposes of this consultation, the Council has counted the duplicate responses as a single household response. However, all comments raised have been recorded included in identifying the themes of support and concern towards these proposals.

In addition to the duplicate entries, the results have also identified a number of responses that have been submitted by parties who are not considered to be directly affected by the proposals i.e. they do not reside within the affected area and in some cases who do not reside within Monmouthshire:

Respondent category	Total number of responses identified	Reason identified
Parent / Carer	15	Consultee resides in Newport / area of Monmouthshire not affected by proposal
School Governor	2	
Staff Member	1	
Pupil	0	
Other	0	
<b>Total</b>	<b>18</b>	

The responses received from those detailed in the above table have been removed from the results of this consultation. The Council has received an individual response from both Newport City Council and Caerleon Comprehensive School which is detailed later in this report, and is assumed to incorporate the views of staff and governors at Caerleon Comprehensive School.

The below table reflects the results of the formal responses received to this consultation based on the views of those considered to be directly affected by the proposals.

Total number of responses received	Number in favour of the proposals	Number not in favour of the proposals
Parent / Carer	11	21
Pupil	0	2
Other	4	2
<b>Total</b>	<b>15</b>	<b>25</b>
<b>Percentage</b>	<b>37%</b>	<b>63%</b>



## 4. Public Consultation session

The Council facilitated a public consultation session at Goytre Fawr Primary School on 5<sup>th</sup> February 2019. There were 13 consultees present who, following a very useful debate, seemed to offer an opinion of general support for the proposals to amend the secondary school catchment area.

In addition to the above, the Council facilitated a “drop in” session on 14<sup>th</sup> February 2019 at County Hall Usk. There were 7 consultees in attendance.

During the two sessions, the key comments / concerns / questions relating to the proposals:

Consultee Question	LA summary Response
<p>Some children from the affected area attend Usk CIW Primary not Goytre Fawr Primary. Therefore, they will lose their peer group as those who live in Usk catchment will go to Monmouth and those who live in Goytre catchment will be going to King Henry. How are you going to address that?</p>	<p>The Council understands that parents have the right to express a preference for their child, and that often this can result in children and young people not attending their catchment school, however, the large majority of families identified as being affected by these proposals attend Goytre Fawr Primary School.</p> <p>The Council is committed to keeping peer groups together where possible, and this forms a key objective behind these proposals. However, there is an acknowledgement that children attending out of catchment primary schools are at risk of being separated by peer groups. To mitigate this risk, the Council is consulting on introducing a criteria into its admissions policy that affords a level of priority to those attending a feeder school.</p>
<p>There are children at Goytre Fawr who live in Pontymoile and will therefore be at the feeder school for King Henry. Will transport be available?</p>	<p>The Council's current policy in respect of secondary school transport offers free home to school transport to the nearest / catchment school if situated 2 miles or more from the home address. Those attending a feeder school but residing outside of the catchment area for the preferred Secondary School will not receive this entitlement, unless it is identified as being the nearest school.</p>
<p>Where does the feeder school come in the oversubscription criteria?</p>	<p>The Council has an agreed criteria for awarded places in the event of there being more applications than places available. After consideration is given to those residing within the catchment area, the current policy determines places on a distance criteria. The proposals are for a priority to be afforded to children attending a feeder school before the distance criteria is applied.</p>

<p>Have Newport been consulted on potentially losing some of their catchment area and are they happy with our proposals.</p>	<p>Newport City Council form a key stakeholder in this consultation. Discussions have been held to notify them of our proposals prior to launching this formal consultation. Both Newport City Council and Caerleon Comprehensive School form one of our key consultees and have been asked to respond formally to this consultation.</p>
<p>If the proposals are agreed, children wanting to attend Caerleon after 2020, will they have to pay for transport?</p>	<p>If proposals are agreed, the Council has committed to maintaining transport for those residing within the affected area that are on roll at Caerleon comprehensive school. Should proposals proceed, free home to school transport will be provided to the catchment school or nearest suitable school as determined by the Council</p>
<p>Children with siblings in Caerleon at present, if the proposals are implemented will they lose the right to free transport?</p>	<p>The commitment to honour free home to school transport is for those currently on roll at Caerleon Comprehensive, or for those where Caerleon is determined to be the nearest school. There has been no commitment to transport siblings free of charge, however, there may be concessionary options. Parents have the opportunity to put their views forward through this consultation</p>
<p>Why can't we have joint catchment areas Caerleon / King Henry?</p>	<p>The Council will consider any views that come forward through this consultation in determining how proposals move forward.</p>
<p>Are Newport intending changing Caerleon catchments to counteract the potential loss of the Goytre pupils?</p>	<p>The Council has not as yet been notified by Newport City Council of an intention to review catchment areas as a result of our proposals. They have, however, been asked to respond to this consultation.</p> <p>Newport City Council could opt to review their catchment areas through consultation at any point in the future.</p>
<p>Usk Primary is the feeder for Monmouth Comprehensive, however we live in the King Henry catchment. Will we get transport to Monmouth?</p>	<p>The proposals are to align the catchment area for Usk Primary School with Monmouth Comprehensive, and the catchment area for Goytre Fawr Primary with King Henry VIII. Those attending Usk CIW Primary school who live outside of the catchment area would receive a level of priority for admission under the feeder school criteria, however, would not receive free transport to Monmouth Comprehensive unless its determined to be the nearest school.</p>
<p>There is currently a discussion on changing ward areas. Has this been taken into account, or does it have an impact on</p>	<p>Any discussions concerning a review of ward areas would not affect the catchment review proposals.</p>

the proposed catchment areas?	
If agreed, when will these changes be implemented?	The new catchment areas would be implemented from September 2020 should proposals be agreed.
If King Henry reaches its admission number, what happens then?	The Council's policy is to consider placement at the next nearest school / alternative preference in the event that a place at the preferred school cannot be offered. However, our projections provide us with reassurance that the school is of sufficient size to accommodate those residing within the affected area.
Are the proposed changes anything to do with upping the admissions at King Henry to get funding for the new school?	Absolutely not, the proposals to build a new school at King Henry VIII do not rest on the proposals being put forward to amend school catchment areas. However, the new school will need to be built to be of sufficient size and will need to incorporate the pupils from the affected area should proposals be agreed.
Why were the proposals shelved in 2015?	The proposals brought to consultation in 2015 did not receive sufficient response to ascertain whether the proposals were supported or not supported. It was felt that a further consultation should be undertaken before such significant changes are made
Are these proposals about saving on transport costs	The proposals put forward are not financially driven. However, if implemented are likely to come at cost to the Council.
The oversubscription criteria for Newport and Monmouthshire is not aligned. How is that fair?	Monmouthshire County Council and Newport City Council are separate admission authorities and determine their own admission arrangements based on the requirements of their area needs.
Can you speak to Newport to ask if a transitional period for existing siblings can be put into their policy?	The Council is liaising with Newport City Council as part of this consultation.

All interested parties in attendance at the consultation session were advised of the need to put their individual views forward by responding to this consultation either via email or via the online survey.

## 5. Consultation with Newport Local Authority

The Council consulted with Newport City Council as a key party affected by these proposals. Newport City Council are the maintaining local authority and admission authority for Caerleon comprehensive School.

On 18<sup>th</sup> February 2019, the Council received a formal response from Newport City Council, which offered an overwhelming level of support for the proposals put forward.

The key aspects of the response can be summarised into the following points:

### Air quality Management

A desire to reduce the levels of traffic in the area of Newport. Caerleon has been designated as an air quality management area due to the elevated levels of pollution caused by road traffic. Any reduction in the number of vehicles travelling through Caerleon will help alleviate some of the pressures causing the high pollution levels.

### Pressure on school places

Newport City Council have confirmed that there has been a challenge across the city in terms of primary school places in recent years, and from September 2019 this will manifest in the secondary sector. Given this position, and the fact that this is likely to be the case for some years, the LA requires as many secondary school places as possible to support the education of Newport children.

### Current catchment arrangements

Newport City Council have confirmed that, as the admissions authority for Caerleon Comprehensive School, they would not be seeking to remove the affected areas from the catchment area for Caerleon Comprehensive School for September 2020. They may, however, seek to bring forward proposals in future to remove the affected areas from Caerleon Comprehensive School, subject to consultation. The earliest opportunity to implement such proposals would be September 2021.

## 6. Consultation with Caerleon Comprehensive School

The Council consulted with Caerleon Comprehensive School as a key party affected by these proposals. Caerleon comprehensive School is the current catchment school for the affected areas.

On 21<sup>st</sup> February 2019, the Council received a formal response from the Headteacher at Caerleon Comprehensive school, which offered a clear objection against the proposals put forward by the Council.

The concerns raised by the Headteacher of Caerleon Comprehensive School are included under the consultation themes found under section 8 of this report.

## 7. Consultation with Children and Young People

During the consultation, the Council engaged with the children and young people in years 5 and 6 at Goytre Fawr Primary School. When referring to the pupils affected by these proposals over the next 5 years, 81% attend Goytre Fawr Primary School.

The purpose of this consultation was to find out which secondary school they would like to go to and the reasons why. The results of this consultation are detailed below:

Preferred School	Number of year 6 pupils	Number of year 5 pupils	Total	%
King Henry	16	21	37	72%
Caerleon	1	2	3	6%
Other	6	5	11	22%
<b>Total</b>	<b>23</b>	<b>28</b>	<b>51</b>	

A summary of the reasons children and you people tell us they wish to attend King Henry are:

- Friendship and peer groups staying together
- Family links
- Easy / quicker transport links
- Think it's a better school

A summary of the reasons children and you people tell us they wish to attend Caerleon Comprehensive School are:

- Family links
- Caerleon is a better School

## 8. What has the consultation told us?

The Council has studied the formal responses received in relation to this proposal and has extracted the key themes for consideration in determining how the proposal moves forward.

The themes coming through from those in favour of the proposals are:

Theme	Comment
1. Aligning Primary and Secondary catchments	A view that aligning primary and secondary catchments it's the right thing to do, as it keeps peer groups together and forms robust transitional arrangements.
2. Cluster arrangements	A view that the affected school forms part of the Abergavenny cluster arrangements so should be able to transition to King Henry VIII Comprehensive School.
3. Democracy	A view that Monmouthshire children should be able to access a Monmouthshire School where as residents they have a say in the education offer within the county.
4. Journey times	A view that, for many of the affected areas, journey times are quicker to King Henry VIII as its closer and more easily accessible
5. Transport	A view that Monmouthshire residents should not have to pay for transport to a Monmouthshire School
6. Transitional arrangements	A view that the transitional arrangements to King Henry VIII School are excellent
7. Parental Preference	A view that the proposals reflect the increasing wish of parents residing within the affected areas.
8. Standards of education and facilities	A view that King Henry VIII is an excellent school, who offer greater opportunities and facilities.

The themes coming through from those not in favour of the proposals are:

Theme	Concern summary	LA Response
1. Travel times and distance to school.	A concern that Caerleon is the closest school for the much of the affected area and therefore proposals will result in increased journey times and distances travelled	The Council is aware that for small parts of the affected areas, Caerleon Comprehensive School is the nearest school – the opportunity for parents to express a preference for Caerleon Comprehensive School will remain.

		The majority of the affected areas are significantly closer to King Henry than Caerleon so we would anticipate a reduction in travelling distances / journey times for the majority of those affected.
2. Friendship / peer groups	A concern that the proposals split peer and friendship groups, as not all attend Goytre Primary but some attend Usk Primary, who will transition to either Monmouth or Caerleon.	<p>The Council appreciates that not all children attend their catchment school. Alongside this consultation, the council are consulting on the introduction of those attending a feeder school being prioritised for placement within the oversubscription criteria. This will increase the chances of keeping peer groups together during transition.</p> <p>However, free home to school transport is only available to the nearest or catchment school</p>
3. Home to school transport concerns	A concern that removing free home to school transport to Caerleon Comprehensive school removes the long established principle of parental preference	<p>In line with current policy, the Council will provide free home to school transport to the catchment school or nearest suitable school as determined by the Council.</p> <p>The current position results in many parents not being able to go to a Monmouthshire School as they would not receive free home to school transport.</p>
4. Impact on Parental preference	A concern that proposals remove the rights of parents/carers to choose the most appropriate education establishment for their children.	The Council receives regular concerns from families residing within the affected areas who feel that the status quo deprives parents of the right to choose the most appropriate education establishment for their children, as they are unable

		<p>to receive transport to a Monmouthshire School.</p> <p>However, regardless of the outcome of this review, parents will continue to have the opportunity to put forward a preference for their child's school place.</p> <p>Newport City Council have confirmed that the admission arrangements for September 2020 will remain the same and the affected areas will remain in catchment for Caerleon. Newport City Council are, however, able to consult on changing these arrangements from September 2021.</p> <p>If proposals are implemented, Monmouthshire's admission arrangements will determine the catchment school for the affected area to be King Henry VIII</p>
<p>5. Joint catchment</p>	<p>A view that parents should be provided with a choice of which school they would like facilitated via a joint catchment.</p>	<p>The Council is not responsible for determining the catchment area for Caerleon Comprehensive School. Monmouthshire's admission arrangements will confirm that, if proposals are taken forward, the affected areas to be within the catchment area for King Henry VIII Comprehensive School. Newport City Council's admission arrangements determine the affected areas to be part of the catchment area for Caerleon Comprehensive and this will remain to be</p>



		the case for September 2020. Newport have, however, indicated an intent to consult on amending Caerleon's catchment area, possibly for September 2021.
6. Quality of education	<p>A concern that the proposals place the affected areas in a worse performing school, as Caerleon is a better performing school and achieves better results.</p> <p>Parents have moved into the area to be part of Caerleon catchment</p>	The Council understands that each parent will have a preference for their child's school. The Council is very pleased with the current performance of both Monmouthshire schools affected by these proposals, both categorized as being "Green" schools in line with Welsh Government's categorisation
7. Historical arrangements	A view that children and young people from the affected area have historical links with Caerleon which should continue	Our analysis over the last 3/5 years show the large majority of children and young people residing in the affected area opt to attend King Henry VIII Comprehensive School.
8. Sibling links	A concern that families with older siblings educated at Caerleon will not be able to send younger siblings to the same school	The response received by Newport City Council confirms that they are not seeking to remove the affected areas from Caerleon's catchment area for September 2020. In line with Newport's admission arrangements, this will result in the affected area remaining within catchment for Caerleon Comprehensive. Any changes to these arrangements would be subject to consultation and implemented no earlier than September 2021.
9. Decision making	A concern that proposals are politically and financially motivated and run contrary	The Council has conducted and open and honest consultation, and has confirmed its intent to evidence community

	to the best interest of families.	support for any proposals taken forward. Any decision taken to implement these changes are likely to be at cost to the Council.
10. Implementation timescales	A concern that proposals are rushed and should be phased in or implemented in future years.	The timescales under which the Council are able to implement changes to its admission arrangements are determined under the School Admissions Code Wales (July 2013). September 2020 admission arrangements must be determined by 15 <sup>th</sup> April 2019.

## 9. Home to School Transport

The Council currently provide free home to school transport to the catchment or nearest suitable school.

The impact of these proposals proceeding to implementation would be that free home to school transport would either be provided to King Henry VIII Comprehensive School as the catchment school, or the nearest suitable school as determined by the Council.

## **10. General overview on consensus**

---

The consultation process undertaken by the Council has without question been a useful exercise, providing a full and open opportunity to test and critic the proposed changes to school catchment areas.

In general terms, the number of formal responses received to this proposal sways against implementing the following changes:

### ***To amend the Secondary School catchment boundary for King Henry VIII Comprehensive School so that it aligns with Goytre Fawr Primary School***

There is a level of concern relating to the number of formal response received to this proposal, which appears to be extremely low. A total of 40 responses have been received to this consultation with 140 identified children and young people affected by these proposals over the next 5 years.

When referring to the feedback received from the public consultation sessions, the voice of the children and young people affected, as well as the increasing parental preference for King Henry VIII from the affected areas, it suggests heavily that this is a proposal that should move forward.

The response to this consultation received from Newport City Council confirmed that they would not be seeking to amend their admission arrangements for Caerleon Comprehensive School for September 2020 and, therefore, they will continue to determine the affected areas to remain within catchment for Caerleon Comprehensive School. This decision is seen to mitigate the vast majority of concerns raised by those not in favour of the proposals, should they proceed to implementation.

However, in recognising the above, we must also recognise that Newport City Council have shared an intent to review the catchment area for Caerleon Comprehensive, which could result in proposals to remove the affected areas from its catchment area. If proposals for change are brought forward, they would be subject to consultation by Newport City Council and could not be implemented any earlier than September 2021.

Should proposals proceed in the form on which we consulted, Monmouthshire's admission arrangements would determine the catchment school for the affected area to be King Henry VIII Comprehensive School and not Caerleon Comprehensive School.





monmouthshire  
sir fynwy

---

**Review Area 3**  
**Trellech Village & the Surrounding**  
**Areas**

---

# Consultation Report

## Contents

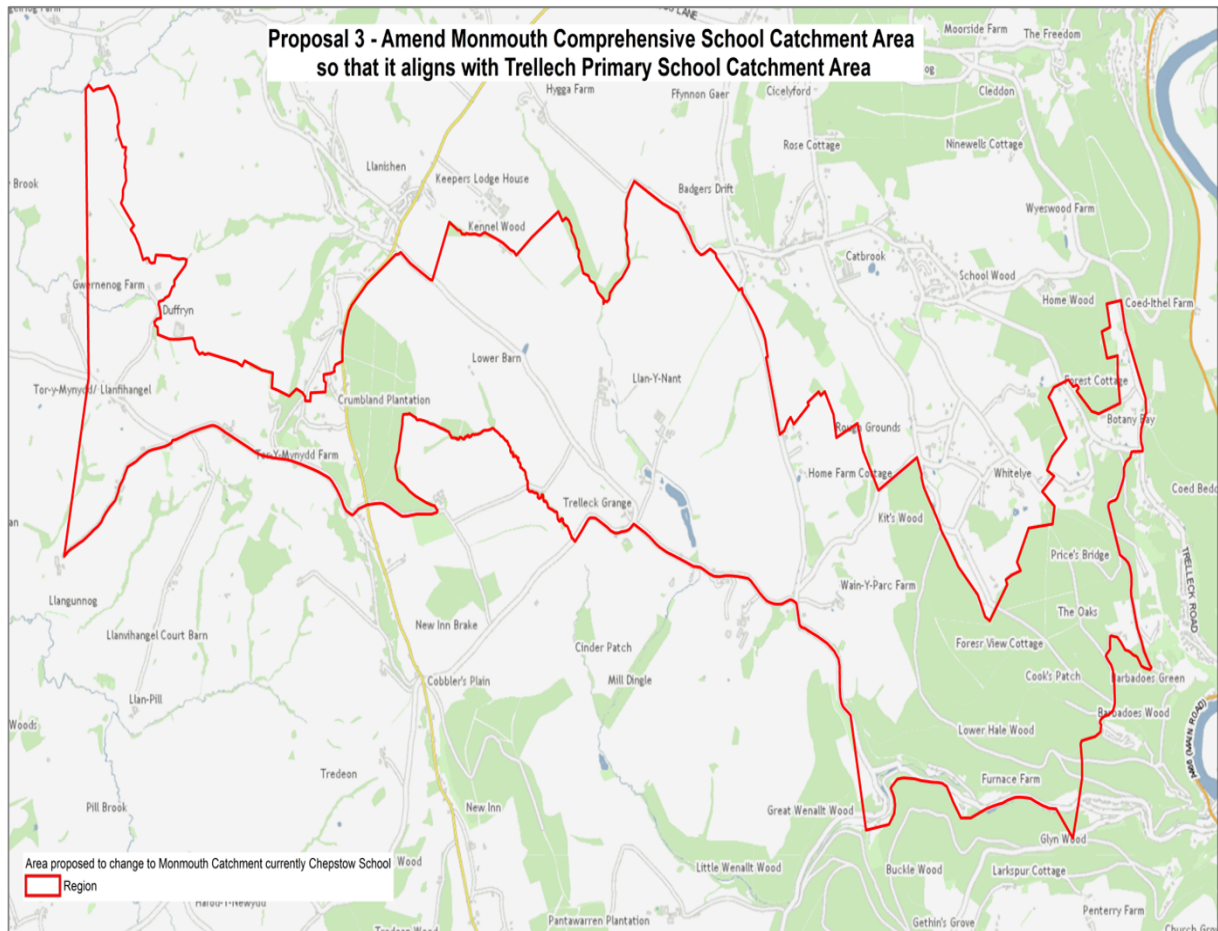
---

1. The Proposal .....	3
2. Why did we consult on this proposal? .....	4
3. Results of this Consultation .....	5
4. Public Consultation session .....	5
5. Consultation with Children and Young People .....	9
6. What has the consultation told us? .....	10
7. Financial Implications .....	12
8. General overview on consensus .....	12

## 1. The Proposal

The Council consulted on amending the secondary school catchment area for children and young people currently residing within the village of Trellech and the immediate surrounding areas.

The areas identified on the below map currently form part of the catchment area for Trellech Primary School, and Chepstow School.



Through this consultation, the Council sought the views of consultees and interested parties on whether the secondary school catchment boundary should be amended for the specified areas (area identified above), to form part of the catchment area for Monmouth Comprehensive School, thus aligning the entire catchment area for Trellech Primary to a single secondary school.

The below table identifies the number of children and young people residing within the affected area who would be affected by the proposals over the next 6 years should they proceed.

Current year group	Admission to Secondary	Numbers affected
Year 5	September 2020	2
Year 4	September 2021	0
Year 3	September 2022	1
Year 2	September 2023	1
Year 1	September 2024	1
Reception	September 2025	1
<b>Total</b>		<b>6</b>

## 2. Why did we consult on this proposal?

### **Transitional arrangements between Primary and Secondary School.**

Trellech Primary School is the designated primary school for the affected area and is a feeder school for Monmouth Comprehensive School. The proposed changes would see complete alignment between the catchment area for Trellech Primary School and Monmouth Comprehensive school, lending support to the existing transitional arrangements, and enabling the cohorts of children to remain together when entering into that daunting transition between Primary to Secondary School.

### **Access to School places**

The parents of children and young people currently residing within the affected area have the opportunity to express a preference for a school at which they wish for their child to attend. This preference does not need to be for the designated catchment school, however, children residing within the catchment area for a preferred school receive a priority in the event of oversubscription.

Those residing within the affected area are not afforded with the above priority for Monmouth Comprehensive school as they do not currently form part of the designated catchment area.

Trellech Primary School, being a feeder for Monmouth Comprehensive School, sees almost all of the children and young people residing within its catchment area wishing to transition to Monmouth Comprehensive School. However, some children and young people from Trellech Primary have been unsuccessful in securing places at Monmouth Comprehensive School during times of oversubscription. This is due to the affected area being outside of the catchment area for Monmouth Comprehensive School.

The above results in some children and young people not being able to transition to Monmouth Comprehensive school with their peer groups.

The proposals outlined would help in addressing this matter.



### Provision of Home to School Transport

A further consideration of the proposed change is the current provision for home to school transport that currently serves the affected area. The council's current policy provides free home to school transport to the nearest or catchment school if residing 2 miles or more from the home address.

The affected area sees the availability of free home to school transport being available to Chepstow School as the nearest / catchment school for the affected area. As a result, should children and young people residing within the affected area secure places alongside their peers at Monmouth Comprehensive, they would not receive an entitlement to free home to school transport.

The proposals outlined would address this matter.

### 3. Results of this Consultation

The Council have received a number of formal responses to this proposal, submitted either via the online survey or via email / letter. The table below offers a broad profile of the consultees responding to the consultation, together with a view on whether they are in support of or against the proposals.

Respondent category	Total number in support of proposals	Total number not in support of proposals
Parent / Carer	16	5
School Governor	1	
Staff Member		
Pupil		
Other	1	1
<b>Total</b>	<b>18</b>	<b>6</b>
<b>Percentage</b>	<b>75%</b>	<b>25%</b>

## 4. Public Consultation session

The Council facilitated a public consultation session at Trellech Primary School on 12<sup>th</sup> February 2019. There were 5 consultees present at the session who, following a very useful debate, seemed to offer their overwhelming support for the proposals to both the catchment proposals and the priority being afforded to those attending a feeder school.

During the session, the following comments / concerns / questions relating to the proposals:

Consultee Question / comment	LA Summary Response
If the proposals go through will it be in place for September 2020?	Yes, the consultation is being undertaken in line with the review of the council's school admissions policy for implementation in September 2020.
What is the policy going to be for feeder schools as it is still low in the over-subscription? How is it going to work?	The Council is proposing to introduce a feeder school policy into its oversubscription criteria used to determine the allocation of school places in the event of oversubscription. At present, after applying the catchment criteria, any remaining applications are determined on a distance criteria. It is proposed to prioritise those attending a feeder school prior to applying the distance criteria.
It is wrong that people from OOC are given places when they don't pay their council tax to Monmouthshire?	School places are currently allocated in line with the council' agreed admissions policy. The School Admissions Code Wales (July 2013) does not allow for school places to be prioritised on the basis of the County / Country in which you reside. The Council proposes to afford priority to children and young people residing within the affected areas through amending the catchment area and introducing a feeder school criteria.
What is going to happen about transport for those out of catchment but in a feeder school?	Those children and young people attending residing outside of the catchment area for the preferred school but obtaining places on the basis of attending a feeder school will not be entitled to free home to school transport. The only exception to this would be in cases where the preferred school is determined to be the nearest school that also meets the relevant distance criteria.
What are the projections for 2020?	The projections for September 2020 offer confidence that Monmouth Comprehensive School has sufficient capacity to support the proposed changes and children and young

	people transition from primary to secondary school.
Have you stopped Gloucester and Hereford children being offered places?	No, children and young people that reside outside of the catchment area (including those in England) continue to have the opportunity to apply for places at Monmouth Comprehensive School. However, those residing within the affected area / attending a feeder school will receive priority over those who are not, should these proposals proceed. This may reduce the number of places being offered to children and young people who are residing outside of the catchment area (including England).
Have Gloucester and Hereford addresses ever been in catchment?	The catchment area for Monmouth Comprehensive school has never extended beyond the Monmouthshire County border.
Will feeder go above distance?	Yes, if the proposal to introduce a feeder school policy is agreed, those attending a feeder school will receive priority for placement over those measured on a distance criterion.
Why haven't previous proposals gone ahead?	The Council entered into a consultation in 2015, which proposed some changes to the affected area associated with this consultation. The response from those residing within the affected areas was not sufficient to be able to determine whether there was support to implement the proposals. Instead, it was agreed to enter into a more extensive consultation at a later date.
Are you going to be consulting with pupils and older pupils who have been through this process already?	The Council will be engaging with a selection of children and young people who are likely to be affected by the proposals. Children and young people who have previously been affected by the status quo are welcome to respond to the consultation.
If there is not much feedback as in previous consultations, will things stay the same?	The Council's Cabinet will determine the outcome of this consultation. It is likely that Cabinet members would like to see evidence of sufficient support for the proposal prior to taking any decision to implement the changes
Have you already received more feedback than in previous consultations?	The Council is currently consulting on reviewing catchment areas in 4 different areas, the Trellech area being one of these. The consultation will remain open until 1 <sup>st</sup> March 2019, but there has so far been a positive response to the overall consultation
If you need more feedback we can drum up more support	The Council would appreciate any assistance in advertising the consultation to enable all affected parties to have their say.

<p>What support is there for counselling children through this period of not knowing what is going to happen?</p>	<p>The Council is fully aware that transition between Primary and Secondary school can be a very daunting and stressful period for children and young people, particularly where there is a doubt around whether they are able to transition with their peers. The Council proposes to make a decision on these proposal by 15<sup>th</sup> April 2019. Any children and young people that require support for their wellbeing should discuss with their current Headteacher in the first instance.</p>
<p>I don't understand why part of our farm is in catchment and part isn't?</p>	<p>Catchment areas in Monmouthshire have been in place for many years and it is often difficult to understand their rationale in some circumstances. The ongoing catchment review seeks to address identified anomalies. However, these particular proposals would align the Trellech primary and Monmouth secondary catchment areas, which would address this individual issue.</p>
<p>Is there somewhere on the website that we can check our catchment?</p>	<p>Yes, parents are able to check their primary and secondary school catchments by visiting <a href="http://www.monmouthshire.gov.uk">www.monmouthshire.gov.uk</a></p>
<p>If we don't move before the closing date but move after the offer date, what happens?</p>	<p>The Council understands that moving house can be a very distressing time, and sometimes cannot take place in line with the required dates for applying for school places. The current policy allows for parents who inform us that they are in the process of moving to submit appropriate evidence of their move no later than 6 weeks before the offer date.</p>
<p>How would numbers have looked this year had feeder criteria been applied to his year's cohort?</p>	<p>For September 2018, Monmouth Comprehensive School was oversubscribed but not with in catchment applicants. There were a number of children successful in obtaining places on a distance criteria, whilst others were unsuccessful on a distance criteria. Applying the proposed policy around feeder schools would have resulted in all children who attended a feeder school obtaining places at Monmouth Comprehensive School.</p>
<p>Do Herefordshire and Gloucestershire know about the consultation?</p>	<p>Yes, the consultation documentation has been sent to both local authorities. In addition, parents of children currently on roll at a Monmouthshire school but living outside of the county would have been informed.</p>

All interested parties in attendance at the consultation session were advised of the need to put their individual views forward by responding to this consultation either via email or via the online survey.

## 5. Consultation with Children and Young People

During the consultation, the Council engaged with the children and young people in years 5 and 6 at Trellech Primary School. When referring to the pupils affected by these proposals over the next 5 years, 83% attend Trellech Primary School.

The purpose of this consultation was to find out which secondary school they would like to go to and the reasons why. The results of this consultation are detailed below:

Preferred School	Number of year 6 pupils	Number of year 5 pupils	Total	%
Monmouth	17	26	43	91.5
Chepstow	3	0	3	6.4
Other	0	1	1	2.1
<b>Total</b>	<b>20</b>	<b>27</b>	<b>47</b>	

A summary of the reasons children and you people tell us they wish to attend Monmouth Comprehensive School are:

- Existing sibling / family links
- Friendship / peer groups
- Its an excellent School
- Distance from home
- Offers excellent facilities
- Familiar with some teachers / staff at Monmouth

A summary of the reasons children and you people tell us they wish to attend Chepstow School are:

- Existing sibling / family links
- It's a good school

## 6. What has the consultation told us?

The Council has studied the formal responses received in relation to this proposal and has extracted the key themes for consideration in determining how the proposal moves forward.

The themes coming through from those in favour of the proposals are:

Theme	Comment summary
1. Peer and friendship groups	Children who are attending their catchment Primary School (Trellech) will be able to transition to secondary school with their peers. If children attend a feeder school for a particular secondary school, then they should have the opportunity to stay with their classmates
2. Wellbeing	Few children will be split from their friends during what is already a stressful time with moving to a new and bigger school. Historically some children have been unable to attend Monmouth with their peers which has had a negative impact on their mental health.
3. Transitional links	It is very important that children are able to transition from Primary to secondary school together as a cohort. It is likely to have beneficial effects on children's ability to quickly settle in to secondary school with less impact on their wellbeing and performance. It will also make cluster working between primary schools and the secondary school easier.
4. Cluster arrangements	Aligning primary and secondary catchment areas makes perfect sense. Trellech Primary School is a feeder for Monmouth so its catchment areas should align
5. Transport	The proposal will mean that our children will receive free home to school transport to attend a school where peers attend.

The theme of concern coming through from those not in favour of the proposals are:

Theme	Comment Summary	LA response
1. Capacity concerns	Monmouth Comprehensive School does not have enough capacity	Monmouth Comprehensive School is regularly oversubscribed, however, it is not oversubscribed with children residing within the catchment area for the school. Our most recent 5 year forecasts provide us with confidence that the capacity of Monmouth Comprehensive School is of sufficient size to accommodate the proposed changes as children from the affected area transition between primary and secondary school
2. Policy concerns	People are getting their children into primary schools outside of the catchment in the hope they will feed into MCS.	The current admissions policy for Monmouth Comprehensive School does not afford any priority to children and young people who resident outside of catchment but attend a feeder school. This is a proposed amendment to the admissions policy for September 2020.
3. Safety	Not safe routes	In the event that there are no safe walking routes identified, free home to school transport is available.
4. Impact on Chepstow School	Concerns that the proposal will result in even less children being able to attend Chepstow School	<p>The affected area currently forms part of the catchment area for Chepstow School. The number of children choosing to transition to Chepstow School from the affected area are minimal, so we do not foresee a significant impact on Chepstow School.</p> <p>Furthermore, Chepstow School remains to have sufficient capacity to accommodate any requests from parents who wish for their child to attend the school. Free home to school transport will also continue in the event that Chepstow School is identified to be the nearest suitable school</p>
5. Distance / travel times	A concern that the proposed new secondary school is further away	The Council acknowledges that for some parts of the affected area, the distance to Monmouth Comprehensive School is further than Chepstow School.

		Parents who wish for their child to attend a closer school (i.e. Chepstow) will be able to do so and will receive home to school transport in a situation whereby its identified as being the nearest suitable school
--	--	---

## 7. Home to School Transport

The Council currently provide free home to school transport to the catchment or nearest suitable school.

The impact of these proposals proceeding to implementation would be that free home to school transport would either be provided to Monmouth Comprehensive School as the catchment school, or the nearest suitable school as determined by the Council.

## 8. General overview on consensus

The consultation process undertaken by the Council has without question been a useful exercise, providing a full and open opportunity to test and critic the proposed changes to school catchment areas.

Through analysis of the feedback received from the formal consultation responses, feedback from the public consultation sessions, as well as the voice of the children and young people affected by this proposal, the Council is able to draw a conclusion of clear support for the following proposal:

***To amend the Secondary School catchment boundary for Monmouth Comprehensive School so that it aligns with Trellech Primary School***

The consultation process has draw some concerns towards the proposals, however, the council feels that it is able to mitigate the concerns raised. Should proposals proceed to be implemented, families who wish for their child to attend Chepstow School can continue to do so.





---

**Review Area 4**  
**Llandogo & the Surrounding Areas**

---

# Consultation Report

## Contents

---

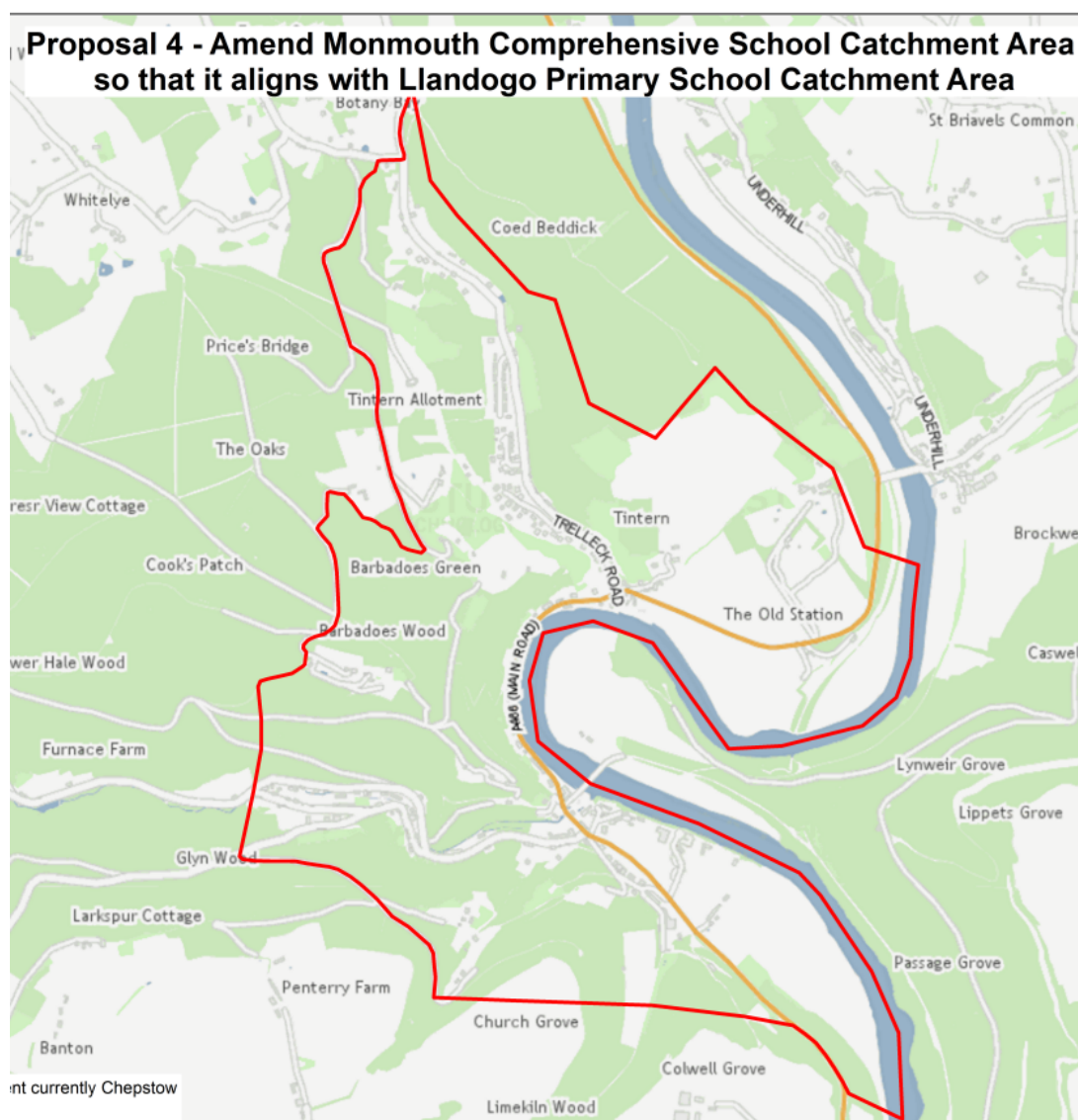
1. The Proposal .....	3
2. Why did we consult on this proposal? .....	4
3. Results of this Consultation .....	5
4. Public Consultation session .....	5
5. Consultation with Children and Young People .....	8
6. What has the consultation told us? .....	9
7. Home to School Transport .....	11
8. General overview on consensus .....	12

## 1. The Proposal

---

The Council consulted on amending the secondary school catchment area for children and young people currently residing within the village of Llandogo and the immediate surrounding areas.

The areas identified on the below map currently form part of the catchment area for Llandogo Primary School, and Chepstow School.



Through this consultation, the Council sought the views of consultees and interested parties on whether the secondary school catchment boundary should be amended for the specified areas (area identified above), to form part of the catchment area for Monmouth Comprehensive School, thus aligning the entire catchment area for Llandogo Primary to a single secondary school.

The below table identifies the number of children and young people residing within the affected area who would be affected by the proposals over the next 6 years should they proceed.

Current year group	Admission to Secondary	Numbers affected
Year 5	September 2020	5
Year 4	September 2021	7
Year 3	September 2022	6
Year 2	September 2023	7
Year 1	September 2024	5
Reception	September 2025	4
<b>Total</b>		<b>34</b>

## 2. Why did we consult on this proposal?

### **Transitional arrangements between Primary and Secondary School.**

Llandogo Primary School is the designated primary school for the affected area and is a feeder school for Monmouth Comprehensive School. The proposed changes would see complete alignment between the catchment area for Llandogo Primary School and Monmouth Comprehensive school, lending support to the existing transitional arrangements, and enabling the cohorts of children to remain together when entering into that daunting transition between Primary to Secondary School.

### **Access to School places**

The parents of children and young people currently residing within the affected area have the opportunity to express a preference for a school at which they wish for their child to attend. This preference does not need to be for the designated catchment school, however, children residing within the catchment area for a preferred school receive a priority in the event of oversubscription.

Those residing within the affected area are not afforded with the above priority for Monmouth Comprehensive school as they do not currently form part of the designated catchment area.

Llandogo Primary School, being a feeder for Monmouth Comprehensive School, sees almost all of the children and young people residing within its catchment area wishing to transition to Monmouth Comprehensive School. However, some children and young people from Llandogo Primary have been unsuccessful in securing places at Monmouth Comprehensive School during times of oversubscription. This

is due to the affected area being outside of the catchment area for Monmouth Comprehensive School.

The above results in some children and young people not being able to transition to Monmouth Comprehensive school with their peer groups.

The proposals outlined would help in addressing this matter.

### **Provision of Home to School Transport**

A further consideration of the proposed change is the current provision for home to school transport that currently serves the affected area. The council's current policy provides free home to school transport to the nearest or catchment school if residing 2 miles or more from the home address.

The affected area sees the availability of free home to school transport being available to Chepstow School as the nearest / catchment school for the affected area. As a result, should children and young people residing within the affected area secure places alongside their peers at Monmouth Comprehensive, they would not receive an entitlement to free home to school transport.

The proposals outlined would address this matter.

## **3. Results of this Consultation**

---

The Council have received a number of formal responses to this proposal, submitted either via the online survey or via email / letter. The table below offers a broad profile of the consultees responding to the consultation, together with a view on whether they are in support of or against the proposals.

<b>Respondent category</b>	<b>Total number in support of proposals</b>	<b>Total number not in support of proposals</b>
Parent / Carer	30	4
School Governor		
Staff Member		
Pupil		
Other	1	
<b>Total</b>	<b>31</b>	<b>4</b>
<b>Percentage</b>	<b>89%</b>	<b>11%</b>

## **4. Public Consultation session**

---

The Council facilitated a public consultation session at Llandogo Primary School on 18<sup>th</sup> February 2019. There were 17 consultees present at the session who, following

a very useful debate, seemed to offer their overwhelming support for the proposals to both the catchment proposals and the priority being afforded to those attending a feeder school.

During the session, the following comments / concerns / questions relating to the proposals:

Consultee Question / comment	LA summary Response
If the catchment changes to Monmouth, I have an older child who is in Chepstow, would younger children who want to go to Chepstow lose transport?	The Council home to school transport policy confirms that transport will be available free of charge to the nearest or catchment school. For those families residing within the affected areas, free home to school transport will be offered where it is identified to be the nearest suitable school
Have you considered proposed buildings plans in Chepstow and how this will impact Chepstow Comprehensive?	<p>If proposals proceed, the catchment school for the affected area will become Monmouth Comprehensive School. However, parents will still have an opportunity to express a preference for Chepstow School and will receive free home to school transport where its identified to be the nearest suitable school.</p> <p>Our projections for Chepstow School incorporate any known developments that have received planning permission. We do not envisage Chepstow school reaching a point of oversubscription based on the projected numbers coming through.</p>
I think it is a sensible proposal and I am for it. If bringing in a feeder school will that apply to out of county children who may then benefit from it?	The proposal is to introduce a feeder school criteria into the oversubscription criteria used to award places. This would be applied after the catchment criteria, and will provide out of catchment children who attend a feeder school with an increased change of being able to transition with their peers.
So a feeder school would apply even if not catchment school?	Yes, if proposals are approved, children residing outside of catchment but attending a feeder school will have an increased opportunity to obtain places alongside their peers.
Welsh medium catchment is an issue, our children would have to leave to early to attend Welsh Comprehensive school at 6.50am. Feeling vulnerable where there is not sibling link at	Thank you for your useful comments. The Council will give consideration to Ysgol Gymraeg Y Ffin becoming a feeder school for both Caldicot and Chepstow Schools.

<p>Chepstow yet. We ask that you consider those children in the Welsh medium as no feeder school so they will be further down the over subscription list with distance and do not feel confident that Chepstow will not fill up in that time.</p> <p>There is a vulnerability for some children who may not get into Chepstow where they have some connections. They may not have any connections with Monmouth. Can you add something to protect them in the subscription criteria.</p>	
<p>Is transport just for a transition period or will it stay?</p>	<p>Free home to school transport to Chepstow School will remain in circumstances whereby it's identified to be the nearest suitable school. This is a requirement of the Learner Travel Measure Wales.</p>
<p>The feeder school is proposed for 2020 but for 2019 intake will there be any discretion over feeder school?</p>	<p>The School Admission arrangements for September 2019 have been consulted upon and agreed. Therefore, the Council is not able to introduce a feeder school criterion any earlier than September 2020.</p>
<p>Thank Monmouthshire County Council for taking this issue on. We live in Tintern and my child had been attending Llandogo and we were refused Monmouth Comprehensive as we were not in catchment. We put in an appeal and did secure a place. My child was badly, emotionally and physically affected at the thought she would be separated from her friends. I am grateful that the consultation has come up.</p>	<p>Thank you for your feedback – the Council has understood that current arrangements have previously resulted in some children not being able to transition to secondary school alongside their peers.</p> <p>The proposals put forward are for consultation and the outcome will be determined by 15<sup>th</sup> April 2019.</p>
<p>There are a few that are in support of the changes. It is positive it has been recognised and goes some way to bring alignment back together.</p>	<p>Thank you for your comments. We hope the results of the consultation are supportive of the proposals.</p>
<p>When there are for example just 6 in a class there can be a huge impact on them if they are the only one not going to a</p>	<p>Thank you for your feedback – the Council understands that current arrangements have previously resulted in some children not being able to transition to secondary school alongside their</p>

Comprehensive with others they know	peers. There is an appreciation for how this can impact on a child's wellbeing and forms part of the reason why proposals have been brought forward.
Where there are older children in Chepstow, my neighbour has a concern for her younger children, will there still be a criteria for sibling in the future?	Yes, the Council proposes to have two criterias that determine the allocation of siblings. The first priority being to siblings in catchment. The second being to siblings out of catchment (after applying the catchment criteria).  The Council does not foresee Chepstow School being oversubscribed based on the projected numbers already within the area / arising from developments.
When will there be a final decision?	The Council proposed to take the findings of this consultation to Cabinet on 3 <sup>rd</sup> April 2019. It is hoped that a decision will be made at this meeting.
How likely is it for these changes to go ahead?	It is difficult for the Council to preempt the outcome of this consultation. The views of those residing within the affected area will be key to determining how proposals proceed.

All interested parties in attendance at the consultation session were advised of the need to put their individual views forward by responding to this consultation either via email or via the online survey.

## 5. Consultation with Children and Young People

During the consultation, the Council engaged with the children and young people in years 5 and 6 at Llandogo Primary School.

The purpose of this consultation was to find out which secondary school they would like to go to and the reasons why. The results of this consultation are detailed below:

Preferred School	Number of year 6 pupils	Number of year 5 pupils	Total	%
Monmouth	8	7	15	83%
Chepstow	2		2	11%
Other		1	1	6
<b>Total</b>	<b>10</b>	<b>8</b>		

A summary of the reasons children and you people tell us they wish to attend Monmouth Comprehensive School are:

- Existing sibling / family links
- Friendship / peer groups



- Its an excellent School
- Distance from home
- Offers excellent facilities
- Familiar with some teachers / staff at Monmouth

A summary of the reasons children and you people tell us they wish to attend Chepstow School are:

- Existing sibling / family links
- It's a good school with good teachers

## 6. What has the consultation told us?

The Council has studied the formal responses received in relation to this proposal and has extracted the key themes for consideration in determining how the proposal moves forward.

The themes coming through from those in favour of the proposals are:

Theme	Comment summary
1. Peer and friendship groups	Children who are attending their catchment Primary School (Llandogo) will be able to transition to secondary school with their peers. If children attend a feeder school for a particular secondary school, then they should have the opportunity to stay with their classmates
2. Wellbeing	Few children will be split from their friends during what is already a stressful time with moving to a new and bigger school. Historically some children have been unable to attend Monmouth with their peers which has had a negative impact on their mental health.
3. Transitional links	It is very important that children are able to transition from Primary to secondary school together as a cohort. It is likely to have beneficial effects on children's ability to quickly settle in to secondary school with less impact on their wellbeing and performance. It will also make cluster working between primary schools and the secondary school easier.
4. Cluster arrangements	Aligning primary and secondary catchment areas makes perfect sense. Llandogo Primary School

	is a feeder for Monmouth so its catchment areas should align
5. Transport	The proposal will mean that our children will receive free home to school transport to attend a school where peers attend. Some of us have to pay to be transported to Monmouth as we are out of catchment but our child wanted to go to a school with their peers

The theme of concern coming through from those not in favour of the proposals are:

Theme	Comment Summary	LA response
1. Capacity concerns	Monmouth Comprehensive School does not have enough capacity	Monmouth Comprehensive School is regularly oversubscribed, however, it is not oversubscribed with children residing within the catchment area for the school. Our most recent 5 year forecasts provide us with confidence that the capacity of Monmouth Comprehensive School is of sufficient size to accommodate the proposed changes as children from the affected area transition between primary and secondary school
2. Safety	No safe routes	In the event that there are no safe walking routes identified, free home to school transport is available.
3. Impact on Chepstow School	Concerns that the proposal will result in even less children being able to attend Chepstow School	The affected area currently forms part of the catchment area for Chepstow School. The number of children choosing to transition to Chepstow School from the affected area are minimal, so we do not foresee a significant impact on Chepstow School.  Furthermore, Chepstow School remains to have sufficient capacity to accommodate any requests from parents who wish for their child to attend the school. Free home to school transport will also continue in the event that Chepstow School is identified to be the nearest suitable school

4. Distance / travel times	A concern that the proposed new secondary school is further away	The Council acknowledges that for some parts of the affected area, the distance to Monmouth Comprehensive School is further than Chepstow School. Parents who wish for their child to attend a closer school (i.e. Chepstow) will be able to do so and will receive home to school transport in a situation whereby its identified as being the nearest suitable school
5. Chepstow capacity concerns / sibling links	<p>A concern that families in the area who want their children to go to Chepstow wont get in due to housing developments which will cause oversubscription.</p> <p>A concern that siblings will not get into Chepstow if it's no longer catchment</p>	The Council projections for Chepstow School include all known housing developments that have received planning permission. We do not foresee Chepstow school reaching a point of oversubscription based on these numbers.

## 7. Home to School Transport

The Council currently provide free home to school transport to the catchment or nearest suitable school.

The impact of these proposals proceeding to implementation would be that free home to school transport would either be provided to Monmouth Comprehensive School as the catchment school, or the nearest suitable school as determined by the Council.

## **8. General overview on consensus**

---

The consultation process undertaken by the Council has without question been a useful exercise, providing a full and open opportunity to test and critic the proposed changes to school catchment areas.

Through analysis of the feedback received from the formal consultation responses, feedback from the public consultation sessions, as well as the voice of the children and young people affected by this proposal, the Council is able to draw a conclusion of clear support for the following proposal:

***To amend the Secondary School catchment boundary for Monmouth Comprehensive School so that it aligns with Llandogo Primary School***

The consultation process has drawn some concerns towards the proposals, however, the Council feels that it has been able to mitigate the concerns raised. Should proposals proceed to be implemented, families who wish for their child to attend Chepstow School can continue to do so.



## Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

Page 123

<p><b>Name of the Officer</b> Matt Jones</p> <p><b>Phone no:</b> 01633 644585 <b>E-mail:</b> matthewdjones@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>To implement changes to the school admission policy relating to the oversubscription criteria and school catchment areas, increasing the opportunities for children and young people to be educated within the County / their local communities as per the requirements of the Council's Corporate Plan.</p>
<p><b>Name of Service</b> CYP Access Unit</p>	<p><b>Date Future Generations Evaluation</b> 18<sup>th</sup> March 2019</p>




***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc***



**1. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales	No Impact	No impact

<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
Efficient use of resources, skilled, educated people, generates wealth, provides jobs		
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	No impact	No impact
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	This review could result in more children being able to attend a school in their community / county	A full consultation has been undertaken with school communities to ensure that any changes that are taken forward are in the best interests of the children and young people of monmouthshire
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	The proposals will help to ensure that more pupils are educated within the County and supported by their local community, remaining with their peer group where possible.	No impact
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Some children could be travelling shorter distances to their allocated school. However, so may be travelling slightly further distances to ensure they can access a school within the county	Parents will continue to be able to express a preference for their child's school and attend a school outside of the county if they wish to do so.
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	By remaining in their local communities where possible, pupils will be able to embrace the Welsh culture and heritage.	No impact
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	No impact	No impact

2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>If children are able to attend a school within the community / county they are more likely to continue their education within the county</p>	<p>n/a</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>A range of stakeholders have been included in this consultation review including schools, neighbouring Las and Passenger Transport Unit to ensure proposals meet their aims as we move forward</p>	<p>n/a</p>
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>An open and transparent review has been undertaken to seek the views of the entire school community prior to implementation. The feedback from this consultation has helped to steer the recommendations for change.</p>	<p>n/a</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Some children and young people have experienced difficulties in obtaining school places within their immediate community. This review has the potential to resolve some if not all of these issues</p>	
 <p><b>Integration</b></p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The proposals will increase the opportunities for children and young people to be educated within their communities along side peer group links. This will reduce the impact on the number of children being separated from their peer group, particularly during transition to secondary school, and greatly improve the mental wellbeing of children and young people as a result</p>	n/a

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?



Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	<p>The proposals impact positively on children and young people as it enables their education to continue within the county.</p> <p>Children and young people will have access to 21<sup>st</sup> Century School facilities through the new school buildings</p> <p>The proposals reflect the majority of children and young peoples wishes obtained during consultation.</p> <p>Children and young people will have access to schools that deliver excellence, currently categorised as “Green” under Welsh Government assessment</p>	<p>Whilst parents are able to continue to apply for places at the existing catchment school, the Council would only offer free transport in the event that its determined to be nearest removal</p> <p>Concern that family / Sibling links will be separated</p>	<p>The Council is committing to honouring existing transport links for those currently on roll at the current catchment school. Siblings would be considered on discretionary / concessionary basis</p> <p>Even though the proposals are to amend catchment areas, Newport City Council continue to maintain the areas to be within catchment for Caerleon and therefore not removing existing choice.</p>
Disability	<p>Both Monmouth and King Henry Comprehensive schools are new buildings that offer fully accessible facilities.</p> <p>This enables those with disabilities to be educated alongside peers</p>	<p>Free transport would not be provided to current catchment school for any new admissions unless confirmed by the council to be nearest suitable school</p>	<p>Transport would be available in the event that the current catchment school is most appropriate to meet a young persons disability.</p>
Gender reassignment	<b>No impact</b>	<b>No impact</b>	<b>No impact</b>
Marriage or civil partnership	<b>No impact</b>	<b>No impact</b>	<b>No impact</b>
Pregnancy or maternity	<b>No impact</b>	<b>No impact</b>	<b>No impact</b>
Race	<b>No impact</b>	<b>No impact</b>	<b>No impact</b>

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Religion or Belief	The proposals do not impact on children and young people who wish to attend the nearest faith school (St Albans).	The proposals do not impact on children and young people who wish to attend the nearest faith school (St Albans).	<i>No impact</i>
Sex	<i>No impact</i>	<i>No impact</i>	<i>No impact</i>
Sexual Orientation	<i>No impact</i>	<i>No impact</i>	<i>No impact</i>
Welsh Language	The proposals do not impact on children and young people who wish to attend a Welsh Medium school, as existing Welsh Medium catchment areas remain.	<i>No impact</i>	<i>No impact</i>

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	<i>The review could reduce the number of children and young people attending a school outside of their immediate community and travelling on buses / taxi's too and from school</i>		
Corporate Parenting	<i>No Impact</i>		

**5. What evidence and data has informed the development of your proposal?**

The proposals have been informed by data collected throughout the public consultation process. The reports which analyse the outcome of the consultation proposals has been shared alongside this Cabinet report.

Data which analyses trends of increasing parental preferences for the proposed new catchment schools has helped to inform these proposals.

Performance data and categorisation for schools

**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

Positive impacts are that our children and young people will be provided with increased opportunities to be educated within the County in which they live, alongside their peer groups.

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible	Progress


**8. MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	August 2020.
--	--------------

**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Page 130

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1.0	Cabinet.	5 <sup>th</sup> December 2018.	
2.0	Cabinet	3 <sup>rd</sup> April 2019	

<b>Title of Report:</b>	<b>Review of School Admissions Policy including catchment areas</b>
<b>Date decision was made:</b>	<b>4<sup>th</sup> July 2018</b>
<b>Report Author:</b>	<b>Nikki Wellington</b>

<b>What will happen as a result of this decision being approved by Cabinet or Council?</b>
This will allow the Children and Young People Directorate to consult all partners on the proposed changes to the inclusion provision across Monmouthshire.
36 Month appraisal

<b>What benchmarks and/or criteria will you use to determine whether the decision has been successfully implemented?</b>
Meeting more of the needs of our young people within Monmouthshire. Reduce the number of pupils that need to access education in other authorities.
36 month appraisal

<b>What is the estimate cost of implementing this decision or, if the decision is designed to save money, what is the proposed saving that the decision will achieve?</b>
Please refer to the resources section of the Cabinet report 3 <sup>rd</sup> April 2019
36 month appraisal

Any other comments