

# Admission to School Information for Parents 2017-2018

PUBLISHED OCTOBER 2016



This booklet is intended to provide general information about Carmarthenshire's Nursery, Primary, Secondary and Special Schools for the academic year 2017-2018 and is correct at the time of publication. You are asked to note, therefore, that it is possible that information such as the number of pupils at the school will change between the date this document is published and the date the pupil starts at the school. It is equally possible that there will be legislative, policy or school re- organisation matters which may impact upon the information provided in this document.

If you require this document in any other format please contact the School Admissions Unit, Department for Education and Children on (01267) 246449.

This booklet can be found on our Website



**YOUR COUNCIL doitonline**  
[www.carmarthenshire.gov.wales](http://www.carmarthenshire.gov.wales)



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# Introduction

The Authority appreciates the importance to parents and carers of the decision as to which school they wish their child to attend.

This booklet will help you in that process by providing general information for you on schools in Carmarthenshire, on how and when you need to make an application for a school place, the process of awarding places as well as on a range of policies such as school transport which may be relevant to your circumstances.

It is also strongly advised that, prior to finalising your choice, you contact, and visit the schools in your area to ascertain and discuss with them the provision available and your individual circumstances. Information will also be available on the individual school website.

Please be aware that admission to school is not guaranteed. There are strict limits on the number of pupils who can be admitted to an individual school. Should there be more applications than places available the applications received by the closing date must legally be processed first with the over-subscription criteria, as detailed elsewhere in this booklet, used to prioritise the award of the places available. To avoid disappointment and maximise the chance of obtaining a place at your preferred school please ensure you submit your application by the specified closing date.

We are fortunate in having many excellent schools and staff of the highest quality in the Authority and we very much look forward to welcoming your son or daughter to one of our schools and we wish them every success in their studies.



**Rob Sully – Director**  
Department for Education and Children

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## Key Facts

- There is no automatic right to a place at a school.
- You must make an application to an admissions authority for your child to be admitted to a school.
- There are limits on the number of pupils who can be admitted to a school in any one year. Once that limit is reached no further pupils will be admitted.
- If you have a child with additional learning needs then you are advised to contact the Headteacher of the school or the Department's Pupil Progress Officers before applying.
- Apply by the deadline dates – see Admissions Timetable
- If you make an application after these dates your application will be treated as being late and will be considered after those received before the deadline. This will reduce the chances of obtaining a place for your child at a school of your choice.
- If you are offered a place for your child you must sign and return the form accepting the offer of a place to the admissions authority by the date specified or the offer of a place will be withdrawn and the place offered to another pupil.

## 1. Admission Authorities

Enquiries should be made to the relevant Admission Authority

### **Community and Voluntary Controlled Schools in Carmarthenshire**

School Admissions Unit, Department for Education and Children,  
Building 2, St David's Park, Jobs Well Road, Carmarthen, SA31 3HB.

Telephone: **01267 246449** Fax: **01267 246003**

E-mail: **[admissions@carmarthenshire.gov.uk](mailto:admissions@carmarthenshire.gov.uk)**

## Voluntary Aided Schools in Carmarthenshire

Enquiries regarding Voluntary Aided Church Schools should be made to;

### Church in Wales Schools

Canon Bryan Witt, Diocesan Director of Education, Y Ficerdy Newydd, Llanddarog, Caerfyrddin, SA32 8PA

Tel No: **01267 275504**

E-mail: **heather.witt@virgin.net**

### Catholic Schools

Mr Patrick Mansfield (Acting) Diocesan Director of Education, Diocesan Education Office, Curial Offices, 27 Convent Street, Greenhill, Swansea. SA1 2BX.

Tel No: **01792 652757**

Fax No: **01792 458641**

E-mail: **education@menevia.org**

### Neighbouring Local Education Authorities

The names, addresses and telephone numbers of neighbouring local education authorities are:

#### CEREDIGION

Strategic Director Learning and Partnerships  
Ceredigion County Council,  
Canolfan Rheidol, Rhodfa Padarn,  
Llanbadarn Fawr, Aberystwyth. SY23 3UE.  
Telephone: **01970 633656**

#### SWANSEA

Director – People,  
City and County of Swansea,  
Guild Hall, Swansea, SA1 4PE  
Telephone: **01792 637521**

#### PEMBROKESHIRE

Director of Children and Schools,  
Pembrokeshire County Council,  
County Hall, Haverfordwest. SA61 1TP.  
Telephone: **01437 764551**

#### POWYS

Head of Schools Service,  
Powys County Council,  
Powys County Hall,  
Spa Road East, Llandrindod Wells, LD1 5LG.  
Telephone: **01597 826422**

#### NEATH PORT TALBOT

Director of Education,  
Leisure and Lifelong Learning,  
Neath Port Talbot County Borough Council,  
Civic Centre, Port Talbot.  
SA13 1PJ  
Telephone: **01639 686868**

## 2. When to apply

Admissions Application Timetable Community and Voluntary Controlled Schools						
Provision	Date of Birth	Starting School	Application Deadline dateline	Notification date	Appeals Closing date	
<b>3 Year old Nursery Education</b> (2 terms only) 3-11 (Part time)	1st Sept, 2014 to 31st August, 2015	January, April, September 2018	31st January, 2017	October 2017	No right to Appeal	
<b>4 Year old Education</b> 4-11 (Full time)	1st September, 2013 and 31st August, 2014	September 2017, January or April 2018	31st January, 2017	18th April, 2017	30th May, 2017	
<b>Secondary Education</b> (Moving from Primary to Secondary School)	1st September, 2005 to 31st August, 2006	September 2017	16th December, 2016	1st March, 2017	11th April, 2017	

### Late Applications

Applications received after the application closing deadline will not be considered until those received before the deadline have been awarded.

### 3. At what age can children start school?

#### Early Years – 3 Year Old Provision

##### What is Early Years?

Early Years education is a non-statutory provision available to 3 year olds and an application for admission to provision within a school, i.e. for categories (i) and (ii) below, will have to be made to the Admissions Authority by the closing date - See Admission Application Timetable.

##### Where is part-time education available?

All 3 year olds are entitled to 10 hours per week free placement, at a registered setting, through the Early Entitlement Group from the term following their third birthday. Wherever practical the Authority allows non-maintained providers to use school premises.

There are various forms of provision:-

- (i) Nursery School - Ammanford Nursery School is the only nursery school in the County.
- (ii) Nursery/Early Years classes in Infant or Primary Schools
- (iii) Provision by the non-maintained sector who are partners in the Early Entitlement Group, such as Wales Pre-school Playgroup Association (WPPA), Mudiad Ysgolion Meithrin (MYM) and private providers. Find more information under the Carmarthenshire Family Information Service in this booklet.

##### When can a pupil start part-time education?

Children will normally be admitted to Early Years provision in schools where it is available on a part-time basis at the beginning of the term following their third birthday.

Child's 3rd Birthday	Admission Term
1 September - 31 December	Spring Term
1 January - 31 March	Summer Term
1 April - 31 August	Autumn Term

Parents do not have a right of appeal if a place is not offered at an early years setting of their choice.

There is no automatic right to continue into full time education if you have been offered a part-time education place. A formal application must be made to the correct admissions authority – see admissions time table.



Should there be more applications than places available then the Authority will prioritise applications in accordance with its over-subscription criteria detailed in this document.

### **Full time Education – 4 & 5 Year Olds**

Where there is no early years provision in a maintained setting, children are, following approval of application, admitted on a full-time basis at the following times:-

<b>Child's 4th Birthday</b>	<b>Admission Term</b>
1 September - 31 December	Autumn Term
1 January - 31 March	Spring Term
1 April - 31 August	Summer Term

Applications for admission should be submitted to the Authority by the closing date – see admissions application timetable. A parent may defer the admission of a child to school until the beginning of the term following the child's fifth birthday.

By law parents must arrange for their children to receive full-time education at the beginning of the following terms:-

<b>Child's 5th Birthday</b>	<b>Must start school by Law</b>
1 September - 31 December	Spring Term
1 January - 31 March	Summer Term
1 April - 31 August	Autumn Term

### **Admission to a Junior School from an Infant School**

When children attending an Infant school wish to start a Junior School in the September following their 7th birthday (i.e., they will have attained the age of 7 years on or before 31st August) then the parent/ carer must submit an application to the Authority.

There is no automatic transfer arrangement and no automatic right to progress from the Infant School to the Junior School.

Applications for admission should be submitted to the Authority by the 31st January in the year before the pupil is due to start junior school. Should there be more applications than places available then the Authority will prioritise applications in accordance with its over - subscription criteria detailed in this document.

## 4. Admission to secondary schools including sixth form

### Key Facts

- There is no automatic transfer from a primary to secondary school.
- By law you must make an application to the Admissions Authority for a place.
- Deadline for submitting an application is the **16th December 2016**.
- It is the home address which is taken into account when considering admission to a secondary school and not the primary school attended.
- It is not possible for any person or organisation to guarantee, in advance, a place for a child at a school. Any such comments or assurances must be disregarded.
- You will need to receive a letter from the Admissions Authority advising you if your application has been successful or refused.
- A child can not start at a secondary school until the parent/guardian has confirmed the place with the Admissions Authority.
- Read the Transport to school policy before making your final choice of school.

Primary school children are required to start at a secondary school in the September following their 11th birthday.

As part of the application process, parents of children in their last year in primary schools will receive an information pack from the Authority.

It is important that you complete the online form by the deadline date as those applications will be considered first for any places available. Any applications received after the deadline date will not be considered until those received before the deadline date have been allocated places.

Whilst it does not guarantee a place at a school the admission criteria gives a higher priority to pupils who reside within the designated catchment area of a secondary school. **The primary school which the pupil is attending is not therefore a factor which is taken into account.**

Please follow the guidance provided, complete the online form accordingly and read the section in this booklet relating to parental preference and school transport to ensure you understand your obligations in such circumstances.

There is no automatic transfer arrangement and no automatic right to progress from the Primary School to the Secondary School.

Forms must be completed and submitted by **16th December 2016**. If the form is not submitted by the closing date then the chances of getting a place at the preferred school is diminished. It is our intention to issue decision letters in respect of these applications by **1st March, 2017**.

Parents of children who wish their child to be admitted to a secondary school at a time other than the usual primary to secondary year 7 admissions should, in the first instance, contact and discuss the matter with the Headteacher of the school who will also be able to give advice in relation to applying for admission. Alternatively, advice may be sought from the school Admissions staff at the Department for Education and Children.

### **Sixth Form Admission**

Arrangements for admission to Sixth Form Community Schools should be discussed with the individual school prior to submitting an application for admission.

## 5. Choosing a school – Catchment areas

### Key Facts

- Every school has a designated catchment area which it serves.
- If the pupil resides within the designated catchment area of a school then you will stand a better chance of the application for admission to the school being successful. There is, however, no guarantee of a place.
- Pupils who reside within the catchment area of a school will, subject to age and distance criteria, stand a better chance of qualifying for free transport to and from school – see transport policy
- Where a parent chooses a school which is not the nearest or catchment area school, then the parent will be responsible for transporting the child to and from schools.
- Parents can state a preference for a school, which is not the designated catchment area school. Subject to the limit on the number of pupils who can be admitted into the school not being exceeded and the correct procedures being followed, then admission will be granted.
- When a pupil moves from primary to the secondary school, consideration of eligibility for admission to that school and also for free home to school transport **will be based on home address and not the primary school attended.**

### Local / Catchment Area School

The Authority has identified a designated geographical area which the school serves which is referred to as the school's catchment area. *Details of a school's catchment area are available at the school, on the County Authority's website (I-Local) or available from the relevant Admissions Authority.*

Whilst living in a school's catchment area does not guarantee admission to the school it is an important factor as it will give the application a higher priority than those who live outside the catchment area and is also important as it is one of the key criteria in assessing eligibility for assistance with home to school transport.

Details of the home to school transport policy are provided in this document.

Prior to making an application for admission to a school the Authority strongly recommends that you contact, discuss and visit your local school so that you are aware of the facilities and opportunities they are able to offer.

### Parental Preference

As indicated, the Authority advises that the first point of contact in making a choice of school would be the local designated catchment area school.

Whilst, in practice, most parents send their child to their local catchment area school, parents have a right to state a preference for different schools. If you wish to do so it is recommended that you contact the school you are considering before making a final choice.

Where you choose a school which is not your designated catchment area school or the nearest school to your home there are some practical issues which you need to consider fully prior to making a decision.

The first is that if a child does not attend the catchment area school or the nearest school to the home address and this decision is based on parental preference, then the responsibility, as well as the cost, of transporting the pupil to and from school, rests entirely with the parents/carer. Parents indicate that this can be a particular problem if they then subsequently have a younger sibling who is not admitted to the same school. It is prudent, therefore, to consider and plan for this possibility prior to making an application for admission.

The second issue relates to the stage at which pupils move from the primary school to the secondary sector. **Admission to secondary schools is based on whether or not your home address is in the secondary school's catchment area and not the primary school attended.** Where therefore a pupil has attended a primary school which is not their designated catchment area school there is an increased probability that they may not be able to be admitted to the same secondary school as their peers and fellow pupils.

These issues will not apply in many instances but as they have caused difficulties for parents in the past it is recommended that you consider and have planned for such eventualities before making your final choice of primary school.

The Admissions Authority and school governors will lawfully comply with any preference for a particular school which is expressed. As with all applications a preference for a particular school will need to be considered and assessed as part of the admission process to ensure that the Authority does not exceed the limit for admission of pupils to that school for the relevant year group.

The term used in this document when referring to the number which limits the number of pupils who can be admitted to a particular year group in a school is the admission number or AN. The admission number (AN) for each school is provided in the schedule of schools which forms part of this booklet.

### **Parental Preference - Twice Excluded Pupils**

If a pupil has already been permanently excluded from two or more schools then, whilst a parent may express a preference for a school at which they wish their child to be educated, the Admission Authority does not have to comply with that preference for a period of two years from the date of the latest exclusion.

This does not apply to students with statements of Special Educational Needs (SEN), children below compulsory school age, children who have been re-instated, or who would have been re-instated had it been practical to do so, or looked-after children where the application for admission is made by the corporate parent.

### **Meeting Additional / Special Educational Needs**

Some children have additional or special educational needs and or a disability that require extra provision to be made for them to be able to learn effectively. In these instances please refer to the Additional Educational Needs section of this booklet.

## Home Education

Parents may also choose to educate their own children at home. This is known as Elective Home Education. The decision to home educate requires careful thought, as it represents a considerable undertaking in terms of commitment, time and cost.

If you are considering this option, then you are advised to contact the local authority, and seek guidance from the Elective Home Education Officer on 01267 246727.

## Classification of School

All Carmarthenshire schools are classified as co-educational schools in that they cater for boys and girls, and unless noted otherwise are day schools and not residential schools.

Secondary Schools are, unless noted otherwise, classified as comprehensive schools.

In accordance with the School Standards and Framework Act 1998 a limit of 30 pupils in a class being taught by one qualified teacher is placed on Reception, Year 1 and Year 2 classes.

## 6. Admission to Schools at other times of the year

Parents/carers who wish to apply for a place for their child at a school during the academic year will still need to complete and submit an online application form to the Admissions Authority.

Requests will be considered as and when they arise in accordance with the admission procedures and policies outlined in this document including the over-subscription criteria if the admission number has been exceeded.

## Changing Schools – Mid Year Transfer

Changing schools requires serious consideration and should be fully discussed with the Headteacher of your child's present school in the first instance. The Department for Education and Children will also provide advice if required. If it is still your wish to transfer your child from one school to another please apply online to the Admissions Section at the Department for Education and Children. The Department for Education and Children will give consideration to allowing the change of school in accordance with the admission criteria.

### Other year groups

Applications for admissions for pupils into year groups other than the usual year group, based on the date of birth of a pupil, will be considered on an individual basis and where applicable against the admissions over subscription criteria outlined in this booklet.

There is a specific process for considering such applications which will involve assessment by the L.A. of the individual circumstances of each case. It is not an automatic process.

## 7. How to apply

### Key Facts

Once the parent/carer/corporate parent has decided upon the school they wish their child/ children to attend it is a requirement for them to submit an application to the appropriate Admissions Authority, parent/carer are asked to rank the school choice by 1st, 2nd and 3rd.

For Community and Voluntary Controlled schools this can be done:-

- Directly online using the Local Authority's website at [www.carmarthenshire.gov.wales](http://www.carmarthenshire.gov.wales); or
- Council Customer Service Centres; or
- By contacting the school.

No Community or Voluntary Controlled Primary School can authorise the admission of a pupil they can only help with the application form by appointment.



## Key Facts

### For Voluntary Aided Schools

- Apply Direct to school
- Online application via Carmarthenshire County Authority Website.

## Completing the application form

### Parental Responsibility

Where parental responsibility is stated then you must have consulted with and received the approval of all parties before applying.

Parents will be able to apply online for a place in a maximum of three schools.

Parents who select 2 or 3 schools will have to rank them in order of preference (i.e. 1st, 2nd and 3rd choice).

Initially all applications will be considered equally, but if a place in the 1st (or only) choice schools is to be offered, places will not be offered in either the 2nd or 3rd choice schools.

### Home Address

A pupils home address is considered to be a residential property that is the child's only or main residency, a dwelling or residential building not including any land attached to it. The catchment area is based on the location of the house in which the pupil lives and not any land surrounding that house. and is either:-

- Owned by the child's parent(s) or the person with a defined legal parental responsibility for the child; or
- Is leased to or rented by the child's parent(s) or the person with parental responsibility under a written rental agreement, signed by the landlord and tenant, of not less than six months duration.

### Proof of Address

The Authority reserves the right to request proof of address at the time an offer of a place is made.

In order for the application to be considered as part of the normal admissions round then you will need to provide proof that you are

residing at the address stated on the application form at the deadline date. The Authority will consider any two of the following documents as being of assistance to determine residency at a particular address:-

- (i) An original Authority Tax or Housing Benefit bill or notification letter being not more than 12 months old;
- (ii) An original utility bill (not more than 3 months old);
- (iii) An original award letter of Child Benefit or Child Tax Credit or Working Tax Credit award letter (not less than three months old and **stating the name of the child/children**);
- (iv) A signed and dated tenancy/lease agreement of at least six months duration but with not less than one month duration remaining;
- (v) Original credit card or bank statement showing the address (not more than two months old);
- (vi) Written confirmation from the applicants Bank or Building Society confirming details of the change of address and also the date the change was effective from;
- (vii) Valid current photo ID driving licence.

As part of the admission process you are required to provide proof of your address in connection with your application. The Authority will seek to verify the information provided and reserves the right to require the applicant to provide any additional information it deems necessary to confirm residency or to take reasonable action to determine whether or not an application is fraudulent.

If a school place is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent address, then the place is liable to be withdrawn.

If a school place is offered and a parent or person with a legal parental responsibility for a child, knowingly and willingly provides a false statement, which would affect the success of their application, they may have the place withdrawn.

If no proof of residency is provided then the Authority will be unable to process the application and the place may be awarded to another pupil.

## **Moving Residency/ Change of Address**

If you intend to change residency and are applying for admission to a school based on the new address then the Authority will take steps to verify the arrangements. The Authority will also accept either a solicitors letter stating that contracts have been exchanged and specifying a completion date or a signed and dated tenancy agreement as indicated in (iv) above. If you cannot provide proof of address by the date given for receipt of applications then your application will be based on your current address.

## **Shared Responsibility**

Where there is shared responsibility for a child, and the child lives with both parents, or persons with a legal parental responsibility for the child, for part of the week, then the main residence will be determined as the address where the child lives for the majority of the school week. Parents may be requested to supply documentary evidence to support the address used when offering a place.

## **8. Awarding Places – Over-Subscription Criteria**

### **Over-subscription criteria for admission to community and voluntary controlled nursery, primary and secondary schools.**

If there are more applications for admission than places available at a particular school, the allocation of places will be based on the following criteria listed in priority order:

1. Looked-after and previously looked-after children.
2. Children who live in the school's catchment area and have a sibling on the roll of the school at the time the child is to start at that school.
3. Children who live in the school's catchment area who do not have a sibling on the roll of the school at the time the child is to start at that school.
4. Children who reside outside of the school's catchment area AND have a sibling on the roll of the school at the time the child is to start at that school.
5. Children who reside outside of the school's designated catchment area who do not have a sibling on the roll of the school at the time the child is to start at that school.

N.B Where there is a Statement of Educational Needs naming a particular school then this must be stated clearly on your application form. Such applications are dealt with separately and prior to the over-subscription criteria being applied.

Please note that 3 year old Nursery places application cannot be used as a criterion for giving priority in allocating 4 year old places.

## NOTES

**Within each of the above categories:**

### **Distance Criteria**

The distance from home to the school will be used as a criterion for determining priority, with those living nearest the school being given priority and a place at the school before those living further away. The distance will be measured on the same basis and using the same criteria as is used for assessing eligibility for free school transport i.e. Google Maps – please see the transport section of this document for further details.

The distance from the home address to school will be measured from the nearest available route from the nearest school entrance to the nearest available access point by highway or footpath to the home address.

### **Siblings**

Children will be classified as siblings if they are: full brother or full sister/half brother or half sister/step-brother or step-sister; adoptive/fostered brother or sister living at the same address.

### **Multiple Birth Children**

In any circumstances in which there is one place available and the next eligible children are twins/triplets then the LA will admit both/all children.

### **Children of UK Service Personnel**

Children of UK Service personnel will be treated as in catchment if their application forms are accompanied by an official Ministry of Defence

(MOD) letter declaring a definite return date and confirmation of the new address within catchment.

### **Admission Number (AN) – A limit on the number of pupils admitted into a school**

Every school has an Admission Number (AN) which specifies and limits the number of pupils who can be admitted to each year group in the school. The AN for each school is given in the list of schools enclosed in this booklet.

The AN for each school has been set by using the capacity formula determined by the Welsh Government. The calculation is based on national guidelines (Measuring the Capacity of Schools In Wales Circular 021/2011) and relates to the physical area of the school buildings, the type of facilities at the school, the age range and number of year groups in the school.

As the AN is based on the school's capacity to provide appropriate accommodation and facilities for pupils it should not be exceeded.

The AN applies to the age group into which the pupils are admitted into the school and places a limit on the number of pupils who can be admitted. In the normal year of entry the Admissions Authority must admit pupils until the AN is reached. Should the number of applications received for admission to a school exceed the AN then the Authority will prioritise the applications it has received in accordance with the over subscription criteria detailed in this document. In such circumstances parents may not be successful in gaining a place for their child at their preferred school. School governors and the LA must always keep the AN under review.

### **Split Site Schools**

When an application is made for admission to a school which operates on more than one site, the Authority will approve admission to the school and not to a particular site. The site the children will attend is a matter for the school to decide.

## **Gypsy and Traveller children**

Admission applications made in respect of gypsy and traveller families will be dealt with, with a view to placing these children as quickly as possible at the nearest available and appropriate school.

## **9. Notification of Admission**

Parents will be notified by letter or e-mail of the outcome of the application. Successful applications will be sent an offer letter where a place is available at the school and offering them the opportunity of accepting the place. Accompanying the “offer letter” will be an acceptance form which requires you to confirm to the Authority the acceptance of a place at the school.

### **Waiting List**

Where it has not been possible to admit a pupil to a school due to over subscription, then the Authority will retain the application on file until the 30th September 2017 creating a “waiting list”. Should vacancies become available then they will be awarded in accordance with the over-subscription criteria outlined rather than the amount of time the application has been held on the waiting list. It should be noted that fresh applications must be made after the 30th September deadline.

### **Withdrawing the Offer of a Place**

The offer of a school place will be withdrawn on the basis:

- (i) that it is subsequently discovered that a fraudulent or intentionally misleading application was made (e.g. falsely claiming to reside within a catchment area of a school); or
- (ii) that the acceptance form sent out with the offer letter is not returned to the Admissions Authority by the date stated on the letter. The Authority may then withdraw the offer and the place may be given to another child.
- (iii) A place at another school is confirmed by a parent/guardian.
- (iv) If a pupil has not started at a school at the end of the school term of which term they were due to start in accordance with the Authority policy.

## 10. Admission Appeals – Community & Voluntary Controlled Primary & Secondary schools

Should parents be unsuccessful in obtaining a place for their child at their preferred school, they will be notified in writing of the reason(s) why a place has not been secured and also of their right to appeal against that decision and the process for doing so.

For Community and Voluntary Controlled Schools the Authority will make arrangements for an Independent Appeals Panel to consider appeals. The appeals procedure will be undertaken in accordance with Welsh Government's School Admission Appeals Code.

There is no right of appeal in the case of refusal of admission to Early Years part-time provision.

Appeals will be heard in private, except when the body or bodies responsible for making appeal arrangements direct otherwise but parents will be afforded an opportunity of presenting their case either directly or with the assistance of their chosen representative. The Clerk will notify all parties of the Panel's decision which will be binding upon the Authority, the Governing Body and the parents.

An appeal by parents against the refusal of a place at a Community or Voluntary Controlled School must be submitted in writing to the Democratic Services Unit, Chief Executive's Department, County Hall, Carmarthen, SA31 1JP. Where medical evidence is required you will need to provide copies of reports relating to the diagnosis from the relevant Consultant and/or Specialist.

Voluntary Aided Schools will have their own arrangements for appeals to be heard independently.

In addition to the above nothing in this process will prevent a parent with a child who has a statement of educational needs but who has been refused admission to the school named in the statement from having such a decision reviewed by an SEN Tribunal.

# Number of Appeals for Carmarthenshire Schools 2015/16

School Name	Number of Appeals	Successful Appeals
Bigyn	9	9
Bro Dinefwr	6	5
Bryn	2	2
Brynteg	8	7
Brynaman	4	4
Bryngwyn	3	2
Burry port	6	6
Copperworks	1	1
Ffwrnes	8	8
Five Roads	3	3
Gorslas	7	7
Griffith Jones	1	1
Gwenllian	2	2
Brynsierfel	2	2
Rhydaman	16	16
Halfway	1	1
Johnstown	4	4
Lakefield	3	3
Llanddarog	1	1
Llandybie	1	1
Llangennech Infants	11	11
Llangennech Juniors	5	5
Llangunnor	1	1
Llannon	12	8
Llechyfedach	1	1
Maes y morfa	8	6
Parc Yr Hun	4	4
Pembrey	3	3
Peniel	2	1
Penygaer	4	4
Penygroes	1	1
Pontyberem	12	12
Saron	6	6
Stebonheath	9	9
Swiss Valley	8	8
Teilo Sant	1	1
Ty Croes	12	12
Y Castell	12	12
Y Dderwen	1	1
Y Ddwylan	2	2
Y Felin	1	1



## 11. Admission To Voluntary Aided Schools

Parents who wish their child to attend a Voluntary Aided School should contact the Headteacher of the school. The contact details are listed separately in the schools list in this booklet. Admission arrangements and appeals are dealt with by the school's Governing Body in the case of a Voluntary Aided School.

### 1. Model Voluntary Aided Primary School

Our admissions policy is as follows:-

The Admission Number for the school is 60 pupils. This means that the number of pupils who can be admitted into any one year group in the school is 60 pupils. If there are more applications than places then the following criteria will be used to prioritise applications:-

1. Looked After Children and Previously Looked after Children.
2. Children who live within the historic parish boundaries of St. David's and St. Peter's Carmarthen.
3. Children who have brothers or sisters already attending the school.
4. Children who have received a Christian baptism and who live outside the parishes of St David's and St Peter's, if there is space available. A letter of support could also be requested from the local parish priest.

Children with statements of Educational Needs naming the school will be awarded places prior to the over-subscription criteria being applied.

- Please Note – in each of the categories above priority will be given to:
- a. looked-after children and children who are temporarily resident in Carmarthen's Women's Aid refuge.
  - b. The children of armed forces personnel who are admitted outside the normal admission round:
  - c. Children whose twin or other sibling from multiple birth is admitted as non-expected pupils, as the final pupils(s) allocated a place before the admission number is reached.
  - d. Excepted pupils will now maintain this status for the duration of their time in an infant class or until classes are reorganized or numbers are at a level that complies with infant size legislation.

- A
- e. The distance from home to the school, as measured by the shortest radius from the most central school building will be used as a criterion for determining priority, with those living nearest the school being given priority and a place at the school before those living further away.

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

### **Appeals Regarding Admission**

The Governing Body will make arrangements for an appeal by a parent against refusal of admission to be heard by an Independent Appeals Committee in accordance with regulations. The decision of the Independent Appeals Committee will be binding on the Governing Body and the parent.

## **2. Penboyr Voluntary Aided Primary School**

### **Criteria for Determining Admissions for Penboyr School**

If the number of children whose parents are seeking admission to the school exceeds the number of places available offers will be made in the following order of priority:

- (a.i) Looked After Children (LAC) who are communicants of the Anglican faith.
- (a.ii) Children who were previously LAC who are communicants of the Anglican faith but are now adopted.
- (b.i) Children who are Looked After Children.
- (b.ii) Children who are LAC but are now adopted.
- c) Children with brothers or sisters, these being determined as foster, adopted or permanently living at the same address, who attend the school at the date of the proposed admission.
- d) Children who live in the catchment area of the school.
- e) Children from families living outside the area who are regular communicants at an Anglican Church.
- f) Children from families of other Christian denominations from outside the catchment area whose parents wish them to be educated in an Anglican Church School.

- g) Children from families outside the catchment area who are not active Christian worshippers but whose parents wish their children to be educated in an Anglican Church School.

There is, in all instances a 'right of appeal' against a decision that has been made with regard to the refusal of an application for admission which must be made to the Chairperson of the Governing Body.

### **Appeals Regarding Admission**

The Governing Body will make arrangements for an appeal by a parent against refusal of admission to be heard by an Independent Appeals Committee in accordance with regulations. The decision of the Independent Appeals Committee will be binding on the Governing Body and the parent.

## **3. Pentip Voluntary Aided Primary School**

Admissions to the school are the responsibility of the Governing Body. The school has a limited admission into any year group. The Admission Number for entry at present is 27 into any one year group.

Pentip is primarily a Voluntary Aided Church in Wales school, serving the Deanery of Kidwelly, and the Llanelli area as indicated on the LA map. The Governors welcome applications from parents of pupils of other denominations that support the Christian ethos and traditions of the school.

Admission applications are considered by the governing body in the Autumn Term preceding the academic year of entry. Applications should be made to the Head Teacher (Tel No 01554 758602 / E-mail [admin@pentip.ysgolccc.org.uk](mailto:admin@pentip.ysgolccc.org.uk)). Should there be over-subscription for places, the criteria for admissions are as follows:-

1. Pupils with either a brother or a sister already at the school.
2. Children who reside within the specified catchment area for the school as indicated on LA map. A copy of the catchment area map is available from the school.
3. Baptised, Church in Wales children in the Deanery of Kidwelly.
4. Children of parents of other denominations who wish to share in and support the Christian ethos and traditions of the school.

**Please note – in each of the categories above priority will be given to looked-after children.**

If an applicant for entry is refused, parents have the right of appeal. A letter should be addressed to the Chairman of the Governing Body, appealing against the decision not to offer a place. This will be heard by an independent appeals panel. The decision of the panel is binding upon the governors and the appellants.

## **4. St Mary's Catholic Primary School, Llanelli**

### **Application Process**

Application forms for admission to the school are available on request from the School Administrative Officer and should be returned to the school (Tel No: 01554 759178, Email: admin@stmarysl.ysgolccc.org.uk.) Applications for admission to the School are then considered by the Admissions and Pastoral Committee each term for admission at the beginning of the next term. Nursery children are admitted the term following their third birthday. Late applications, or applications made after the Committee has met will be treated promptly; they will normally be considered by two members of the Committee nominated for that purpose by the Committee to act on its behalf.

### **Over-Subscription Criteria**

St Mary's Catholic Primary School welcomes applications from families who are seeking a Christian Education for their children. If the number of applicants exceeds the number of places available the following over subscription criteria will be used:

1. Baptised Catholic children.
2. Baptised non-Catholic children.
3. Children who belong to non-Christian faith communities.
4. Children who have a sibling (i.e., brother, sister, half-brother, half-sister, step-brother, step-sister, adoptive brother or adoptive sister) on the roll of the school at the time of the admission.
5. The Governing Body may give consideration to applications made by parents who can demonstrate that admission is necessary for the medical or social welfare of their child. Independent supporting evidence will be required.

**Please note that:**

- In each of the categories above priority will be given to looked-after children.
- In each of the categories above distance from school will be used as the deciding factor with those living nearest to school having highest priority.

**Appeals**

If an application for entry is refused, parents have the right of appeal. A letter should be addressed to the Chairman of the Governing Body, appealing against the decision not to offer a place. This will be heard by an Independent Appeal Panel; this is independent of the Governing Body and all other representatives of the school, and its decision is binding on the Governing Body and the appellant.

**5. St Mary's School, Carmarthen****Application Process**

Application forms for admission to the school are available on request from the School Administrative Officer and should be returned to the school (Tel No: 01267 234297, Email: admin@stmarysc.ysgolccc.org.uk). Applications for admission to the School are then considered by the Admissions and Pastoral Committee each term for admission at the beginning of the next term. Nursery children are admitted the term following their third birthday. Late applications, or applications made after the Committee has met will be treated promptly; they will normally be considered by two members of the Committee nominated for that purpose by the Committee to act on its behalf.

**Over-Subscription Criteria**

St Mary's Catholic Primary School welcomes applications from families who are seeking a Christian Education for their children. If the number of applicants exceeds the number of places available the following over subscription criteria will be used:

1. Baptised Catholic children.
2. Baptised non-Catholic children.
3. Children who belong to non-Christian faith communities.

4. Children who have a sibling (i.e., brother, sister, half-brother, half-sister, step-brother, step-sister, adoptive brother or adoptive sister) on the roll of the school at the time of the admission.
5. The Governing Body may give consideration to applications made by parents who can demonstrate that admission is necessary for the medical or social welfare of their child. Independent supporting evidence will be required.

**Please note that:**

- In each of the categories above priority will be given to looked-after children.
- In each of the categories above distance from school will be used as the deciding factor with those living nearest to school having highest priority.

### **Appeals**

If an application for entry is refused, parents have the right of appeal. A letter should be addressed to the Chairman of the Governing Body, appealing against the decision not to offer a place. This will be heard by an Independent Appeal Panel; this is independent of the Governing Body and all other representatives of the school, and its decision is binding on the Governing Body and the appellant.

## **6. St John Lloyd Catholic Comprehensive School**

### **Admissions Over-Subscription Criteria**

The Admission and oversubscription Policy of the Governors of St John Lloyd Catholic Comprehensive School is as follows:

This does not affect the right of parents who are not of the faith of this school or of no faith background to apply for and be considered for a place here. Indeed the School welcomes and encourages applications from all families. The School's Admission Number is currently 93.

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made. In all categories the governors will give priority to those who have a brother or sister attending St John Lloyd Catholic Comprehensive School and then to those children living closest to the school determined by shortest distance.

1. Baptised Catholic children who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children with a statement of Additional Learning Needs who have named St John Lloyd School. This will reduce the number of places available to other applicants.
2. Non-Catholic children who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children with a statement of Additional Learning Needs who have named St John Lloyd School. This will reduce the number of places available to other applicants.
3. Baptised Catholic children who currently attend a designated Catholic feeder school.
4. Baptised Catholic children who currently live in the parish area of a designated Catholic feeder school who are not currently attending the designated Catholic feeder school.
5. Other Baptised Catholic and Church in Wales children.
6. Other children who currently attend a designated Catholic feeder school.
7. Other children who attend Church in Wales schools.
8. Other Non-Catholic children.

### **Application Process**

Year 6 pupils and parents are invited to attend an Open Evening in October. Applications should be returned to the school by the 16th of December 2016. Parents will be informed if their child has been offered a place following the Governors Admission Sub committee in the spring term. Letters will be posted to all applicants on March 1st 2017.

### **Appeals**

If an application for entry is refused, then parents have the Right of Appeal. A letter should be sent to the Chairman of Governors (c/o the School) appealing against the decision not to offer a place. This will be heard by an Independent Appeals Panel from which all Governors and other representatives of the school are excluded.

# Section B – Information on Education and Learning

## 1. School Terms and Holiday Dates for 2017/18

Please note that this calendar is subject to any changes that may arise as a result of government policy decisions. Carmarthenshire County Authority does not accept liability for any losses incurred in respect of altered holiday arrangements following such changes.

### Term Dates

		Half Term Holiday			
Term	Term Begins	Begins	Ends	Term Ends	Days
Autumn 2017	Tuesday 5th September	Monday 30th October	Friday 3rd November	Friday 22nd December	74
Spring 2018	Monday 8th January	Monday 19th February	Friday 23rd February	Thursday 29th March	54
Summer 2018	Tuesday 17th April	Monday 28th May	Friday 1st June	Monday 24th July	65
Designated INSET Days - Monday, 4th September 2017; Monday, 6th April 2018					2
<b>Total</b>					<b>195</b>
N.B. Good Friday – 30th March 2018; May Day – 7th May 2018					



## 2. The School Curriculum

During primary education and the first three years of secondary education all schools offer a broad and balanced programme which includes all National Curriculum subjects. The aim of the curriculum offered in each school is to enable all pupils to achieve their full potential. In the 4th and 5th year of secondary school pupils continue to study the National Curriculum subjects but with some scope for options to suit pupils' individual talents and interests.

Parents are fully consulted about these options and a careers adviser is attached to each school to offer advice. The National Curriculum consists of the core subjects: English, Welsh where it is a principal medium in the life and work of the school, mathematics and science. The other foundation subjects are technology, history, geography, a modern foreign language (in secondary schools only), music, art, physical education and Welsh, where it is not a core subject.

All schools must also make provision for religious education. Parents have a right to withdraw pupils from the religious education provision and acts of collective worship. Any such requests should be made to the Headteacher of the school.

### General Principles

Carmarthenshire believes in the educational value of being conversant in two languages and is strongly in favour of a bilingual policy in its primary schools. The long term aim of this bilingual policy is to teach children to be completely bilingual in the use of Welsh and English by the time they leave primary school, to enable them to become full members of the bilingual society of which they are a part. The provision made should ensure that the children are able to communicate with confidence in both languages and that they are aware of the cultural heritage of Wales. The secondary schools language policy is a continuation of the primary policy and reflects the place given to Welsh in the communities in which the schools are located. It recognises that there is a different emphasis on the Welsh language and teaching through the medium of Welsh in the County's various schools. It aims to give the pupils an opportunity to continue with a proportion of their

education through the medium of Welsh so that they are fully integrated into their bilingual communities at the end of the educational process.

### **Complaints about the School Curriculum and Related Matters**

B Each individual school has a policy for dealing with complaints. Any concerns which parents may have will ideally be resolved informally in discussion directly with the school. However, should parents wish to make the complaint formal, the school has established procedures which they are obliged to make available.

In relation to Voluntary Controlled and Voluntary Aided Schools a representative of the relevant Diocesan Body will be invited to be present in accordance with the established procedures when a complaint is being considered. Should the complaint involve religious matters then the above procedure would be followed, but the Complaints Committee would also include Chairperson and Vice Chairperson of the Standing Advisory Authority on Religious Education and for V.C. Primary Schools the Diocesan Director of Education would be invited as an observer.

## Year Groups/Pupil Ages

A pupil's progression through years of compulsory education is divided into four key stages. The table shows the key stages against the corresponding pupil ages and year numbers.

Key Stage	Descriptions of Year Groups		Age of majority at end of school year
Early Years	N1	3 year old Nursery (Part-time)	4
	N2	4 year old Nursery (Full-time)	
KS1	Reception	Infant	5
	Y1	Infant	6
	Y2	Infant	7
KS2	Y3	Junior	8
	Y4	Junior	9
	Y5	Junior	10
	Y6	Junior	11
KS3	Y7	1st year Secondary	12
	Y8	2nd year Secondary	13
	Y9	3rd year Secondary	14
KS4	Y10	4th year Secondary	15
	Y11	5th year Secondary	16
KS5 (Sixth Form)	Y12	1st year/Lower Sixth	17
	Y13	2nd year/Upper Sixth	18

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### 3. The Teaching of Welsh and English in Carmarthenshire Schools

For the first time in 2012, the Authority published its Welsh Education Strategic Plan. The policy details the place of Welsh in education and is renewed every year. An up-to-date copy of the plan can be obtained through the Department of Education and Children.

The following tables defines the language categories applied to schools and the school list found in the middle of this booklet, indicates the category of each individual school.

#### Primary School

Category	Curriculum	Language of School	Outcomes
<b>Welsh Medium WM</b>	Foundation Phase – medium of Welsh. KS2 – at least 70% of teaching through medium of Welsh.	Welsh is the language of communication with pupils and the language of day to day business of the school. The school communicates with parents in both languages.	Pupils, regardless of home language will be able to transfer to Welsh medium secondary provision and by the end of KS2 will have reached equivalent standard in English to that reached by pupils in predominantly English medium schools.
<b>Dual Stream DS</b>	Mainly Welsh-medium or mainly English-medium exist side-by-side in these schools.	Both Welsh and English are used in day-to-day business of the school. Language of communication is determined by nature of curricular provision. The school communicates with parents in both languages.	<b>For pupils in Welsh stream</b> – normal expectations as for the Welsh Medium category. <b>For pupils in English stream</b> – normal expectations as for the English Medium category.

<b>Transitional school TR</b>	Foundation Phase – areas of learning mainly through the medium of Welsh. KS2 – both languages used but with greater emphasis on Welsh – 50% -70%	Welsh is the language used in the day to day business of the school. High priority given to creating a Welsh ethos. The school communicates with parents in both languages.	Some pupils, particularly from Welsh speaking homes may be able to transfer to Welsh medium secondary provision. All pupils will have reached a standard in English equivalent to that of pupils in predominantly English medium schools.
<b>English medium with significant use of Welsh EW</b>	Foundation Phase – pupils experience the areas of learning in both languages but with greater emphasis on English. KS2 – both languages used in teaching but greater emphasis on English. Welsh as a medium of teaching or learning – between 20% and 50% of the primary curriculum overall.	Day to day language or languages of school is determined by the school's linguistic context. Both languages used for communication with pupils and school administration. High priority given to creating a Welsh ethos. The school communicates with parents in both Languages.	Normal expectation is that pupils will transfer to English medium secondary provision, but will have enhanced Welsh second language skills. Some pupils able to pursue limited number of subjects through the medium of Welsh.
<b>English medium school EM</b>	Foundation Phase – all pupils experience areas of learning through the medium of English. KS2 – Welsh taught as a second language. Less than 20% of the teaching is through the medium of Welsh	English is the language used in the day-to-day business of the school – some Welsh used as a language of communication with pupils to improve capacity to use everyday Welsh. The school communicates with parents either in English or in both languages.	Normal expectation is that pupils will transfer to English medium secondary provision and continue to learn predominantly through the medium of English, learning Welsh as a second language.

## Other Considerations - Primary Schools

Teaching Welsh and English, either as a first language or a second language, is an essential part of the programme of work of every class in all the primary schools in Carmarthenshire in accordance with the above policies, but special provision is necessary for:-

- (i) those children who arrive at the County's primary schools at a later age;
- (ii) those children who are officially assessed as suffering from learning difficulties where the introduction of a second language would hinder their educational development, and where education through the medium of their mother tongue is essential [however, the statutory requirements of the National Curriculum must be borne in mind];
- (iii) children from foreign countries whose second language is neither Welsh nor English and where the introduction of a third language could prevent their educational development, and where the ability to speak English would be advantageous for them.

Each school's language category is noted in the schools list in this booklet.

## Secondary Schools

Welsh is taught as a subject to every pupil up to the end of Year 11 in accordance with the requirements of the National Curriculum. There is a variety of provision of teaching other subjects through the medium of Welsh in a number of the County's secondary schools and parents may obtain specific information from the individual schools. There are three bilingual secondary schools where the major part of the curriculum is taught through the medium of Welsh.

## Secondary Schools

Category	Curriculum	Language of School	Outcomes
<b>Welsh Medium WM</b>	All subjects apart from English taught through the medium of Welsh to all pupils. Some schools may introduce English terminology in one or two subjects.	Welsh is the language of communication with pupils and the language of the day to day business of the school. The school communicates with parents in both languages.	Assessment at KS3 and KS4 will be through the medium of Welsh in all subjects apart from English or other languages. Pupils will be able to progress to Welsh medium post 16 provision.
<b>Bilingual</b>	This category has 4 sub- divisions according to the percentage of subjects taught through the medium of Welsh and whether there is parallel provision in English.		
<b>2A</b>	At least 80% of subjects (excluding English and Welsh) are taught only through the medium of Welsh to all pupils. One or two subjects are taught to some pupils in English or both languages.	The day-to-day language or languages of the school will be determined by its linguistic context. Both languages are used to communicate with pupils and for the school's administration. A high priority is given to creating a Welsh ethos. The school communicates with parents in both languages.	For pupils in 2A, 2B and 2C following the maximum number of courses through the medium of Welsh, assessment at KS3 and KS4 would be through the medium of Welsh in those subjects and that they would be able to progress to post 16 provision through the medium of Welsh in chosen subjects.
<b>2B</b>	At least 80% of subjects (excluding English and Welsh) are taught through the medium of Welsh but are also taught through the medium of English.		
<b>2C</b>	50-79% of subjects (excluding English and Welsh) are taught through the medium of Welsh but are also taught through the medium of English.		

<b>ZCH</b>	All subjects (excluding English and Welsh) are taught to all pupils using both languages.	The day-to-day language or languages of the school will be determined by its linguistic context. Both languages are used to communicate with pupils and for the school's administration. A high priority is given to creating a Welsh ethos. The school communicates with parents in both languages.	For pupils in ZCH assessment at KS3 and KS4 would be through the medium of Welsh in all subjects except English and that they would be able to progress to post 16 provision through the medium of Welsh in chosen subjects.
<b>English medium with significant use of Welsh EW</b>	Both languages are used in teaching with 20-49% of subjects taught through medium of Welsh. All subjects would normally also be taught through the medium of English.	The day-to-day language or languages of the school will be determined by its linguistic context. Both languages are used to communicate with pupils and for the school's administration. A high priority is given to creating a Welsh ethos. The school communicates with parents either in both languages or in English.	Pupils choosing Welsh medium options could be assessed through the medium of Welsh in those subjects at all levels and may progress to study at post 16 through the medium of Welsh in those subjects.
<b>English medium school EM</b>	Pupils are taught mainly through the medium of English. Welsh taught as second language up to KS4. One or two subjects (could include Welsh first language) may be taught through the medium of Welsh or using both languages.	English is the day-to-day language of the school, but some Welsh is used to communicate with pupils, with the aim of improving their capacity to use everyday Welsh. The school communicates with parents either in both languages or in English.	Any pupils choosing Welsh medium options could be assessed through the medium of Welsh in those subjects at all levels and may progress to study at post 16 through the medium of Welsh in those subjects. Most pupils would be assessed in English and progress to English medium post 16 study.



## 4. Public Examinations

The LA will comply with the requirement of the law. Pupils, if considered suitable by the Headteacher, are entered for the examinations of the Welsh Joint Education Committee (WJEC) and other examining groups.

The timetables for the examinations are arranged by the WJEC and other examining groups and Headteachers are notified of these and the subsequent examination results directly by those groups.

## 5. Exclusion of Pupils

The Headteacher (or another responsible teacher acting in the Headteacher's name) is the only person who has the power to exclude a pupil from the school on disciplinary grounds. It is the Headteacher's duty to inform the parents and children (or pupil if aged 11 or over) of whether the exclusion is permanent or for a fixed period and the reasons for it. Parents will be invited to make representations regarding the exclusion to the exclusion panel of the school governing body. A copy of the exclusion guidance document is available from The Department for Education and Children. Further advice can be obtained from the EOTAS Officer Tel No: (01267) 246456.

## 6. School Activities Charges

The basic principle is that the education provided by a maintained school should be free of charge where it takes place wholly or mainly during school hours. In some circumstances charges may be made or voluntary contributions sought by schools and this will be brought to the attention of parents before any commitment to a particular activity is made.

## 7. School Leaving Date

Pupils may leave school on the last Friday in June of Year 11 of secondary education if they have attained the age of 16.

## 8. Access to Documents

Every school shall allow parents access at all reasonable times to the following documents:-

- (i) The Department for Education and Children's Curriculum Statement Policy; the school's Statement of Curriculum aims;
- (ii) Welsh Government circulars and statutory instruments;
- (iii) published ESTYN reports regarding the school;
- (iv) schemes of work and syllabuses;
- (v) arrangements for consideration of complaints about the curriculum;
- (vi) the agreed syllabus for Religious Education;
- (vii) the Charging and Remissions Policy of the Governing Body.

## 9. School Governing Bodies

Each school has a governing body which comprises members of the local community, parents, teachers, staff and representatives of the Local Authority. Governing Bodies of Church Schools (Voluntary Aided and Voluntary Controlled) are also represented by the church authority.

When vacancies arise for parent governors, information is circulated via pupil post and to be eligible to be nominated as a parent governor, a person must have a child registered at the school for which the Governing Body is responsible. The term of office for governors is for four years and a parent governor can, if he or she so chooses, serve the full term of office even if his or her child is no longer a pupil at that school.

Governing Bodies are required by law to meet at least once a term.

Further information regarding governing bodies can be obtained from the School Admissions Unit at the Department for Education and Children.

## 1. Meeting Additional/Special Educational Needs

### 1.1 Identification

Some children have additional learning educational needs and/or a disability that require provision to be made for them to be able to learn effectively.

Up to 20% of children and young people can experience some form of difficulties with learning.

Some 1% of children and young people have significant and ongoing needs that require additional provision to be made for them. This is extra provision that is complementary to the additional help and support that the school provides.

Many of the children with significant and ongoing needs are identified early through professionals working together in partnership with parents. This enables plans to be made to provide an early response to meet such needs and to provide support.

### 1.2 Assessment

Professionals closely monitor all children's progress and any concerns are discussed with parents. In most cases these concerns will be addressed through early intervention support and individualised target setting by the class teacher.

Where further support is needed with the advice, guidance and support of the School's Additional Learning Needs Co-ordinator (ALNCO) additional support and interventions are provided. This is known as School Action.

Where children do not make progress teachers will share their concerns with parents and seek to involve other professionals such as advisory teachers, behaviour support teachers, and education and child psychologists. These professionals provide advice, guidance and support to the pupil, parents, teachers and the ALNCO.

In exceptional cases, despite the implementation of group and individual interventions a pupil may still not make progress. When this is the case parents, teachers or health professionals may express their concerns for the child.

A Personal Centred Review will be held and with parental collaboration an action plan will be formed to provide support. Such concerns may lead to the child's needs being identified in an Individual Development Plan or referred for consideration for statutory assessment.

- the parents
- the child
- the school
- classteachers
- ALNCO
- support staff
- the Educational Child Psychologist
- Physiotherapist
- Health Professionals for example a Paediatrician
- Speech and Language Therapist
- Occupational Therapist
- Social Care professionals
- any other agency known to be involved with the child

In response to such a request the department seeks information from: This information is then presented to the Inclusion Panel, chaired by the Additional Learning Needs Manager and attended by a rota of head teacher representatives and the Principal Educational Child Psychologist. Where the Inclusion Panel agrees that statutory assessment is needed because of the degree of the pupil's difficulties in depth advice is sought from the people listed above.

Once the information is collected and collated the Inclusion Panel determines whether the child's needs require significant additional provision to be made.

Where such additional provision is required, the child's needs and the ways in which they will be met are set out in his or her Statement of Special Educational Needs. This is a legal document that specifies and quantifies the additional provision that is to be made.

Where a Statement of Special Educational Needs names a specific school then the pupil must be admitted to the school named on the statement.

## 1.3 Provision

### Equality Act

The Special Educational Needs and Disability Act 2001 gave parents of children with special educational needs enhanced opportunity to express a preference for their child's needs to be met in a mainstream setting.

The Local Authority has developed an Inclusion Strategy to ensure that whenever possible children with additional or special educational needs can have their needs met in a mainstream setting. The details of this approach are set out in its Inclusion Handbook for Schools.

The majority of children with Statements of Special Educational Needs will have their needs met in mainstream schools.

Most receive additional support in their mainstream classroom. Some children with significant additional difficulties receive additional support from staff in specialist units and resource centres attached to mainstream schools.

For a very small number of pupils, the Local Authority may, as yet, lack the facilities and resources to support individual pupils with additional needs in mainstream settings. These pupil needs are then met in one of the Authority's two special schools.

### 1.4 Working in Partnership

Education and Children's Services take a partnership approach to working with parents of pupils with additional or special educational needs.

Parents can engage in this partnership by: -

- (i) speaking with the Headteacher and ALNCO of their local school and taking part in the assessment of needs, planning of interventions and discussions with professionals;
- (ii) contacting the Authority;
- (iii) contacting the Parent Partnership Service provided by SNAP Cymru on 01554 777566 or by e-mail at [carm@snapcymru.org](mailto:carm@snapcymru.org).

Carmarthenshire has integrated its services for Inclusion (Education) and Disability (Social Care) to provide better services for children and their families. There are regular briefings, newsletters and meetings for parents with Inclusion Officers to enable parents to engage in dialogue and partnership with the Department.

Where children and young people have a significant learning difficulty and complex needs they and their family may be supported by a key worker in the Children's Disability Team to ensure needs are assessed, services identified and regularly reviewed.

This enables a consistent approach to be delivered across settings to meet complex needs.

### **Special Educational Needs Establishments**

Carmarthenshire has a range of specialist settings for pupils with additional learning needs and placement in these settings is agreed at the county's Inclusion Panel. For information about each of the settings contact the Additional Learning Needs Manager (Telephone: 01267 246451) who will also respond to enquiries about the settings.

## **2. School Transport**

This statement sets out the Carmarthenshire County Council's general policy for the provision of home to school/college transport. Transport will be provided in accordance with the statutory requirements of the Learner Travel (Wales) Measure 2008.

This policy is correct at 1st October, 2016. The policy is currently under review, and any revisions will be subject to consultation.

### **2.1 General Policy on Providing Free School Transport**

Pupils will qualify for free transport to school if they meet ALL of the following criteria:

- are residents of Carmarthenshire (i.e. Council Tax for registered home address is paid to Carmarthenshire);
- are of compulsory school age;
- attend the LA designated or nearest school; (the "designated" school is for a pupil's registered home address; the "nearest" school is

measured by the shortest available route and includes schools in adjoining Counties if relevant);

- live over the “statutory walking distance” from the school. The “statutory walking distance” is defined as being 2 miles (3.218 Kilometres) for primary schools and 3 miles (4.828 Kilometres) for secondary schools, and is measured by the nearest available route from the nearest point from where the applicant’s address meets the public highway to the nearest available entrance to the school. Although the distance is referred to as the “statutory walking distance” it does not imply that the learner is necessarily expected to walk, but it is the distance within which a parent/guardian is expected to make their own arrangements for the learner’s journey, at their own cost, to and from school.

Transport **MAY** also be provided for pupils of compulsory school age in certain circumstances on the following grounds:

- Road Safety, where there is no safe walking route to school. The walking route between the home address and school is assessed in accordance with the “Learner Travel (Wales) Measure” guidelines on the Assessment of risk of walked routes to School.
- Medical condition. Individual transport arrangements may be made where the medical condition of learners either prevents them from making use of the normal transport or the condition prevents them from walking the statutorily defined “walking distances”. All applications for assistance on medical grounds must be supported by a medical certificate or signed statement from a medical practitioner which must clearly state that the learner is incapable of walking the specified “walking distance” to school. Each statement will be subject to a period of review determined by the condition and agreed with the parent at the time of initial award.
- Learners with learning difficulties/disabilities - see point 4 below.
- A change of residence during GCSE years. Assistance will be provided if a learner experiences a change of residence during their GCSE years (after the October half term break of their first year of GCSE studies – year 10) provided the learner meets the criteria on

age and distance at the new residence and before the change of residence was attending the nearest or LA designated school.

- Religious beliefs. Transport will usually be provided should parents choose to send learners to a voluntary aided school on religious grounds and subject to the learner meeting the criteria on age and minimum distance transport, and residing not more than 8 miles from the school. Additional arrangements apply for St.John Lloyd School, Llanelli – please ask the Passenger Transport Unit for information.

The arrangement and cost of transport to school for pupils who do not qualify for free transport is a parental responsibility. Parents are advised to contact the Authority prior to a decision being made on choice of school in order to establish eligibility for free school transport.

Applications will be assessed only from a pupil's home address (as registered with the school and LA) and transport will usually only be provided from this address. Parents are responsible for informing the Passenger Transport Unit prior to any change of address, so that eligibility for transport can be reassessed from the new address.

Authorities are required to make provision for learners who reside at more than one address e.g. split custody arrangements. Such arrangements must be permanent and established and only for those periods when a learner receives education and training (so not where a learner spends weekends with a different parent from where the learner lives in the school week). Further advice and applications forms for dual residency transport are obtainable from the Passenger Transport Unit.

The majority of pupils entitled to free school transport will be conveyed on vehicles specifically contracted to the Authority, however use may also be made of public passenger transport. In some circumstances a mileage allowance may be made for part or all of the journey (see point 3 below).

It is not always possible to arrange the routes of vehicles to pass close to the homes of all pupils, and it may not always be possible to



allocate pupils to the bus route nearest to their home address. Parents are therefore responsible for making their own arrangements for their learners to get to and from the designated pick up and set down point of the allocated vehicle. This distance will not usually exceed 1.5 miles.

The provision of free transport is made on the understanding that pupils will behave in a manner which has respect for fellow pupils, property and the safety of all. All parties involved in the provision and use of school transport must abide by the “**Home to School/College Transport Code of Conduct**”, copies of which are available at [www.carmarthenshire.gov.wales/schooltransport](http://www.carmarthenshire.gov.wales/schooltransport) or from the Authority on request.

## **2.2 Travel arrangements for learners for whom free transport is not provided**

The Authority encourages sustainable modes of transport for travel to and from school. For example, the Authority will encourage learners to walk, cycle or travel by public transport rather than by private car where possible. Sustainable modes of transport are defined as ones which the Authority can consider may improve the physical wellbeing of those who use them or the environmental wellbeing of the whole or part of the Local Authority’s area.

Information on local bus and rail services is available from Traveline Cymru at [www.TravelineCymru.info](http://www.TravelineCymru.info) or on **0300 200 22 33**.

Information and advice is also available from the County Council at [www.carmarthenshire.gov.wales/transport](http://www.carmarthenshire.gov.wales/transport) or on **01267 228 326**. The Authority works with public transport providers to encourage suitable provision for journeys to and from school where possible.

In some areas the Authority has been able to develop a number of public transport routes which allow learners residing within the “statutory walking distance” to travel, subject to available capacity, on payment of a fare. The fare is payable to the driver at the start of each journey made, and no prior application is necessary.

The Authority also has a small number of spare seats available on some contract vehicles which can be made available temporarily

(upon payment of an administration fee) on a concessionary basis to learners living within the “statutory walking distance” and for whom there is no public transport available, provided the distance to school exceeds one mile and the learner is attending the LA designated or nearest school.

The Authority will determine the number of spare seats that are available and will prioritise the allocation of spare seats initially to those in receipt of free school meals. Any surplus seats available thereafter will be made available to other pupils. All awards will be prioritised to the youngest pupils.

The Authority will withdraw any concession should the need arise by providing seven days written notice.

C Applications for spare seats must be made by the stipulated date (usually late September) and will be determined during October each year. Further information in respect of this policy is available from the Authority’s Passenger Transport Unit at Parc Myrddin, Richmond Terrace, Carmarthen SA31 1HQ, telephone 01267 228 313.

### **2.3 Payment of Travelling Expenses**

In some cases there may be no suitable public transport or contract vehicle available for all or part of a learner’s journey. In these circumstances the Authority will offer a fixed mileage allowance to enable a parent or guardian to convey the pupil to and from school (or to an appropriate point to meet a suitable vehicle where this distance exceeds 1.5 miles). The payment of travelling expenses would be made only where the learner is eligible for free transport in accordance with this policy and the Authority is unable to provide such transport.

### **2.4 Learners with Learning Difficulties/Disabilities**

Transport will be provided in accordance with requirements of a Statement of Special Educational Needs issued by the Authority or where a pupil/learner is the subject of the statutory assessment procedure where learning difficulties which the LA considers makes transport “necessary”. Assessments will be subject to regular review.

The type and nature of transport provided will be determined by a Risk Assessment.

## 2.5 Enquiries and Complaints

Further information in respect of this policy is available from the Authority's Passenger Transport Unit at Parc Myrddin, Richmond Terrace, Carmarthen SA31 1HQ, telephone 01267 228 313.

Operational complaints in respect of the home to school transport service should be made to the Passenger Transport Unit's Network Team at Parc Myrddin, Richmond Terrace, Carmarthen SA31 1HQ, telephone 01267 228 326.

Parents who have submitted an application for free transport and have been refused may request a review of the decision, and will be notified of the review process as part of the written notice of refusal.

## 2.6 How to Apply for Free School Transport

All learners eligible for free transport must have made a written application to the Authority using the published application form. Applications can be made online at [www.carmarthenshire.gov.wales/schooltransport](http://www.carmarthenshire.gov.wales/schooltransport)

Applications for transport must be made at least 15 days from the first date on which transport is required, or by 1st June where transport is required from the start of a new academic year.

If the application is approved, a Travel Pass will be issued by the Authority. Details of the routes to be used will be supplied with the Travel Pass, along with a copy of the "Code of Conduct" which must be adhered to at all times. The Travel Pass will usually be issued within 15 days of the application, although this timescale will be extended in respect of applications made between June and September, and will not apply for learners transferring from Primary school to Secondary School (see below).

Learners transferring from Primary School to Secondary School must submit the appropriate transport application by 16th December. The applications will be checked for confirmation of attendance at the nearest or designated catchment school, and where this is confirmed

will subsequently be assessed by the Passenger Transport Unit for entitlement to free transport. Confirmation of eligibility for transport or otherwise will usually be made by the Passenger Transport Unit by June, and Travel Passes will be issued to eligible learners during August.

If a Travel Pass is lost or damaged the Authority must be contacted on 01267 234 567 immediately in order to make temporary arrangements for travel (where possible) and to order a replacement pass. A charge will be made for replacement Travel Passes.

## **2.7 Conditions of use of Travel Passes**

Travel Passes must be presented to the bus driver at the start of each journey made. Transport may be refused if the pass is not shown. Travel Passes are not transferable, and are valid only for the learner named on the pass and for the journey(s) shown on the pass. Misuse or fraudulent use of a Travel Pass is treated very seriously, and may result in the learner being subject to the school/college's disciplinary procedure in addition to losing their right to travel.

If any details change from the original application form, you must contact the Authority's Passenger Transport Unit immediately, so that the details can be amended and eligibility for transport reassessed if necessary. If a new Travel Pass is required as a result of such change, the existing pass must be returned along with the application.

If the Travel Pass is no longer required, please return it to the Authority's Passenger Transport Unit as there may be other learners wishing to take up the allocated seat.

## **2.8 Transport for Learners above Compulsory School Age**

The Authority currently has a discretionary policy to provide free transport to learners above compulsory school age and under the age of 19 (or those who have reached 19 but started a course when under 19 and continue to attend that course) providing they are attending the nearest or LA designated school, or nearest college campus, and live over the statutory walking distance of 3 miles.

Please note that dual residency provision will not be made for learners aged above compulsory school age.

The Welsh Government has financial support available to cover/contribute to the transport costs of those in post-16 education. The Education Maintenance Allowance (EMA) was introduced as a financial incentive for young people from low-income households to remain in full-time education or training beyond compulsory education. It is available to learners who attend school or college. The Welsh Government's Assembly Learning Grant (ALG) is available to learners aged 19 or over who are in Further Education. The Welsh Government also provides support for those students facing hardship through the Financial Contingency Fund (FCF) which is distributed to further and higher education institutions in Wales.

### **3. School Meals & School Uniform Grant**

#### **Overview**

Carmarthenshire School Meals service provides a choice of nutritionally balanced and value for money meals for every school in the county. School meals play an important part in teaching children social skills and introducing them to different and varied food options.

Pupils in primary schools are offered a free breakfast and have a choice of a cooked two-course meal every day, and secondary school pupils having cafeterias which provide a choice of meals, snacks, fruit and puddings to pupils, available at lunch and morning break times.

If your child has a special dietary requirement issue, then please draw it to the attention of the school and the catering staff and the service will do its best to accommodate the requirements.

The service also provides facilities for pupils to be provided with drinking water at meal times.

#### **3.1 Free Breakfast**

Working with the Welsh Assembly Government we have introduced a free breakfast initiative in 97 of our primary schools (as at September 2016).

Free breakfast sessions are open before school and provide pupils with breakfast, which includes a variety of items, such as:

Breakfast is recognised as the most important meal of the day and evidence shows that a healthy breakfast is linked to better health, concentration and behaviour in our schools.

### 3.2 School Meals Menus

Our menus are carefully planned to meet the Welsh Nutritional Guidelines and it is our aim to ensure that all pupils can be provided with a healthy, nutritious meal, and that vegetarians and those pupils on special diets are also catered for.

A two course primary meal in Carmarthenshire costs **£2.40 (April 2016)**. All of our secondary schools operate a cash cafeteria system; the value of the free meal token in our comprehensive schools is **£2.40 (April 2016)**.

**All meals must be prepaid.** If you require a copy of our current menu please contact the Catering Team on **01267 246484**

### 3.3 Free School Meals

Free School Meals are only available to children whose parents/ guardian receives one of the following benefits:

- Income Support
- Job Seekers Allowance (Income Based)
- Support under part V1 of the Immigration and Asylum Act 1999
- Guaranteed element of State Pension Credit, Child Tax Credit, but DO NOT receive Working Tax Credit, and their annual income(as assessed by the Inland Revenue) does not exceed £16,190 unless Working Tax Credit is part of a four week run on.
- Income related Employment and Support Allowance
- Universal Credit

Please note: Children in receipt of one of the benefits themselves are also entitled to Free School Meals.

## How do I apply for Free School Meals?

You can apply for free school meals in minutes on-line via our website: [www.carmarthenshire.gov.wales](http://www.carmarthenshire.gov.wales)

## What happens next?

Once we receive your on-line application, we will envisage to process your application within 5 working days. You will be notified of the award by e-mail / by letter.

## Application Renewals

If you are already claiming free school meals for your child, there is no need to re-apply for each new school year this entitlement will automatically follow your child to the next stage of their education (e.g. in September). If this involves moving to new school (e.g. moving from primary to secondary school) the new school will be advised of your entitlement without the need to re-apply).

If your child transfers to another school within Carmarthenshire at any other time or for any other reason, again entitlement will automatically follow your child. Please notify us of a change in school.

## What happens if my circumstances change?

You should notify the Free School Meals Office if:

- You start work
- Your benefit changes
- You change address
- You have another child starting school for the first time
- The child no longer lives with you

Failure to notify us in any changes to your benefit/income may mean you have to pay for any meals taken whilst you were not eligible.

Contact Details: Free School Meals Section, Department for Education and Children, Building 2, St David's Park, Job's Well Road, Carmarthen SA31 3HB, Tel: 01267 246521 [Freeschoolmeals@carmarthenshire.gov.uk](mailto:Freeschoolmeals@carmarthenshire.gov.uk)

### **3.4 Provision of Milk**

The Authority operates two schemes for providing milk free of charge to pupils, namely the under the age of 5 scheme operated in accordance with the National Milk Re-imbusement Unit (MNRU) and the Key Stage 1 scheme in accordance with The National Assembly for Wales Regulations 2001. Both schemes receive a subsidy from the EC School Milk Scheme.

Free school milk is also provided for pupils over the age of 5 in individual cases on medical grounds and where children attend special schools or units. Schools are allowed to make their own local arrangements if they wish to introduce financially self-supporting milk schemes.

## **Welsh Assembly Government's School Uniform Grant**

### **The Grant Scheme**

The Welsh Government has introduced a scheme offering financial assistance to certain parents on low income towards the purchase of school uniform for their children when they move from primary to secondary school. Carmarthenshire County Authority (LA) administers the scheme on its behalf.

The grant is to provide assistance towards the cost of purchasing articles deemed to be suitable to be worn as school uniform by the relevant school governing body. It shall be the responsibility of the parent to establish which items of uniform are acceptable to the school.

### **Eligibility for Grant**

Pupils entering Year 7 in a maintained school in Carmarthenshire and with an existing eligibility for free school meals qualify for the grant. Where pupils move to a school maintained by a different authority, the application will need to be made to the maintaining authority for that secondary school.

Accordingly, children of families currently in receipt of one of the following benefits will be eligible:

- Income support (IS)
- Job Seekers Allowance – Income Based (JSA-IB)



- Support under part V1 of the Immigration and Asylum Act 1999
- Guaranteed element of State Pension Credit
- Child Tax Credit ONLY, with an annual household income (as assessed by the Inland Revenue) does not exceed £16,190 (6 April, 2013)
- Income-related Employment and Support Allowance (IR).
- Universal Credit

### **Dates for Receiving Applications**

Eligibility for the grant will be judged at the time of application. Families are able to apply to local authorities for the grant from 1st July 2017 for the 2017/2018 school year.

The grant conditions include a cut off date of 31st October for Local Authorities to receive applications but allow Local Authorities discretion to accept applications up to 31st January 2017 from families of eligible pupils moving into Wales or from families of relevant pupils recently becoming eligible for free school meals.

### **Amount of Grant**

The Grant for each eligible pupil as at September 2016 is £105.

### **Form of Payment**

Payment will be made by means of cheque. Numerous retailers throughout the County have agreed to accept these cheques.

The Local Authority will make the grant payments before the end of the Summer Holiday to enable families to purchase school uniform before the start of the new school year in September.

### **Contact Details**

For further information or to request an application form please contact:

School Uniform Grant Section, Strategic Development Division,  
Department for Education and Children, Building 2, St David's Park,  
Jobs Well Road, Carmarthen SA31 3HB

Tel: **01267 246521**

## 4. Educational Maintenance Allowance (EMA)

These allowances are available for students over statutory school leaving age who stay on at school. Full information and how to apply for any of these allowances and grants is available from the school.

## 5. Education Welfare Service

The Education Welfare Service (EWS) works on behalf of the local authority to support regular school attendance. Staff promote family engagement and utilise a team around the family (TAF) approach to enable families to overcome barriers to regular attendance. The EWS has the delegated responsibility for monitoring child performance; child employment; and chaperone training across the authority. The EWS also acts on behalf of the local authority in enforcing a parents' duty to provide appropriate education under the Education Act (1996) (2002). The service works in partnership with schools, children services, families and wider partners.

## 6. Trust Funds

The Authority administers a number of charitable trust funds which can offer assistance towards the cost of school clothing and equipment and particularly towards the expenses of those attending further or higher education courses. In the main, each of these trust funds has been established for the benefit of pupils who have attended a specified school or schools in the County although it should be noted that some can provide financial assistance to support students from anywhere within the County. Further particulars of the availability of assistance from trust funds should be sought from the Headteacher of the school or visit our website:

[www.carmarthenshire.gov.wales/home/residents/education-schools/financial-support/student-finance/](http://www.carmarthenshire.gov.wales/home/residents/education-schools/financial-support/student-finance/)

## 7. The Careers Service

Careers Wales aims to help young people make those difficult decisions about their future. It has up-to-date expert knowledge of education, training and employment and usually pupils are seen by Careers Advisers in school from Year 9 of the Secondary School onwards, to help them plan their future by:-

- advising what subjects to study and the significance of their choice;
- providing support in making career decisions;
- assisting them to formulate a careers action plan;
- giving information about jobs, careers, further education, higher education and the many training courses available;
- informing them about job vacancies, training opportunities and college courses, entry requirements and applications;
- providing specialist help for those with disabilities and promoting equality of opportunity, irrespective of circumstances.

Careers Wales seeks to ensure that parents and guardians are aware of all the services on offer and actively encourages parental involvement throughout the careers guidance process. To secure parental involvement, Careers Wales offers a flexible service which is responsive to parents' needs in terms of time, place and context and includes individual discussions with parents at schools, careers centres or at parents evenings and careers events.

Careers Advisers may be contacted through the school or at Careers Wales:- Telephone:- **0800 028 4844**.

## 8. Carmarthenshire Family Information Service

The Family Information Service (FIS) provides free, bilingual, impartial information on a wide range of childcare options, activities for children and family support related issues. This includes paying for childcare and working in childcare, information on nurseries, childminders, out of school clubs, playgroups and parent and toddler groups. The Family Information Service is available to parents, carers, employers and professionals throughout Carmarthenshire.

Contact the FIS for information on:

- childcare availability and facilities
- child development and behaviour
- education and Family Learning Services
- health and wellbeing services
- support groups for parents and families
- play, sport and other recreational facilities
- staying safe
- local and national services for children and adults with disabilities.  
.. and much, much more.

As well as helping you directly, the Family Information Service can also signpost you to other agencies and organisations.

The FIS may be contacted by:

Telephone: **(01267) 246 555**

e-mail: **childrenInfo@carmarthenshire.gov.uk**

Website: **www.fis.carmarthenshire.gov.uk**

FIS Text Service: Start your message with Children and send to  
**07786 202747**

## 9. Healthy Schools Scheme

The Healthy Schools Scheme has been running successfully since September 2001 and all primary schools, secondary schools and additional learning establishments in Carmarthenshire are now part of the initiative.

The 'Healthy School' is one which takes responsibility for maintaining and promoting the health of all who 'learn, work, play and live' within it by embedding the seven health topics into all aspects of pupils' learning experiences.

The Seven Topics are:

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

The initiative supports Wales' new Curriculum with regards to healthy children and young people and substantially supports the Personal and Social Education Framework.

Schools must progress through five phases of the scheme within four areas, Leadership and Communication, Curriculum, Ethos and Environment and Family and Community involvement. Upon phase completion, schools are awarded a plaque. The National Quality Award is the highest award achievable in the scheme and there are currently 19 schools working towards the NQA status in Carmarthenshire.

For further information on the Healthy Schools Scheme please contact Catrin Rees or Angharad Vaughan-Owen, Healthy Schools Co-ordinators on (01267) 246622

## 10. Sustainable Development and Global Citizenship Eco Schools Award Programme

The Eco Schools Award is an international initiative which is administered by Keep Wales Tidy and has been adopted by the County Authority to help Carmarthenshire schools become more proactive and encourage pupils to engage with environmental and sustainable development issues. It provides a highly structured system for the environmental management of schools.

The programme is a learning resource and topic areas include: Litter, Waste Minimisation, Transport, Healthy Living, Energy, Water, School Grounds and Global Citizenship. Pupils take key roles in decision making and participation in order to reduce the environmental impact of their school. In this way, the Eco-Schools programme extends learning beyond the classroom and develops responsible citizenship attitudes both at home and in the wider community.

It involves the whole school – pupils, teachers, non-teaching staff and governors, together with members of the local community (parents, the local authority, media and local businesses).

The programme also is linked to the Healthy Schools and Fairtrade Schools Schemes; these initiatives are recognised and supported by the Welsh Government.

All Carmarthenshire schools have registered for the Eco Schools programme with over 383 individual Green Flags awarded to secondary, primary, junior, infant, federated and special schools. 34 schools have received the Eco Schools Platinum Award. This accolade is achieved when schools have gained four Eco Schools Green Flags.

For more information on any of the above initiatives please visit:

[www.eco-schoolswales.org](http://www.eco-schoolswales.org)

[www.wales.gov.uk](http://www.wales.gov.uk)

[www.fairtradewales.com](http://www.fairtradewales.com)

## D. Carmarthenshire Schools and Pupil Summary

Nursery Schools	1
Infant Schools	1
Junior Schools	1
Primary Schools	96
Special Schools	2
Secondary Schools	12
<b>TOTAL</b>	<b>113</b>

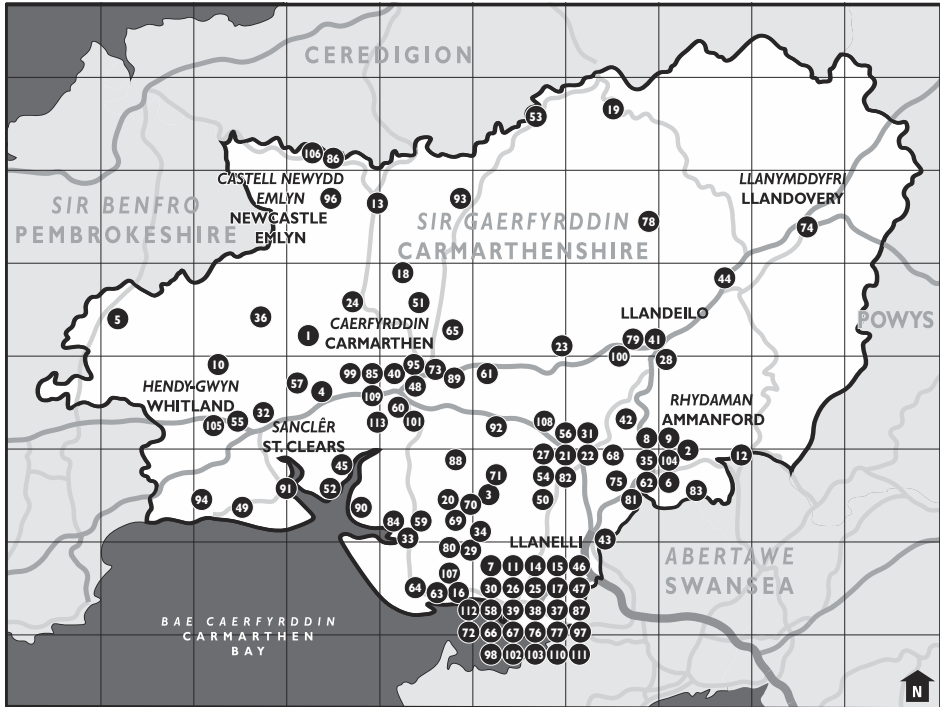
### TOTAL PUPIL NUMBER (January 2016)

Primary Schools	15,873
Secondary Schools	11,119

Further Information on and access to the websites of individual schools may be obtained through the following hyperlink:  
[www.amdro.org.uk/English/SchoolWebsites/Pages/default.asp](http://www.amdro.org.uk/English/SchoolWebsites/Pages/default.asp) –  
Contact details are provided in the centre of this booklet

D

# E. Carmarthenshire Schools



## Community Primary Schools

- |                  |                    |                    |                     |
|------------------|--------------------|--------------------|---------------------|
| 1. Abernant      | 15. Brynteg        | 31. Gors-las       | 45. Llan-gain       |
| 2. Meithrin      | 16. Burry Port     | 32. Griffith Jones | 46. Llangennech (J) |
| Rhydaman /       | 17. Bynea          | 33. Gwennlian      | 47. Llangennech (I) |
| Ammanford        | 18. Cae'r Felin    | 34. Gwynfryn       | 48. Llangynnwr      |
| Nursery          | 19. Carreg Hirfaen | 35. Gymraeg        | 49. Llanmiloe       |
| 3. Bancffosfelen | 20. Carwe          | Rhydaman           | 50. Llannon         |
| 4. Bancyfelin    | 21. Cefneithin     | 36. Hafodwenog     | 51. Llanpumsaint    |
| 5. Beca          | 22. Cross Hands    | 37. Halfway        | 52. Llansteffan     |
| 6. Betws         | 23. Cwrt-henri     | 38. Hendy          | 53. Llanybydder     |
| 7. Bigyn         | 24. Cynwyl Elfed   | 39. Heol Hen / Old | 54. Llechyfedach    |
| 8. Blaenau       | 25. Dafen          | Road               | 55. Llys Hywel      |
| 9. Bro Banw      | 26. Dewi Sant      | 40. Tre-ioan /     | 56. Maes-y-bont     |
| 10. Bro Brynach  | 27. Dre-fach       | Johnstown          | 57. Meidrim         |
| 11. Bryn         | 28. Ffair-fach     | 41. Llandeilo      | 58. Maes y Morfa    |
| 12. Brynaman     | 29. Pump-heol /    | 42. Llandybie      | 59. Mynyddygarreg   |
| 13. Brynsaron    | Five Roads         | 43. Llanedi        | 60. Myrddin         |
| 14. Brynsierfel  | 30. Ffwrnes        | 44. Llangadog      | 61. Nantgaredig     |



## Community Primary Schools

62. Parc-yr-hun	69. Pont-henri	75. Saron	82. Tymbl
63. Parc y Tywyn	70. Pont-iets	76. Stebonheath	83. Y Bedol
64. Pen-bre / Pembrey	71. Pontyberem	77. Swiss Valley	84. Y Castell
65. Peniel	72. Pwll	78. Tallyllychau / Talley	85. Y Dderwen
66. Penrhos	73. Parc Waun-dew / Richmond Park	79. Teilo Sant	86. Y Ddwylan
67. Pen-y-gaer	74. Rhys Prichard (Llanymddyfri)	80. Trimsaran	87. Y Felin
68. Pen-y-groes		81. Tŷ -croes	88. Y Fro

## Voluntary Controlled Primary Schools

89. Abergwili	91. Lacharn / Laugharne	93. Llanllwni
90. Glanyfferi / Ferryside	92. Llanddarog	94. Tremoilet

## Voluntary Aided Primary Schools

95. Model	98. St. Mary's, Llanelli	99. St. Mary's, Carmarthen
96. Penboyr		
97. Pentip		

## Secondary Schools

100. Bro Dinefwr	104. Dyffryn Aman	108. Maes y Gwendraeth	110. Strade
101. Bro Myrddin	105. Dyffryn Taf	109. Queen Elizabeth High	
102. Bryngwyn	106. Emlyn		
103. Coedcae	107. Glanymôr		

## Voluntary Aided Secondary Schools

111. St. John Lloyd

## Special Schools

112. Heol Goffa	113. Rhyd-y-gors
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